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Tender

Temporary Accommodation Security Services

East Suffolk Council

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

Notice identifier: 2025/S 000-029558

Procurement identifier (OCID): ocds-h6vhtk-052984

Published 3 June 2025, 2:51pm

Changes to notice

This notice has been edited. The [previous version](#) is still available.

Change to submission field, additional instructions given on how to express interest through <https://in-tendhost.co.uk/eastsuffolk>

Scope

Reference

2640-PPT-C

Description

East Suffolk Council ("ESC") is seeking to procure a suitably experienced security company to provide security services for Temporary Accommodation units within Coppice Court, Britten Road, Lowestoft and 141 St Peters Street, Lowestoft to monitor the out of office hours, weekends and bank holidays. Duties and expectations would specifically require presence in the building during the necessary hours, regular hourly patrolling of the communal parts and daily/nightly reporting to ESC of any issues encountered. Security guards/officers would also be required to deal with any anti-social behaviour or non-compliance re any health and safety aspects, clear corridor policy and any illegal activities which could also require reporting and assistance from the local Police authority.

ESC intends to procure the contract through a Competitive Flexible Procedure in accordance with section 20(1) and (2)(b) of the Procurement Act 2023.

Total value (estimated)

- £332,000 excluding VAT
- £398,400 including VAT

Above the relevant threshold

Contract dates (estimated)

- 31 August 2025 to 31 August 2026
- Possible extension to 31 August 2027
- 2 years, 1 day

Description of possible extension:

One optional extension of a further 12 months.

Main procurement category

Services

CPV classifications

- 79710000 - Security services

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

25 June 2025, 12:00pm

Submission type

Requests to participate

Deadline for requests to participate

25 June 2025, 12:00pm

Submission address and any special instructions

Please register for free on the following link to view the full documentation and express interest once logged in and submit your tender response:

<https://in-tendhost.co.uk/eastsuffolk>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

12 August 2025

Award criteria

Name	Description	Type
Simple description	Award criteria for the Invitation Price to Tender stage will be 40% price, 60% quality subdivided into Methodology, Performance Management, Social Value and Data Protection. Full details in the provided Conditions of Participation documents.	

Weighting description

Award criteria for the Invitation to Tender stage will be 40% price, 60% quality subdivided into Methodology, Performance Management, Social Value and Data Protection. Full details in the provided Conditions of Participation documents.

Other information

Applicable trade agreements

- Government Procurement Agreement (GPA)

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Competitive flexible procedure

Competitive flexible procedure description

The Council intends to conduct a Competitive Flexible Procedure in three stages:

1. Conditions of Participation (CoP)
2. Invitation to Tender (ITT)

3. Contract Award

The Conditions of Participation are set out in the Procurement Specific Questionnaire (PSQ) and will be evaluated at the separate, initial Conditions of Participation Stage.

Section 22 of the Procurement Act 2023 makes provisions for the Council to set Conditions of Participation which a Supplier must meet to be awarded a contract. The Council will use the PSQ to determine whether you are able to meet the legal and financial capacity, or technical ability to perform the contract. If you meet these Conditions of Participation, and are short-listed, then you will be invited to participate in the Invitation to Tender stage where the winning Supplier will be selected.

The Council intends to select the Top Six (6) to progress to the Invitation to Tender stage based on the top highest scoring submissions and all Pass/Fail elements being passed.

Full information on the procedure can be found in the provided Conditions of Participation documents.

Documents

Documents to be provided after the tender notice

Invitation to Tender documents will be published to shortlisted suppliers as per the details in the Conditions of Participation documents.

Contracting authority

East Suffolk Council

- Public Procurement Organisation Number: PLPP-1174-BHLX

East Suffolk House, Station Road, Melton

Woodbridge

IP12 1RT

United Kingdom

Contact name: Abiola Michael-Bucknor

Email: procurement@eastsuffolk.gov.uk

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

Region: UKH14 - Suffolk

Organisation type: Public authority - sub-central government