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Planning

## **WCC - Contract for CAD Record Drawings**

Westminster City Council

UK2: Preliminary market engagement notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-031764

Procurement identifier (OCID): ocds-h6vhtk-054744 ([view related notices](#))

Published 12 June 2025, 9:55am

### **Scope**

### **Reference**

PRJ\_30602

### **Description**

Westminster City Council are looking to procure the services to carry out CAD Record Drawings and Matterport 360 Imagery for properties within our Corporate Property Portfolio. This Preliminary Market Engagement Notice serves to inform potential suppliers of the upcoming procurement process and invites expressions of interest.

The Council owns a significant portfolio of Investment Property. This contract will provide the Westminster City Council Corporate Property (WCC CP) department with more CAD record drawings that accurately represent the physical features of properties including buildings, semi-permanent structures, utilities, boundaries and other elements. It will also provide the department with high quality Matterport 360 Imagery for more of its properties.

Standard Work under this contract is expected to be 90% or more of the value of works commissioned under this contract. There are four main types of Standard Work:

- \* CAD Record Drawings produced from current CAD Record Drawings1 (Desktop)
- \* CAD Record Drawings produced from current Non-CAD Record Drawings. (Desktop)
- \* CAD Record Drawings and Matterport 360 Imagery (Measured Site Survey)
- \* Matterport 360 Imagery (Measured Site Survey)

Non-Standard Work is expected to be between 10% or less of the value of work commissioned under this contract. Examples of this type of work include:

- \* Standard Work with tighter timescales
- \* Standard Work with higher levels of accuracy
- \* Standard Work with Building Elevations CAD Record Drawings

The full requirement details will be available within the Specification, which will be published when the Tender opportunity goes live early July.

This opportunity and all associated procurement documents will be accessible on tender release via our City of Westminster Procurement and Contracts portal ("the Portal"), please visit <https://wcc.ukp.app.jaggaer.com> and register your account prior to the release of the Tender.

This opportunity will be procured via the Open Procedure. To register your interest please submit an EOI to [jpeek@westminster.gov.uk](mailto:jpeek@westminster.gov.uk) by 12pm on 26th June 2025. You will then be added to the opportunity when released. Please note that although recommended, it is not mandatory to submit an EOI. Not submitting will not stop you from tendering when the opportunity is released.

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

- £375,000 excluding VAT
- £450,000 including VAT

Above the relevant threshold

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

- 27 October 2025 to 26 October 2027
- Possible extension to 26 October 2028
- 3 years

### **Main procurement category**

Services

### **CPV classifications**

- 71315300 - Building surveying services
- 48321000 - Computer-aided design (CAD) software package
- 79311000 - Survey services
- 38221000 - Geographic information systems (GIS or equivalent)

### **Contract locations**

- UKI - London

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## **Engagement**

### **Engagement deadline**

26 June 2025

## Engagement process description

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This opportunity and all associated procurement documents will be accessible via our City of Westminster Procurement and Contracts portal ("the Portal"), please visit <https://wcc.ukp.app.jaggaer.com> and register your account prior to the release of the Tender to enable the team to add you to the opportunity on release.

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## Participation

### Particular suitability

Small and medium-sized enterprises (SME)

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## Submission

### Publication date of tender notice (estimated)

10 July 2025

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## Contracting authority

**Westminster City Council**

- Public Procurement Organisation Number: PJVD-6261-BPPJ

64 Victoria Street

London

SW1E 6QP

United Kingdom

Email: [procurementteammailbox@westminster.gov.uk](mailto:procurementteammailbox@westminster.gov.uk)

Website: <https://www.westminster.gov.uk/>

Region: UKI32 - Westminster

Organisation type: Public authority - sub-central government