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Tender

Committee Management System

Bournemouth, Christchurch and Poole Council

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

Notice identifier: 2025/S 000-028695

Procurement identifier (OCID): ocds-h6vhtk-052973 ([view related notices](#))

Published 30 May 2025, 10:49am

Scope

Reference

DN771065

Description

Bournemouth, Christchurch and Poole (BCP) Council's Democratic Services require a system for the management of Councillor information, the drafting of reports, the recording of decisions, the scheduling of meetings, and the publication of meeting agendas, minutes and various legislative documents.

Total value (estimated)

- £139,000 excluding VAT
- £166,800 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 September 2025 to 31 March 2028
- Possible extension to 31 March 2030
- 4 years, 7 months

Description of possible extension:

There are 2 available extensions for 12 months.

Main procurement category

Services

CPV classifications

- 30196100 - Meeting planners
- 48000000 - Software package and information systems
- 72000000 - IT services: consulting, software development, Internet and support

Contract locations

- UKC - North East (England)
- UKD - North West (England)
- UKE - Yorkshire and the Humber
- UKF - East Midlands (England)
- UKG - West Midlands (England)

- UKH - East of England
- UKI - London
- UKJ - South East (England)
- UKK - South West (England)

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

16 June 2025, 12:00am

Tender submission deadline

30 June 2025, 2:00pm

Submission address and any special instructions

<https://www.supplyingthesouthwest.org.uk/>

Tenders may be submitted electronically

Yes

Award criteria

Bids will be assessed on a combination of price and quality, weighted as follows: 40% for total price and 60% for quality, based on the questions listed within the Tender Response Part D.

The three highest scoring Bidder's at the end of the Stage 3 evaluation will be invited to undertake a demonstration to the Council and will move to Stage 4 of the evaluation where they will be assessed on a combination of Revised Quality Score 30% ,Price Score 40% and Presentation Score 30%.

The highest scoring Bidder will be awarded the contract.

Procedure

Procedure type

Below threshold - open competition

Contracting authority

Bournemouth, Christchurch and Poole Council

- Public Procurement Organisation Number: PHY-7342-PRH

BCP Council Civic Centre

Bournemouth

BH2 6DY

United Kingdom

Email: procurement@bcpcouncil.gov.uk

Region: UKK24 - Bournemouth, Christchurch and Poole

Organisation type: Public authority - sub-central government