

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/008131-2025>

Tender

## **PROVISION OF RECREATIONAL SERVICES FOR YOUNG PEOPLE**

Witchford Parish Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-008131

Procurement identifier (OCID): ocids-h6vhtk-04e9f8

Published 6 March 2025, 9:04am

### **Scope**

### **Description**

An annual sum in the region of £10,000, but not limited to this amount, will be available for the provision of the core work outlined in this document. This is to include staffing, volunteer costs and related insurance, travel, preparation time and marketing. The commissioned organisation will also provide its own transportation, IT and other equipment (including equipment needed for activities, if not already in place within the community) and all consumable materials required to meet the objectives and provide activities and services for young people detailed above.

Please note that the parish council has no buildings of its own and the cost of hiring facilities will need to be included within the tender. Provide activities and services for young people aged 10-16 to enjoy and to help their

personal and social development. The suggested programme should consider youth activities already on offer in the parish and consider those that are running in neighbouring parishes

### **Total value (estimated)**

- £30,000 including VAT

Below the relevant threshold

### **Contract dates (estimated)**

- 1 September 2025 to 31 July 2027
- 1 year, 11 months

### **Main procurement category**

Services

### **CPV classifications**

- 92000000 - Recreational, cultural and sporting services

### **Contract locations**

- UKH - East of England

---

## **Participation**

### **Particular suitability**

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

---

## **Submission**

### **Tender submission deadline**

24 April 2025, 12:00pm

### **Submission address and any special instructions**

[clerk@witchfordparishcouncil.gov.uk](mailto:clerk@witchfordparishcouncil.gov.uk)

<https://witchfordparishcouncil.gov.uk/>

### **Tenders may be submitted electronically**

Yes

---

## **Award criteria**

### **6. Criteria for the evaluation of tenders**

Evaluation will be on the basis of the written tenders and on a presentation and interview in person.

Tenders will be evaluated against the following criteria:

- o Experience of similar work and track record
- o The quality of the proposal in relation to the needs of the parish
- o Value for money which includes reference to added value such as volunteer in-kind

support

- o Evidence of local need and changing nature of youth provision
- o Adaptability and ability to respond to need
- o Evidence of appropriate policies and procedures, insurances, professional qualifications and support mechanisms within the organisation
- o Evidence of ability to work within the timeframe and budget.

---

## **Procedure**

### **Procedure type**

Below threshold - open competition

---

## **Documents**

### **Associated tender documents**

[Specification for youth services Witchford.pdf](#)

---

## **Contracting authority**

## **Witchford Parish Council**

- Public Procurement Organisation Number: PZLQ-5137-TDWN

88 West Fen Road

Ely

CB6 3AA

United Kingdom

Email: [clerk@witchfordparishcouncil.gov.uk](mailto:clerk@witchfordparishcouncil.gov.uk)

Region: UKH12 - Cambridgeshire CC

Organisation type: Public authority - sub-central government