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Tender

SOL - Licensing Supplies for Plates and Badges 2025

Solihull Metropolitan Borough Council

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

Notice identifier: 2025/S 000-042191

Procurement identifier (OCID): ocds-h6vhtk-0551de ([view related notices](#))

Published 22 July 2025, 5:45pm

Scope

Reference

SOL - 22932 (C0408)

Description

The Licensing Team is responsible for a range of statutory services including hackney carriage/private hire (driver, vehicle and operator); scrap metal collector and street trader licensing. In addition, the Council issues personal licences for people wishing to sell or authorise the sale of alcohol. These licence holders all require some form of badge or licence plate to identify either themselves or their vehicle.

This tender is to procure the necessary supplies, equipment, and any associated software/services required, to enable the Council to create, customise, issue and affix licences. The supplies will include (as a minimum), vehicle plates, brackets (or other fixings to secure the plates), licence cards/badges and any supplementary products such as lanyards/clips for the badges. Additional items such as the means of customisation may also be included (if required).

Furthermore, it is intended for the Council to have an ability to direct award the

procurement of additional items (related to the licensing function), depending on future policy requirements, such as (but not limited to) door/window stickers to emphasise and enhance the public safety message.

Full details of the contract requirements are available in 'ITT Part 1 - Information Pack' and the associated documents, which can be downloaded from the Council's Supplier Portal.

Total value (estimated)

- £240,000 excluding VAT
- £288,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 October 2025 to 30 September 2028
- Possible extension to 30 September 2029
- 4 years

Description of possible extension:

There is one 12 month extension available at the Council's discretion subject to satisfactory performance of the contract.

Options

The right to additional purchases while the contract is valid.

Additional related products may be purchased under this contract. Potential additional products related to the Licensing function can be suggested by Tenderers and will be captured in the 'Pricing Return Document'.

Main procurement category

Goods

CPV classifications

- 19520000 - Plastic products
- 34300000 - Parts and accessories for vehicles and their engines
- 35123400 - Identification badges

Contract locations

- UKG32 - Solihull

Participation

Legal and financial capacity conditions of participation

As this procurement is following an Open Tender procedure there is no separate conditions of participation selection stage, so all interested suppliers may submit a Tender without restriction. However, there are minimum Pass/Fail criteria clearly stated in the tender documents.

Technical ability conditions of participation

Interested suppliers must register on the Council's Supplier Portal (<https://solihull.my.site.com/s/>) to access the tender documents and technical specifications associated with this contract opportunity.

The relevant project is listed as 'SOL - Licensing Supplies for Plates and Badges 2025' and has a reference of C0408.

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Tender submission deadline

18 August 2025, 12:00pm

Submission address and any special instructions

Tenders are to be submitted via the Council's Procurement Portal.
(<https://solihull.my.site.com/s/>)

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

1 September 2025

Recurring procurement

Publication date of next tender notice (estimated): 1 April 2029

Award criteria

Name	Type	Weighting
Technical Return	Quality	60%
Pricing Return	Price	25%
Social Value Return	Quality	15%

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Documents

Associated tender documents

<https://solihull.my.site.com/s/>

Documents are available by registering on the Solihull Council Procurement Portal.

Contracting authority

Solihull Metropolitan Borough Council

- Public Procurement Organisation Number: PGWC-7578-LYDG

Council House, Manor Square

Solihull

B91 3QB

United Kingdom

Email: procteam@solihull.gov.uk

Region: UKG32 - Solihull

Organisation type: Public authority - sub-central government