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Planning

Transcription and Recording Services

General Pharmaceutical Council

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

Notice identifier: 2025/S 000-011949

Procurement identifier (OCID): ocds-h6vhtk-04fa7f ([view related notices](#))

Published 31 March 2025, 11:08am

Scope

Reference

GPhC134

Description

The GPhC wishes to inform the market of our intention to procure the provision of Transcription and Recording Services.

The purpose of this notice is to raise awareness of our upcoming sourcing activity, gauge accurate levels of market interest, and receive feedback on prospective plans/requirements in advance of the formal procurement process; to be announced through Tender Notice on Find a Tender Service in June 2025.

Scope of services will include the:

1. Provision of high-quality audio recordings.

2. Provision of translation, interpretation, and video recording services (of/for hearings).
3. Supply of Agents -throughout the United Kingdom- to attend hearings.
4. Production and secure email provision of accurate and high-quality transcripts.
5. Redaction and secure email provision of transcripts.
6. Supply accurate management information/reports.

We kindly ask that all interested suppliers submit the attached response form to Anna Kitoki at procurement@pharmacyregulation.org by 17:00 on 11.04.2025.

Please note, any interest shown does not constitute a commitment to participate; and failure to show interest does not restrict suppliers from participating in this and/or any other procurement process run by the GPhC.

Total value (estimated)

- £220,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 11 October 2025 to 10 October 2026
- Possible extension to 10 October 2028
- 3 years

Description of possible extension:

3 Years (1 Year + 2 Year extension)

Main procurement category

Services

CPV classifications

- 72317000 - Data storage services
- 72318000 - Data transmission services
- 79530000 - Translation services
- 79540000 - Interpretation services
- 79996100 - Records management

Contract locations

- UKC - North East (England)
- UKD - North West (England)
- UKE - Yorkshire and the Humber
- UKF - East Midlands (England)
- UKG - West Midlands (England)
- UKH - East of England
- UKI - London
- UKJ - South East (England)
- UKK - South West (England)

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Publication date of tender notice (estimated)

16 June 2025

Tender submission deadline

14 July 2025, 11:59pm

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

26 August 2025

Procedure

Procedure type

Open procedure

Documents

Associated tender documents

[Preliminary Market Engagement \(GPhC134 Transcription and Recording Services\).docx](#)

Contracting authority

General Pharmaceutical Council

- Public Procurement Organisation Number: PXRY-5513-YMDN

Level 14, One Cabot Square, Canary Wharf

London

E14 4QJ

United Kingdom

Email: procurement@pharmacyregulation.org

Website: <http://www.pharmacyregulation.org>

Region: UKI42 - Tower Hamlets

Organisation type: Public authority - sub-central government