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Tender

## **Gypsy & Traveller Needs Assessment**

Elmbridge Borough Council

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

Notice identifier: 2025/S 000-028061

Procurement identifier (OCID): ocids-h6vhtk-0527d3

Published 28 May 2025, 12:21pm

### **Scope**

### **Description**

Elmbridge Borough Council is seeking to appoint suitably qualified consultants to produce a Gypsy and Traveller Needs Assessment (G&TNA) for the Borough. The G&TNA must be produced in compliance with the requirements of the latest version of the Planning Policy for Traveller Sites, National Planning Policy Framework (NPPF) and Planning Practice Guidance (PPG), as well as any other relevant best practice guidance, Written Ministerial Statements (WMS) etc. If any of these are updated during the course of the project, the Council will require these updates to be taken into account and addressed within the G&TNA.

### **Total value (estimated)**

- £40,000 excluding VAT
- £48,000 including VAT

Below the relevant threshold

## **Contract dates (estimated)**

- 1 September 2025 to 28 February 2026
- 6 months

## **Main procurement category**

Services

## **CPV classifications**

- 71315210 - Building services consultancy services
- 79315000 - Social research services
- 79400000 - Business and management consultancy and related services
- 79416200 - Public relations consultancy services
- 85000000 - Health and social work services
- 85300000 - Social work and related services
- 85310000 - Social work services
- 85321000 - Administrative social services
- 98000000 - Other community, social and personal services

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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)
- Voluntary, community and social enterprises (VCSE)

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## **Submission**

### **Enquiry deadline**

13 June 2025, 1:00pm

### **Tender submission deadline**

27 June 2025, 1:00pm

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

The ITT is to be completed electronically using the SE Shared Services Procurement e-Sourcing portal.

<http://www.sesharedservices.org.uk/esourcing>

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

Yes

## **Award criteria**

### First Stage

- 40% technical or quality.
- 30% cost.

The total marks available for the First Stage will be 70%.

### Second Stage

The top 3 scoring bidders will then be shortlisted for interview.

The interview will be assessed and will be added to the scores from the First Stage to give the final score.

- 30% interview.

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## **Procedure**

### **Procedure type**

Below threshold - open competition

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## **Contracting authority**

### **Elmbridge Borough Council**

- Public Procurement Organisation Number: PNNR-6659-GVMN

Civic Centre, High Street

Esher

KT10 9SD

United Kingdom

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

Region: UKJ25 - West Surrey

Organisation type: Public authority - sub-central government