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Tender

PAN3249 - Cash Handling & Collection Services

Leicester City Council

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

Notice identifier: 2025/S 000-022663

Procurement identifier (OCID): ocds-h6vhtk-051701

Published 19 May 2025, 2:16pm

Scope

Reference

PAN3249

Description

Leicester City Council invites Tenders for the provision of a Cash Handling and Collection Services. There will be two Lots. The proposed Contract per Lot will be for an Initial Term of 3 (three) years with an option to extend for a period or periods totalling no more than a further 2 (two) years, giving a maximum contract duration of 5 (five) years. It is anticipated to award to one or more suppliers.

Lot 1 - Cash Handling & Collection to/from the Council's establishments

Collect Cash (cheques, notes and coins) from the Council's establishments, provide a counting & reconciliation service and prepare for banking. Deliver a change float service to various establishments for the Council. Collect Monies from car parks & pay and display machines; provide a counting & reconciliation service and prepare for banking.

Lot 2 - Collection of processed Monies to deposit at the Council's authorised Cash centre

Collect processed Monies (notes and coins) from the Council's nominated Cash Office and deposit at the Council's authorised Cash Centre. Collect processed cheques from the Council's nominated Cash Office and deposit at the Council's authorised Cash Centre.

Total value (estimated)

- £1,250,000 excluding VAT
- £1,500,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 18 August 2025 to 18 August 2028
- Possible extension to 18 August 2030
- 5 years, 1 day

Description of possible extension:

The proposed Contract will be for an Initial Term of 3 (three) years with an option to extend for a period or periods totalling no more than a further 2 (two) years.

Main procurement category

Services

CPV classifications

- 66000000 - Financial and insurance services

Contract locations

- UKF21 - Leicester

Lot constraints

Description of how multiple lots may be awarded:

Supplier may be awarded one or more Lots. Not restricted.

Lot Lot 1 - Cash Handling and Collection. Lot 1 - Cash Handling & Collection to/from the Council's establishments

Description

Collect Cash (cheques, notes and coins) from the Council's establishments, provide a counting & reconciliation service and prepare for banking. Deliver a change float service to various establishments for the Council. Collect Monies from car parks & pay and display machines; provide a counting & reconciliation service and prepare for banking.

Lot value (estimated)

- £1,228,000 excluding VAT
- £1,473,600 including VAT

Same for all lots

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

Lot Lot 2 - Collection of processed Monies. Lot 2 - Collection of processed Monies to deposit at the Council's authorised Cash centre

Description

Collection of processed Monies to deposit at the Council's authorised Cash centre

Collect processed Monies (notes and coins) from the Council's nominated Cash Office and deposit at the Council's authorised Cash Centre. Collect processed cheques from the Council's nominated Cash Office and deposit at the Council's authorised Cash Centre.

Lot value (estimated)

- £22,000 excluding VAT
- £26,400 including VAT

Same for all lots

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

Submission

Enquiry deadline

2 June 2025, 12:00pm

Tender submission deadline

19 June 2025, 12:00pm

Submission address and any special instructions

<https://procontract.due-north.com/Advert?advertId=780c9a16-6232-f011-8136-005056b64545>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

4 July 2025

Award criteria

| Name | Type | Weighting |
|-------------|-------------|------------------|
| Price | Price | 60% |
| Quality | Quality | 40% |

Other information**Applicable trade agreements**

- Government Procurement Agreement (GPA)

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Justification for not publishing a preliminary market engagement notice

No requirement for PME. Reason for not doing is that we already have sufficient knowledge of the market, potential suppliers, or available solutions, engaging the market would not add value.

Documents

Associated tender documents

<https://procontract.due-north.com/Advert?advertId=780c9a16-6232-f011-8136-005056b64545>

Contracting authority

Leicester City Council

- Public Procurement Organisation Number: PXRT-5737-VBQD

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Leicester

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Contact name: Mr Martin Grogan

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Region: UKF21 - Leicester

Organisation type: Public authority - sub-central government