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Tender

## **IT Support - Chesham Town Council**

Chesham Town Council

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

Notice identifier: 2025/S 000-044743

Procurement identifier (OCID): ocds-h6vhtk-056a2a

Published 31 July 2025, 1:36pm

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### **Scope**

#### **Description**

For the supply of IT support to the Town Council, including maintenance of IT hardware; support for IT users; and IT security and connectivity.

As well as providing IT support, the IT contractor pays and recharges the Council for internet line rental, Microsoft 365 accounts, and archiving and data security subscriptions.

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

- £24,000 including VAT

Below the relevant threshold

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

- 1 November 2025 to 1 November 2028
- Possible extension to 1 November 2030
- 5 years, 1 day

Description of possible extension:

By mutual agreement

## **Main procurement category**

Services

## **CPV classifications**

- 72000000 - IT services: consulting, software development, Internet and support

## **Contract locations**

- UKJ - South East (England)

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## **Participation**

### **Particular suitability**

Small and medium-sized enterprises (SME)

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## Submission

### Enquiry deadline

15 August 2025, 11:59pm

### Tender submission deadline

5 September 2025, 11:59pm

### Submission address and any special instructions

[www.chesham.gov.uk](http://www.chesham.gov.uk).

Email: [louise.hayday@chesham.gov.uk](mailto:louise.hayday@chesham.gov.uk)

### Tenders may be submitted electronically

Yes

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## Award criteria

Name	Type	Weighting
Quality	Quality	60%
Price	Price	30%
Social Value	Quality	10%

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## Procedure

## Procedure type

Below threshold - open competition

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## Documents

### Associated tender documents

[Invitation to Tender - IT Support.pdf](#)

[IT Tender response form.docx](#)

[12.2 Pricing Schedule.xlsx](#)

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## Contracting authority

### Chesham Town Council

- Public Procurement Organisation Number: PVDN-8552-TBHQ

Town Hall, Baines Walk

Chesham

HP5 1DS

United Kingdom

Contact name: Louise Hayday

Telephone: +441494774842

Email: [louise.hayday@chesham.gov.uk](mailto:louise.hayday@chesham.gov.uk)

Website: <http://www.chesham.gov.uk>

Region: UKJ13 - Buckinghamshire CC

Organisation type: Public authority - sub-central government