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Tender

ESG and Sustainability System

The Mayor and Commonalty and Citizens of the City of London

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Notice identifier: 2026/S 000-012719

Procurement identifier (OCID): ocds-h6vhtk-05db63 ([view related notices](#))

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Scope

Description

The City aims to partner with a software provider to support management of utility spend and consumption, with the ultimate aim of reducing cost and carbon. This will support Climate Action Strategy (CAS) goals and objectives of Net Zero in our own operations by 2027.

The following represent essential requirements which must be met by the supplier, who must be able to provide and manage both software solutions and invoice validation services.

1. Provide invoice validation services. This includes utilities on the City's corporate contracts and ad-hoc supplies. All invoices must be loaded by the contractor into the software.
2. Provide easily accessible and customizable dashboards for cost, consumption and carbon based on portfolio, site, utility, meter level and Fund.
3. Provide high consumption notifications for any utility/site/meter, based on invoice or HH data.
4. Ensure customer satisfaction by allocating a dedicated account manager and

accountability for KPI performance.

5. Invoices to Accounts payable are provided in a file format requested by the City in order to upload to the City's payment system (SAP). This must be completed for all utilities including electricity, gas, district heating/cooling and water.

The City is seeking a software that will leverage recent advances in technology to support energy and cost reduction, along with improved access of resources. To support energy reduction, alerts must be configured to notify the user of high or low consumption. To minimise costs, reports must be generated based on elements of supplier invoices (i.e, standing charges, CCL, water and sewerage). To improve City resource use, the City wishes to use the software for tenant recharging for the first time. This must be completed by, at a minimum, subtracting submeters from the main fiscal meter.

The City wishes to form a strong partnership with a provider who is eager to support the City's ambitious climate goals by freeing up City's resources to pursue energy opportunities, rather than day-to-day administrative tasks such as updating meter serial numbers in the database and chasing suppliers for costs.

This tendering exercise is being undertaken using the electronic tendering system 'City of London Corporation Sourcing & Contracts Portal' (<https://cityoflondon.ukp.app.jaggaer.com/>) Suppliers will need to register an interest on the system in order to participate and registration is free.

The estimated contract value given at sections 31 and 32 is for the full duration of the contract including the maximum possible extensions. The estimated annual contract value is therefore £112500 exc. VAT

Total value (estimated)

- £450,000 excluding VAT
- £540,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 October 2026 to 30 September 2028

- Possible extension to 30 September 2030
- 4 years

Description of possible extension:

The duration of the contract is 2 years, subject to the right of the City (at its sole discretion) to exercise its right to extend the Contract by up to 2 years.

Main procurement category

Services

CPV classifications

- 72212771 - General utility software development services
- 48771000 - General utility software package

Participation

Legal and financial capacity conditions of participation

Bidders whose financial position is unacceptable in terms of stability, capability and capacity will be excluded. Bidders are therefore advised to ensure that copies of their latest audited / approved accounts have been submitted to Companies House (if applicable).

Bidders' will be assessed against the following criteria:

1. Minimum Revenue Requirement
2. D&B Overall Business Risk

Minimum Revenue Requirement:

The revenue requirement is calculated as the annual average revenue of the last two reported financial years, divided by the estimated annual contract value, as set out in the tender notice at section 31. Bidders will be required to have an unrounded result of '2.0' or greater. A financial year is taken to be of 12 months' duration; where this is not the case a pro rata calculation will be used to establish the 12 months' equivalent.

D&B Overall Business Risk

The City will obtain a credit report on D&B Credit using the Company Registration number provided in Q1.3.2 of the 'Potential Supplier Information'. As D&B information is updated regularly the City will run all the reports for this procurement shortly after the receipt of selection questionnaires to ensure fairness and transparency. Bidders who are assessed as 'Low', 'Moderate-Low', and 'Moderate' for the Overall Business Risk will pass this part of the Finance Check.

Bidders scoring 'Moderate-High' or 'High' will be assessed against the information provided as part of the Qualification Envelope 'Finance Self-Cleansing' response provided. If no response was included in that section, the City may choose to seek a clarification from the Bidder. The City can use its discretion as to whether the Bidder has provided reasonable assurance to the City of its financial viability or if Mitigating Solutions are required. Bidders who do not provide a reasonable assurance may fail this section and the entire tender process.

Technical ability conditions of participation

Suppliers must demonstrate their technical and professional ability through completion of the Technical and Professional Ability Questionnaire.

Particular suitability

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

Submission

Enquiry deadline

26 February 2026, 12:00pm

Submission type

Requests to participate

Deadline for requests to participate

9 March 2026, 12:00pm

Submission address and any special instructions

<https://cityoflondon.ukp.app.jaggaer.com/>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

26 June 2026

Award criteria

Name	Type	Weighting
Technical	Quality	50%
Commercial	Cost	35%
Responsible Procurement	Quality	15%

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Competitive flexible procedure

Competitive flexible procedure description

This Competitive Flexible Procedure will be conducted in two (2) stages:

Stage 1 – Invitation to Participate (ITP)

Stage 2 – Invitation to Tender (ITT)

Stage 1 - Invitation to Participate (ITP) Evaluation Process:

The City will assess each bidder's ITP submission in four (4) steps:

Step 1: Compliance Check

Step 2: Exclusion and Debarment Check

Step 3: Conditions of Participation Assessment

Compliant submissions will be assessed against the Conditions of Participation criteria set out in the Qualification Envelope.

Step 4: Technical and Professional Ability Assessment

Responses to Questions 1 and 2 of the ITP Technical and Professional Ability Document will be assessed on a pass/fail basis. Suppliers who fail either Question 1 or Question 2 may not have their submissions evaluated further and will not progress to the next stage.

Suppliers who pass Questions 1 and 2 will have their responses to Questions 3 to 7 scored and weighted in accordance with the methodology set out in the ITP Pack.

The top five (5) ranked suppliers will be invited to tender (Stage 2). Further details on the selection methodology are provided in the ITP Pack.

Stage 2 – Invitation to Tender (ITT) Evaluation:

Suppliers invited to tender will be evaluated against the following award criteria:

- Responsible Procurement – 15%
- Technical – 50% (Written Responses – 40% and Demonstration – 10%)
- Commercial – 35%

Following evaluation of the ITT submissions:

Technical (Written Responses – 40%)

Responsible Procurement (15%)

Commercial (35%)

The top three (3) suppliers, or any supplier who remains capable of winning the tender based on their score, will be invited to participate in the Demonstration stage (10%).

Documents

Documents to be provided after the tender notice

The ITT pack, including the technical specification, pricing schedule, form of tender, and ITT questionnaire, will be issued upon invitation to the shortlisted suppliers

Contracting authority

The Mayor and Commonalty and Citizens of the City of London

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Organisation type: Public authority - sub-central government