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Tender

BT309 - Review of Fees and Charges

Westminster City Council

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

Notice identifier: 2025/S 000-045739

Procurement identifier (OCID): ocds-h6vhtk-05808a

Published 4 August 2025, 3:55pm

Changes to notice

This notice has been edited. The [previous version](#) is still available.

Scope

Reference

BT309

Description

The council has not had an external review completed since prior to the pandemic and with a changing economic climate since then an external review of these income sources would be beneficial.

The council is all local authorities are struggling with financial pressures and a maximisation of this income sources is required to retain financial stability.

Benchmark WCC fees and charges & commercial income against other local authorities – work to be completed by consultant for an agreed set of charges, with training to WCC staff on how to do this for the remaining items and in future years

Review costs to identify if optimum price is being charged in line with policy objectives

Total value (estimated)

- £70,000 excluding VAT
- £84,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 15 September 2025 to 14 September 2026
- 1 year

Main procurement category

Services

CPV classifications

- 66171000 - Financial consultancy services

- 79313000 - Performance review services
 - 79400000 - Business and management consultancy and related services
 - 72221000 - Business analysis consultancy services
 - 79412000 - Financial management consultancy services
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Submission

Enquiry deadline

20 August 2025, 5:00pm

Tender submission deadline

22 August 2025, 5:00pm

Submission address and any special instructions

This opportunity and all associated procurement documents will be accessible via our City of Westminster Procurement and Contracts portal (“the Portal”), kindly visit <https://wcc.ukp.app.jaggaer.com> and search for the following reference: ITT_30470. If you have any questions, please submit these through the portal.

Our portal is free to register on.

To view details of the Opportunity via the Portal please click the following link:

<https://wcc.ukp.app.jaggaer.com/go/5120801401987469EB3D>

Or browse as follows:

- Connect to <https://wcc.ukp.app.jaggaer.com>

- Enter your Username and Password

- Go to Published Opportunities
- Click on the Project Title to view details

Tenders may be submitted electronically

Yes

Award criteria

Most Advantageous Tender (MAT)

Price - 40%

Quality - 60%

Procedure

Procedure type

Below threshold - open competition

Contracting authority

Westminster City Council

- Public Procurement Organisation Number: PJVD-6261-BPPJ

64 Victoria Street

London

SW1E 6QP

United Kingdom

Contact name: Buying Team

Email: buyingteam@westminster.gov.uk

Website: <https://www.westminster.gov.uk/>

Region: UKI32 - Westminster

Organisation type: Public authority - sub-central government