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Tender

Transcription and Recording Services

General Pharmaceutical Council

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

Notice identifier: 2025/S 000-032446

Procurement identifier (OCID): ocds-h6vhtk-04fa7f ([view related notices](#))

Published 16 June 2025, 9:00am

Scope

Reference

GPhC134

Description

The GPhC are seeking to procure the provision of Transcription and Recording services.

This Contract will be awarded to 1 Tenderer(s)/Service Provider(s) and scope of services include the:

1. Supply of Loggers -throughout the United Kingdom- to attend and record in-person 'Fitness to Practise' hearings.
2. Provision and storage of high-quality audio recordings, enabling the production of verbatim transcriptions using current technologies.
3. Provision of verbatim 'Fitness to Practise' hearing transcripts.
4. Provision of accurate management information/reports on demand for, but not limited

to, usage and expenditure.

The documentation, information and data relating to this procurement exercise is available via the Delta e-sourcing portal; and if not already registered, Tenderers must create an account to respond to this ITT.

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

Access code: J39JUC7N8Q

Total value (estimated)

- £220,000 excluding VAT
- £220,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 12 October 2025 to 11 October 2027
- Possible extension to 11 October 2028
- 3 years

Description of possible extension:

The duration of this Contract is 3 years; comprising a 2-year fixed term, with an option to extend for 1 period(s) beyond this, of up to 12 months each.

Main procurement category

Services

CPV classifications

- 32342450 - Voice recorders
- 32353000 - Sound recordings
- 72317000 - Data storage services
- 72318000 - Data transmission services
- 75231100 - Law-courts-related administrative services
- 79996100 - Records management

Contract locations

- UK - United Kingdom

Participation

Particular suitability

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

Submission

Enquiry deadline

27 June 2025, 5:00pm

Tender submission deadline

14 July 2025, 12:00pm

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)

22 August 2025

Award criteria

Name	Type	Weighting
Technical Envelope	Quality	60%
Commercial Envelope	Price	40%

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Documents

Associated tender documents

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

Access code: J39JUC7N8Q

Contracting authority

General Pharmaceutical Council

- Public Procurement Organisation Number: PXYR-5513-YMDN

Level 14, One Cabot Square, Canary Wharf

London

E14 4QJ

United Kingdom

Email: procurement@pharmacyregulation.org

Region: UKI42 - Tower Hamlets

Organisation type: Public authority - sub-central government