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Tender

## **Support the Management of Strategic Developments and Planning Officers**

Canterbury City Council

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

Notice identifier: 2025/S 000-017577

Procurement identifier (OCID): ocids-h6vhtk-05090f

Published 29 April 2025, 12:08pm

### **Scope**

### **Reference**

DN772996

### **Description**

Canterbury City Council wishes to select and appoint a suitable supplier to Support the Management of Strategic Developments and Planning Officers and invites tenderers to submit a tender to meet the Council's requirements.

The Contract is anticipated to commence June 2025 and will continue for a period of 2 years (unless terminated early in accordance with the terms and conditions of the Contract

Full details and requirements are included within the Invitation to Tender Documentation.

Important Notice:

Suppliers should in the first instance register themselves on the Kent Business Portal by

following registration instructions. After registering suppliers are asked to express their interest in this opportunity, after which suppliers will be able to access and download all the required documents attached to this notice. Please ensure you download all documents and complete according to instructions contained.

**Attachments:**

Instructions to Suppliers: Expressions of interest will only be accepted via the Kent Business Portal ([www.kentbusinessportal.org.uk](http://www.kentbusinessportal.org.uk)).

Note that in order to successfully submit your interest you will first need to register for an account on the portal. After registration is complete and you've received your login details you should return to the advert for the opportunity and express your interest.

You will then receive an email giving you a link to the documentation provided and be able to access the tender documents. The tender documents are required to be completed and submitted electronically via the Kent Business Portal by no later than 12:00 on Friday 30 May 2025

**Questions and Communication:**

Please direct all questions and communication through the Kent Business Portal via the message facility (once registered).

**Total value (estimated)**

- £141,666 excluding VAT
- £170,000 including VAT

Below the relevant threshold

**Contract dates (estimated)**

- 17 June 2025 to 30 June 2027
- 2 years, 14 days

## **Main procurement category**

Services

## **CPV classifications**

- 71240000 - Architectural, engineering and planning services

## **Contract locations**

- UKJ4 - Kent

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## **Participation**

### **This procurement is reserved for**

- UK suppliers
- Small and medium-sized enterprises (SMEs) and voluntary, community and social enterprises (VCSEs)

## **Particular suitability**

Small and medium-sized enterprises (SME)

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## **Submission**

## **Enquiry deadline**

30 May 2025, 12:00pm

### **Tender submission deadline**

30 May 2025, 12:00pm

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

Expressions of interest will only be accepted via the Kent Business Portal ([www.kentbusinessportal.org.uk](http://www.kentbusinessportal.org.uk)).

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

Yes

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### **Award criteria**

The Council will award the Contract on the basis of the most advantageous tender (MAT). It will be seeking to ensure the best financial performance and value for money from the Services whilst, at the same time, improving or maintaining the standard of the Services.

The overall assessment ratio is 70 % quality and 30% cost.

The weighted quality and cost scores will be added together, and this will identify the most advantageous tender.

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### **Procedure**

## Procedure type

Below threshold - open competition

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## Contracting authority

### Canterbury City Council

- Public Procurement Organisation Number: PXJX-9843-DLGM

14 Rose Lane

Canterbury

CT12UR

United Kingdom

Email: [procurement@canterbury.gov.uk](mailto:procurement@canterbury.gov.uk)

Website: <https://www.canterbury.gov.uk>

Region: UKJ44 - East Kent

Organisation type: Public authority - sub-central government