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Planning

PA23 UK2 - Preliminary market engagement notice San Jose, Costa Rica – British Embassy Office Fit-out Works

Foreign, Commonwealth and Development Office

UK2: Preliminary market engagement notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2026/S 000-008181

Procurement identifier (OCID): ocds-h6vhtk-0611aa

Published 29 January 2026, 4:08pm

Changes to notice

This notice has been edited. The [previous version](#) is still available.

Questionnaire link updated

Scope

Description

The British Embassy (San Jose) is to be located within a leased unit in La Sabana. The office space is currently vacant in a newly built complex and has the primary objective to be fit-out, creating a fit-for-purpose environment, whilst considering, fire and security issues.

High level summary of scope of works:

Fit-out of vacant floor space to a fit-for-purpose office standard, including Mechanical and electrical installations, which are fed outside of the office demise through a multi-story complex. Fit-out of a storage unit within the same building and outside of the office demise (Approx £1.95m).

The site will be vacant throughout construction and the Embassy will continue their operations from a separate location.

The Contractor and any sub-contractors utilised must be able to work to relevant UK Standards. The build must be constructed to UK standards.

The Contractor's Project Manager undertaking work will need to have the required Security Clearance (SC) and be approved by the FCDO at the time of starting the works.

It is anticipated that the form of Contract to be used will be the NEC 4 contract.

Suppliers are invited to complete the Preliminary Market Engagement Questionnaire, which can be found at <https://forms.office.com/e/GwTMBrLfXi>

Please confirm interest by providing responses to the questions in the questionnaire by 17:00 GMT, 9th February 2026.

Total value (estimated)

- £1,950,000 excluding VAT
- £2,203,500 including VAT

Below the relevant threshold

Contract dates (estimated)

- 16 December 2026 to 15 June 2028
- 1 year, 6 months

Main procurement category

Works

CPV classifications

- 45210000 - Building construction work

Contract locations

- CR - Costa Rica

Engagement

Engagement deadline

14 September 2026

Engagement process description

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Please confirm interest by providing responses to the questions in the questionnaire by 17:00 GMT, 9th February 2026.

There may be further market engagement activities such as presentations and meetings. In such case this notice will be updated.

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Publication date of tender notice (estimated)

14 September 2026

Contracting authority

Foreign, Commonwealth and Development Office

- Public Procurement Organisation Number: PXRR-8771-PHVX

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United Kingdom

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Website:

<https://www.gov.uk/government/organisations/foreign-commonwealth-development-office>

Region: UKI32 - Westminster

Organisation type: Public authority - central government