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Tender

Technical Consultancy Services for Fit-Out Works at Folca 2

The District Council of Folkestone and Hythe

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

Notice identifier: 2025/S 000-042425

Procurement identifier (OCID): ocids-h6vhtk-0564b4

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Scope

Reference

DN783585

Description

Folkestone and Hythe District Council (FHDC) wishes to select and appoint a suitable supplier for technical consultancy services for fit-out works at the Folca 2 building in Folkestone's town centre and invites organisations to submit a tender to meet FHDC's requirements. The specific requirements for the contract are detailed in the Specification at Appendices A, B, C and D.

This tender will be conducted using a one-stage 'open' procedure.

The contract is anticipated to start in September 2025 and continue for a period of 36 months (with the option to extend for additional period(s) of up to 12 months), unless

terminated in accordance with the Conditions of the Contract.

Interested suppliers can visit the Kent Business Portal (www.kentbusinessportal.org.uk) and search current opportunities for DN783585. To quote you must complete and return the "Invitation to Quote Response Document" via the portal.

Total value (estimated)

- £100,000 excluding VAT
- £120,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 22 September 2025 to 30 September 2028
- Possible extension to 30 September 2029
- 4 years, 9 days

Description of possible extension:

An extension of time for a period (or periods) totalling up to 12 months has been allowed for in case the (separate) construction contract for the works is delayed or extended.

Main procurement category

Services

CPV classifications

- 71520000 - Construction supervision services

- 71530000 - Construction consultancy services
- 71540000 - Construction management services

Contract locations

- UKJ44 - East Kent

Participation

Particular suitability

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

Submission

Enquiry deadline

15 August 2025, 11:59pm

Tender submission deadline

27 August 2025, 1:00pm

Submission address and any special instructions

To quote you must complete and return the "Invitation to Quote Response Document" via the Kent Business Portal (www.kentbusinessportal.org.uk which is a proContract portal)

Tenders may be submitted electronically

Yes

Award criteria

Name	Description	Type	Weighting
total tender sum		Price	30%
Resources	Please provide details of the team members you are proposing to carry out the delivery and lead these areas within the project. Illustrate this using an organogram to show lines of communication and hierarchy. Supply details (CV) of all members of your proposed team showing relevant qualifications, professional membership and any membership any relevant experience and explain why they have been selected for the project. The CV's should be marked with the codes as below (placed in brackets) next to the name of each individual: Code	Quality	30%

Name	Description	Type	Weighting
	<p>S Senior member of management such as Director or Partner</p> <p>Code P Professionally qualified individual with relevant - body membership/status</p> <p>Code J Technician and/or trainee acting in a support capacity</p> <p>Using the codes above please complete the pricing schedule demonstrating the appropriate level of support throughout the delivery of your work. Please show sufficient detail to allow consideration of allocated resources relevant to the task</p>		
Managing budget constraints	<p>How do you propose to package the works to allow all elements to be priced while also allowing for the client to contract specific elements to ensure the works remain within the fixed budget?</p>	Quality	20%

Name	Description	Type	Weighting
Managing variations	FHDC's internal process to authorise variations to contract sums and terms is time-consuming and can present a risk of delay to projects. How do you propose to minimise variations to the construction contract and/or ensure variations are managed to account for an extended sign-off process?	Quality	10%
relevant experience	Describe your experience of carrying out the required consultancy functions for the purposes of works of a similar nature within the past 3 years. You should include specific consideration to the preparation of cost planning of design, preparation of tender documents, evaluation of tender returns, and the management of construction contracts to completion including final account and certification.	Quality	10%

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

<https://procontract.due-north.com/Procurer/Advert/View?advertId=9f1326d5-1267-f011-813a-005056b64545>

Tender documents and documents describing the contract services are available to download from proContract once you have signed in and 'expressed interest' on the portal.

Technical specifications to be met

<https://procontract.due-north.com/Procurer/Advert/View?advertId=9f1326d5-1267-f011-813a-005056b64545>

Tender documents and documents describing the contract services are available to download from proContract once you have signed in and 'expressed interest' on the portal.

Contracting authority

The District Council of Folkestone and Hythe

- Public Procurement Organisation Number: PHJN-7589-LMHY

Civic Centre, Castle Hill Avenue

Folkestone

CT20 2QY

United Kingdom

Contact name: Mrs Mhairi Richards

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Website:

<https://www.folkestone-hythe.gov.uk/council-transparency/procurement-information>

Region: UKJ44 - East Kent

Organisation type: Public authority - sub-central government