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Tender

Process parking Penalty Charge Notice (PCN) informal challenges

Sheffield City Council

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

Notice identifier: 2025/S 000-031513

Procurement identifier (OCID): ocds-h6vhtk-0546a3

Published 11 June 2025, 12:44pm

Scope

Reference

100248

Description

Sheffield City Council is seeking to appoint a third party to be able to process our parking Penalty Charge Notice (PCN) informal challenges on an ad hoc basis to provide service resilience cover for circumstances such as unplanned staff absence, and / or whilst staff recruitment and training is being undertaken and for other unforeseen events resulting in pressure on staff resourcing.

Total value (estimated)

- £65,000 excluding VAT

- £78,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 July 2025 to 31 January 2026
- 7 months

Main procurement category

Services

CPV classifications

- 98351110 - Parking enforcement services
- 63712400 - Parking services

Participation

This procurement is reserved for

- Suppliers from South Yorkshire
- Small and medium-sized enterprises (SMEs) and voluntary, community and social enterprises (VCSEs)

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

25 June 2025, 5:00pm

Tender submission deadline

25 June 2025, 5:00pm

Submission address and any special instructions

https://uk.eu-supply.com/app/rfq/rw/entrance_s.asp?PID=94864&B=

Tenders may be submitted electronically

Yes

Award criteria

Name	Type	Weighting
MSQs	Quality	70%
Pricing	Price	30%

Procedure

Procedure type

Below threshold - open competition

Contracting authority

Sheffield City Council

- Public Procurement Organisation Number: PPQT-9425-JWVM

Town Hall, Pinstone Street,

Sheffield

S1 2HH

United Kingdom

Contact name: Wanqi Zhang

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Region: UKE32 - Sheffield

Organisation type: Public authority - sub-central government