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Tender

## Merchant Services

Chelmsford City Council

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

Notice identifier: 2025/S 000-028120

Procurement identifier (OCID): ocds-h6vhtk-0527f7

Published 28 May 2025, 2:05pm

## Scope

### Description

Chelmsford City Council would like to issue a tender proposal to secure merchant acquirer services.

The supplier is required to provide Merchant Card Acquiring services, to facilitate the receipt, transfer and accounting of incoming domestic and foreign payment streams where current UK sanctions permit, from the payer, to Chelmsford City Council and Chelmsford City Council Payment Gateways to facilitate Cardholder present and Cardholder not present transactions.

The supplier will also need to provide chip and pin terminals where required.

### Objectives

- oTo secure value for money services.

- oTo provide cost savings.

### REQUIREMENT

1. Chelmsford City Council wish to process transactions from the

following cards: MasterCard (Credit & Debit), Visa (Credit & Debit), Electron, Maestro and Solo. If any additional card issuers enter the market place, the Council will discuss their specific requirements in that regard as and when necessary. The Council does not accept American Express cards or Diners Cards. The successful bidder will have to be able to operate with the following gateways: Opayo, Elavon, Worldpay and Barclaycard EPDQ.

2. The supplier must assign individual merchant numbers to each outlet specified by the council, this is currently a total of 29 merchants.

oThe supplier must be able to provide new merchant numbers as and when required by the council

3. as part of the contract the supplier must be able to supply terminals to the various outlets across the council, the council currently uses 19 terminals.

If a terminal is no longer required by a Council during the course of the contract, the Council must be able to return the device to the Supplier without incurring any further related charges.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-Chelmsford:-Financial-and-insurance-services./5ZY2UH8387>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/5ZY2UH8387>

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

- £800,000 excluding VAT
- £960,000 including VAT

Above the relevant threshold

### **Contract dates (estimated)**

- 19 January 2026 to 19 May 2027
- Possible extension to 19 May 2030
- 4 years, 4 months, 1 day

Description of possible extension:

Chelmsford City Council propose to enter into a Contract with the winning Tenderer for a maximum period of 2 years with an option of extending for additional periods of up to 3 years, to give a maximum term of up to 5 years

### **Main procurement category**

Services

### **CPV classifications**

- 66000000 - Financial and insurance services
- 66110000 - Banking services
- 66115000 - International payment transfer services

### **Contract locations**

- UKH3 - Essex
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## **Submission**

### **Enquiry deadline**

2 July 2025, 1:00pm

### **Tender submission deadline**

15 July 2025, 1:00pm

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

<https://www.delta-esourcing.com>

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

Yes

### **Languages that may be used for submission**

English

### **Award decision date (estimated)**

10 September 2025

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## **Award criteria**

<b>Name</b>	<b>Type</b>	<b>Weighting</b>
Method Statement Scores	Quality	60%
Bid Back Financial Cost	Cost	40%

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## **Other information**

### **Applicable trade agreements**

- Government Procurement Agreement (GPA)
- Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP)

### **Conflicts assessment prepared/revised**

Yes

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## **Procedure**

### **Procedure type**

Open procedure

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## **Documents**

### **Associated tender documents**

[Merchant Services ITT V5 21st May 2025.docx](#)

[Bid back financial appendix G V4 20th May 2025.xlsx](#)

[Merchant services contract V3 21st May 2025.docx](#)

[Appendix H - Chelmsford City Council .docx](#)

[PA23 Conflicts Declaration Form - Chelmsford City Council \(1\).pdf](#)

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## **Contracting authority**

### **Chelmsford City Council**

- Public Procurement Organisation Number: PYRZ-1467-WNJW

Duke Street, Chelmsford

Chelmsford

CM1 1 JE

United Kingdom

Contact name: Vincent Hunt

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Region: UKH36 - Heart of Essex

Organisation type: Public authority - sub-central government