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Planning

Administration, Supervision and Monitoring of the Collection of Light Dues

Trinity House

UK3: Planned procurement notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-010828

Procurement identifier (OCID): ocds-h6vhtk-04f7b4

Published 24 March 2025, 10:05am

Scope

Description

This is a Planned Procurement Notice to advise interested parties of the General Lighthouse Authorities (GLA's) upcoming requirement for a supplier to administer, supervise and monitor the collection of Light Dues at all ports in the UK.

Light Dues collection is a statutory GLA tax collecting function which is co-ordinated by Trinity House (TH) on behalf of the three GLAs of the UK and Ireland.

Any vessel arriving in a UK or Irish port is liable to pay Light Dues at the appropriate rate.

Trinity House requires a supplier to administer, supervise and monitor the collection of Light Dues at all ports in the UK. Interested parties would need to demonstrate that they have access to a network of people who can collect Light Dues on behalf of Trinity House. Trinity House would expect a strong understanding of the process and need to collect Light Dues.

It is expected this contract will be a 3 year term starting 1st July 2025.

It is requested the successful supplier indemnifies Trinity House (on behalf of the GLAs) against uncollected Light Dues income. Therefore, should a Light Dues certificate be issued by a collector which subsequently becomes insolvent before the payment is collected, the supplier will compensate Trinity House for the certificate value.

Current collection process:

In the Republic of Ireland local Customs and Revenues officers collect Light Dues and issue certificates when vessels arrive in port. In the UK a similar network of "collectors" is provided by Institute of Chartered Ship Brokers (ICS) members i.e. shipping agents which are affiliated to ICS. ICS is the professional body representing ship brokers, ship managers and shipping agencies in the UK.

ICS Company members are required to pass a professional qualification and adhere to standards set out by the institute. By contracting through the ICS the Light Dues collection function accesses an established network of professionally qualified and independently vetted shipping agency companies with suitable knowledge of Light Dues and sufficient UK coverage to include all commercial ports.

Once appointed, collectors are provided with access to the Automatic Light Dues Issuing System (ALDIS) and are required to sign up to the Direct Debit (DD) guarantee scheme. Collectors can then issue Light Dues certificates (on behalf of TH) for vessels arriving into port and the Light Dues are automatically collected seven days later by DD.

As part of the current agreement, ICS indemnifies Trinity House (on behalf of the GLAs) against uncollected Light Dues income. Therefore, should a certificate be issued by an ICS collector which subsequently becomes insolvent before the DD is collected, ICS will compensate Trinity House for the certificate value. This assurance is a critical factor in the provision of the service as it ensures that the income from Light Dues is not at risk should a collector go into liquidation.

Interested parties that can meet this requirement should email etender@trinityhouse.co.uk to express interest to participate in this opportunity.

To view this notice, please click here:

<https://www.delta-esourcing.com/delta/viewNotice.html?noticeId=931077112>

Total value (estimated)

- £169,706 excluding VAT
- £203,647 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 July 2025 to 1 July 2028
- 3 years, 1 day

Main procurement category

Services

CPV classifications

- 75112000 - Administrative services for business operations

Contract locations

- UK - United Kingdom

Submission

Publication date of tender notice (estimated)

8 May 2025

Tender submission deadline

1 June 2025, 1:00am

Submission address and any special instructionsetender@trinityhouse.co.uk**Tenders may be submitted electronically**

Yes

Award criteria

Name	Description	Type	Weighting
Quality of proposal including all aspects of requirement	Long criteria description	Quality	60%
Financial proposal including breakdown of service	Long criteria description	Price	30%

Name	Description	Type	Weighting
Social Value: In 300 words explain how your organisation supports educational attainment relevant to the contract that address skills gaps and result in recognised qualifications	Long criteria description	Quality	10%

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

<https://www.find-tender.service.gov.uk/Notice/Attachment/A-935911081>

Contracting authority

Trinity House

- Public Procurement Organisation Number: PXWM-8968-LPJY

TRINITY HOUSE

LONDON

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United Kingdom

Contact name: Assistant Procurement Specialist

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Email: etender@trinityhouse.co.uk

Region: UKI31 - Camden and City of London

Organisation type: Public authority - sub-central government