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Tender

Enforcement Agents

The Mayor and Commonalty and Citizens of the City of London

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

Notice identifier: 2025/S 000-033007

Procurement identifier (OCID): ocds-h6vhtk-054e69

Published 17 June 2025, 2:41pm

Scope

Reference

itt_112 - Enforcement Agents

Description

The scope of the contract is to provide an enforcement service to take all necessary steps to collect unpaid Business Rates, Business Improvement Levy, Council Tax and unpaid Parking and Traffic warrants. There is also an option to extend the service to other debt types such as commercial rent, unpaid housing rent, and unpaid miscellaneous income debts.

The scope of the contract is further detailed in the Specification document.

It is the City's intention to award contracts to the three top ranked bidders with the highest overall tender scores. The City's Revenue's team will work directly with the top two, and the 3rd placed bidder will be reserve supplier (used on a contingency basis), dependent on volume and performance of the top two. The City's Parking Ticket team will work directly with each of the top 3 bidders. For the call-off process relating to the distribution of work

across successful bidders, please see Appendix D of the service specification - Tender Specification document.

Parking enforcement will award cases equaling all three of the top scoring bidders.

This tendering exercise is being undertaken using the electronic tendering system 'City of London Corporation Sourcing & Contracts Portal' (<https://cityoflondon.ukp.app.jaggaer.com/>). Suppliers will need to register an interest on the system in order to participate and registration is free.

The estimated contract value given at sections 31 and 32 is for the full duration of the contract including the maximum possible extensions. The estimated annual contract value is therefore £6,518,000.

Total value (estimated)

- £6,518,000 excluding VAT
- £7,821,600 including VAT

Above the relevant threshold

Contract dates (estimated)

- 25 October 2025 to 24 October 2030
- Possible extension to 24 October 2032
- 7 years

Description of possible extension:

The duration of the contract is 5 years, subject to the right of the City (at its sole discretion) to exercise its right to extend the Contract by up to 2 years. The maximum length of the contract is therefore 7 years.

Main procurement category

Services

CPV classifications

- 98351110 - Parking enforcement services

Contract locations

- UKI - London

Submission

Enquiry deadline

14 July 2025, 12:00pm

Tender submission deadline

21 July 2025, 12:00pm

Submission address and any special instructions

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Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

20 August 2025

Recurring procurement

Publication date of next tender notice (estimated): 1 May 2032

Award criteria

Name	Description	Type	Weighting
Technical Questions	Bidders will be evaluated on Technical Questions	Quality	80%

Name	Description	Type	Weighting
Responsible Procurement	Bidders will be evaluated on their responses to Responsible Procurement questions	Quality	20%

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Special regime

Concession

Justification for not publishing a preliminary market engagement notice

The City has not conducted any Preliminary Market Engagement prior to the issuing of the Tender Notice, due to the following.

Prior to the commencement of the Procurement Act 2023 (PA2023) in February, the department undertook informal market engagement with several leading suppliers in the industry. This engagement indicated that the scope of the services, as well as the expected outputs and deliverables, had not materially changed since the start of the current contract.

Due to delays in procurement planning and the need to avoid a gap in service delivery, the department was unable to initiate and complete a formal Preliminary Market Engagement (PME) process in accordance with the PA2023. By the time the Act came into force, there was insufficient time to conduct a compliant PME process without jeopardising the timely award of a new contract.

The department made the decision to proceed directly to tender to ensure continuity of service and to meet critical operational timelines.

Contracting authority

The Mayor and Commonalty and Citizens of the City of London

- Public Procurement Organisation Number: PYQD-1693-MYXR

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Organisation type: Public authority - sub-central government