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Tender

Guildhall Yard East PM,CA&EA Appointment

The Mayor and Commonalty and Citizens of the City of London

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

Notice identifier: 2025/S 000-019465

Procurement identifier (OCID): ocds-h6vhtk-050cfb ([view related notices](#))

Published 7 May 2025, 3:43pm

Scope

Description

The City of London Corporation (the City) invites Tenders for the provision of Project Management & Contract Administration / Employer's Agent Consultant services to manage and deliver the Guildhall Yard East (GYE) project.

This project requires all personnel involved to hold the below security clearances due to the sensitive nature of the Tactical Firearms Training Facility.

- Non-Police Personnel Vetting (NPPV) Level 3
- Security Clearance (SC)

The Consultant's primary duties will cover project management, contract administration, and employer's agent roles across RIBA Stages 3 to 7. This will include:

- Managing design progression from RIBA Stage 2.
- Supporting internal Gateway governance processes (Gateway 3-6).
- Overseeing a Two Stage Design & Build procurement route.

- Administering contracts under the JCT Design & Build form.
- Facilitating risk management, financial control, change management, and stakeholder engagement.
- Ensuring compliance with statutory and regulatory requirements, Net Zero Design Standards, and Non-Police Personnel Vetting Level 3 (NPPV3) clearances.
- Managing handover, commissioning, defect rectification, and post-completion review phases.

Please see full scope of services within the tender documents.

This project supports the modernisation of the City of London Police (CoLP) estate within the Guildhall Yard East building.

The duration of the contract is approximately 2.5 years

Total value (estimated)

- £150,000 excluding VAT
- £180,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 30 June 2025 to 30 December 2027
- 2 years, 6 months, 1 day

Main procurement category

Services

CPV classifications

- 71530000 - Construction consultancy services

Contract locations

- UKI - London

Participation

Conditions of participation

1. Vetting

This project requires all personnel involved to hold the appropriate security clearances due to the sensitive nature of the Tactical Firearms Training Facility.

Please confirm and provide evidence that the individuals proposed to work on this project hold both of the following:

- Non-Police Personnel Vetting (NPPV) Level 3
- Security Clearance (SC)

Important:

- All clearances must be in-date and valid for the duration of the contract.
- Failure to provide full and sufficient evidence will result in an automatic Fail, and the supplier will be excluded from further evaluation.

All bidders must be compliant with UK Living Wage.

Particular suitability

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

Submission

Enquiry deadline

16 May 2025, 5:00pm

Tender submission deadline

23 May 2025, 12:00pm

Submission address and any special instructions

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 £43,077.69

Tenders may be submitted electronically

Yes

Award criteria

Name	Description	Type	Weighting
Technical	Q1 Programme, Risks, Opportunities and Challenges Q2 Team Q3 Experience Q4 Managing Change and Scope Control Q5 Co-ordination Q6 Resource Q7 Interview	Quality	45%
Commercial	Best (lowest) price receives the maximum score available in this section; the remaining bids receive a score pro rata to the best price using the following calculation: $\frac{\text{Lowest Net Price} - \text{maximum points}}{\text{Lowest Net Price} - \text{maximum points available Bidders Net Price}} \times \text{maximum points}$ See pricing schedule within tender documents.	Cost	40%
Responsible Procurement	Q1 Climate Action Q2 Social Value (a) Q3 Social Value (b)	Quality	15%

Procedure

Procedure type

Below threshold - open competition

Contracting authority

The Mayor and Commonalty and Citizens of the City of London

- Public Procurement Organisation Number: PYQD-1693-MYXR

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City of London

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Region: UKI43 - Haringey and Islington

Organisation type: Public authority - sub-central government