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Tender

Annual Portable Appliance Testing

Swindon Borough Council

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

Notice identifier: 2025/S 000-022253

Procurement identifier (OCID): ocds-h6vhtk-0515eb

Published 16 May 2025, 2:12pm

Scope

Reference

DN774833

Description

Annual Portable Appliance Testing

Swindon Borough Council invites expressions of interest from suitably qualified and experienced service providers for the provision of Annual Portable Appliance Testing (PAT Testing)

The initial contract term will be for 24 months with an option to extend for a further 24 months (2 periods of 12 months) for a potential total contract term of 4 years as stated in the RFQ documents. Estimated contract spend is between £59,400 and £59,600 across the initial 2 year contract term and between £118,800 and £119,200 across the potential total 4 year contract term.

Full details relating to the Services are provided in the RFQ documents.

To participate, Suppliers will need to Register as a Supplier with ProContract, www.supplyingthesouthwest.org.uk, then Register an Interest before obtaining access to the tender documents. In the event of difficulties registering as a supplier, please refer to the System Administrator Proactis support team ProContractSuppliers@proactis.com

RFQ clarifications to be submitted in writing via Messaging in ProContract tender portal, including the project reference and title clearly in the Subject title, by 3rd June 2025, 15:00 hrs UK Local time. The Council's responses to these clarification questions will be issued periodically via Messaging in ProContract tender portal.

RFQ Responses are required to be submitted no later than 10th June 2025, 15:00 hrs UK Local time via ProContract tender portal - <https://www.supplyingthesouthwest.org.uk/>

Please note that this project has been advertised on other web portals, however, Supplying the South West Portal, <https://www.supplyingthesouthwest.org.uk/> is the only portal that includes all the relevant documents required to respond to this opportunity, bearing Project Id: DN774833

No Tender submissions will be considered without completing the RFQ documents in full including attachments and returning them in alignment with the instructions within the RFQ documents.

Total value (estimated)

- £118,800 excluding VAT
- £142,560 including VAT

Below the relevant threshold

Contract dates (estimated)

- 10 August 2025 to 10 August 2027
- Possible extension to 10 August 2029
- 4 years, 1 day

Description of possible extension:

Option to extend contract for 2 x 12 month period

Main procurement category

Services

CPV classifications

- 71630000 - Technical inspection and testing services
- 71317200 - Health and safety services
- 71314100 - Electrical services

Contract locations

- UKK14 - Swindon

Submission

Enquiry deadline

3 June 2025, 3:00pm

Tender submission deadline

10 June 2025, 3:00pm

Submission address and any special instructions

In order to provide unrestricted, full, direct and free of charge access to the tender documents. The Authority is providing the documents in the attachment area of the ProContract e-tendering portal at www.supplyingthesouthwest.co.uk .

In order to access amendable versions of the documents and to submit a response Suppliers will need to register as a Supplier with ProContract at www.supplyingthesouthwest.co.uk, then register an interest before obtaining access and download the word and excel format documents for completion and submission

Tenders may be submitted electronically

Yes

Award criteria

Quality - 30%

Price - 70%

Quality Break down -

5.1 Programme Delivery 10%

5.2 Quality Assurance 10%

5.3 Social Value 10%

Sub-total 30%

Non-Price elements will be judged on a score from 0 to 5, which shall be subjected to a multiplier to reflect the weighting. Therefore, a specific quality questions worth 20% will have a 0 - 5 score and a multiplier of 4.

The 0 - 5 score shall be based on:

0 Question is not answered or the response is completely unacceptable

1 Very poor response and not acceptable - fails to meet minimum requirement/standard.

2 Poor response only partially satisfying requirement/ minimum standard, with deficiencies apparent.

3 Response is acceptable and meets minimum requirement but remains basic and could have been expanded upon.

4 Response meets our expected requirement/standard and exceeds minimum expectations, including a level of detail, which adds value to the bid.

5 Excellent response. Comprehensive and useful. No weakness noted. The response includes a full description of techniques and measurements to be employed.

Price will be evaluated on the following criteria -

The lowest priced compliant quotation will be divided by each contractors submitted price, which is then multiplied by the price weighting and rounded to two decimal places.

Procedure

Procedure type

Below threshold - open competition

Contracting authority

Swindon Borough Council

- Public Procurement Organisation Number: PNPT-6195-XDWV

Swindon Borough Council, Civic Offices, Euclid Street

Swindon

SN1 2JH

United Kingdom

Contact name: Ms Jodie Wakefield

Email: JWakefield@swindon.gov.uk

Website: <http://www.swindon.gov.uk>

Region: UKK14 - Swindon

Organisation type: Public authority - sub-central government