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Tender

## **Network Connectivity and Telephony provision and support.**

Warminster Town Council

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

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Procurement identifier (OCID): ocids-h6vhtk-056c01

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## **Scope**

### **Description**

Warminster Town Council

Invitation to Tender for Network Connectivity and Telephony provision and support.

#### Introduction

Warminster Town Council are inviting tenders from competent interested parties for network connectivity and telephony provision and support for the next 5 years.

Warminster Town Council currently have 16 managed works stations with a further 14 users needing support on non-council devices. There are also leased lines, PSTN lines alongside various licences and domains. See schedule below.

#### Schedule

Please see below table of current provision.

Service Description QTY

Telephony Services

Horizon Software Assurance and Support 14

Internet Connectivity and line rentals

Converged FTTC Broadband on 01985 214127 1

Leased Line for CCTV 1

Converged FTTC Broadband on 01985 214395 1

ADS2+ Broadband on 01985 217570 1

FTTC Broadband Backup 1

PSTN Line Meeting Room 1

PSTN Line Rental 01985 214127 1

PSTN Line Rental 01985 214395 1

Managed IT services

EVO Managed User 12

EVO Managed Mobile User Councillors 3

EVO Managed Workstations 14

EVO Managed Workstations- Councillors 3

EVO Managed SaaS Platform 1

Zee Drive Licensing- Monthly 3

Online Backup (Price Per GB) 3

Managed Veeam Workstation Backup 1

Microsoft 365 Business Premium (Monthly) 7

Microsoft 365 Business Premium (Annual) 12

Microsoft EntraID P1 14

Enterprise Mobility + Security E3 (Annual) 14

Microsoft 365 Business Basic (Annual) 14

Microsoft 365 Business Premium (Monthly) 2

Microsoft 365 Business Premium (Annual) 13

Domains 4

Security

Tenderers must provide comprehensive security appropriate for a council.

Financial Information

Tenderers are required to submit detailed costings explaining how they propose to manage the existing schedule.

Timeline

w/c 4th August 2025 tender documents made available

12.00 noon, Friday 5th September 2025 tender closes.

w/c 29th September winning tenderer informed.

Tender Submissions

Warminster Town Council require tenderers to submit a tender with a covering letter and include detailed costings with full explanations of what is included within the tender. The tender should also include evidence of previous work with references. Plus, anything else the tenderer deems appropriate. Including qualifications and memberships. See list of required documents below.

Assessment of Submission

It is the intention of the Town Council to assess the bids through the use of a quality matrix with a weighting of 40% quality and 60% price. A copy of the quality matrix criteria and weighting is attached to the tender. See appendix A. After the closing date the

tenders will be assessed against the matrix.

The Town Council does not bind itself to accept the lowest or any tender, nor will it pay any expenses which may be occurred by any Tenderer in the preparation of this tender.

All recipients of these documents, whether or not they submit a tender, shall treat them as private and confidential. Tenders which do not conform to the foregoing instructions will not be considered. All rates and prices must be, and will deem to have been, tendered exclusive of VAT.

### Conditions of Contract

The Town Council will enter into a contract with the successful tenderer for a period of 5 years.

### Conditions of Tender

The completed Form of Tender and written submission, as specified in the schedule of Documents below, are to be returned to the Town Clerk at the offices of Warminster Town Council by 12 noon, 29th September 2025. Email address [townclerk@warminster-tc.gov.uk](mailto:townclerk@warminster-tc.gov.uk)

The tenderer must not contact councillors or staff other than the specified point of contact for the Town Council as identified above for any reason at all.

The tenderer must not contact councillors or staff to encourage or support their tender outside the prescribed process.

The tenderer is to provide an electronic copy of the submission to the email address above. The electronic copy may be via email. Any tenders delivered outside of these times will not be accepted.

Please note, the comprehensiveness and quality of the documents will be used to assess the tender returns.

### Schedule of Documents

The documents listed below will be required as part of the submission for assessment.

A. Detailed costings with full explanation of services provided.

B. Experience

Please submit details of your relevant experience and qualifications.

#### D. Insurances

Please submit copies of your relevant insurances.

#### E. Health and Safety

Please submit examples of RAMs and qualifications.

#### F. Additional Information

Please submit any additional information that would be beneficial to the assessment of the tender.

#### Contact Information

For further details and queries, please contact Judith Halls- [jhalls@warminster-tc.gov.uk](mailto:jhalls@warminster-tc.gov.uk)

#### Appendix A

Category Criterion Weighting %

Financial Proposal Rent/price competitiveness 60

Operational capability Relevant Experience/track record 15

Method of Provision 15

Added value Engagement 10

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

- £50,000 including VAT

Below the relevant threshold

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

- 1 December 2025 to 30 November 2030

- 5 years

## **Main procurement category**

Services

## **CPV classifications**

- 72400000 - Internet services
- 72700000 - Computer network services

## **Contract locations**

- UK - United Kingdom

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## **Participation**

### **This procurement is reserved for**

- UK suppliers
- Small and medium-sized enterprises (SMEs) and voluntary, community and social enterprises (VCSEs)

### **Particular suitability**

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

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## **Submission**

### **Enquiry deadline**

5 September 2025, 12:00pm

### **Tender submission deadline**

5 September 2025, 12:00pm

### **Submission address and any special instructions**

The completed Form of Tender and written submission, as specified in the schedule of Documents below, are to be returned to the Town Clerk at the offices of Warminster Town Council by 12 noon, 29th September 2025. Email address [townclerk@warminster-tc.gov.uk](mailto:townclerk@warminster-tc.gov.uk)

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### **Tenders may be submitted electronically**

No

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## **Award criteria**

It is the intention of the Town Council to assess the bids through the use of a quality matrix with a weighting of 40% quality and 60% price. A copy of the quality matrix criteria and weighting is attached to the tender. See appendix A. After the closing date the tenders will be assessed against the matrix.

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## **Procedure**

### **Procedure type**

Below threshold - open competition

### **Special regime**

Concession

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## **Documents**

### **Associated tender documents**

[Warminster Town Council Tender Doc.docx](#)

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## **Contracting authority**

### **Warminster Town Council**

- Public Procurement Organisation Number: PLNX-9357-TVPD

Warminster Civic Centre, Sambourne Road

Warminster

BA12 8LB

United Kingdom

Telephone: 01985214847

Email: [stuart.legg@warminster-tc.gov.uk](mailto:stuart.legg@warminster-tc.gov.uk)

Region: UKK15 - Wiltshire CC

Organisation type: Public authority - sub-central government