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Tender

Provision of Utilities Brokerage Services for Gas and Electricity Supply Contracts

INCLUSION GROUP LIMITED

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

Notice identifier: 2025/S 000-047029

Procurement identifier (OCID): ocids-h6vhtk-058362

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Scope

Description

Inclusion Group CIC is seeking to appoint a supplier to deliver brokerage services for gas and electricity supply contracts across its expanding property portfolio. Currently, Inclusion Group CIC manages 507 electricity meters and 301 gas meters, with expectations for growth as new properties are added. The contract will cover strategic advice, service delivery, compliance, and value-added support, including but not limited to:

- Brokerage fee structure: £/meter/year over 2, 3, and 5 years
- One overarching contract for gas and power, with separate reporting/invoicing
- Consolidated invoicing and domestic VAT validation
- Invoice validation, monthly reporting, SECR compliance
- Smart meter installation coordination

- Dedicated account management and contact
- SLA for onboarding new supplies within 30 days
- Market insight and recommendations based on early tender analysis
- Outcome-based specification and proportionate dispute resolution
- Legal compliance and promotion of equality and diversity
- Attendance at bi-monthly meetings and proactive switching within SLA

Estimated Contract Value: The current estimated value based on annual budget for the current financial year is an excess of £4 million, encompassing both supply costs and brokerage services. This figure is expected to reduce as strategic efficiencies are introduced over the new contract term. Please note this is not the standalone brokerage value.

Total value (estimated)

- £25,000,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 April 2026 to 31 March 2028
- Possible extension to 31 March 2031
- 5 years

Description of possible extension:

Suppliers are required to submit proposals for 2-year, 3-year, and 5-year contract durations.

Extensions may be applied in one or more increments (e.g., 1-year or 2-year blocks),

subject to the following circumstances:

Satisfactory Supplier Performance: Continuation based on meeting agreed service levels, reporting standards, and brokerage value.

Portfolio Growth: Ongoing support needed as Inclusion Group CIC expands its property portfolio.

Market Conditions: Extension justified where re-procurement during volatile energy markets may not deliver best value.

Operational Continuity: To avoid disruption while preparing future procurement or responding to regulatory changes.

All extensions will be subject to formal review and approval. Where applicable, a UK6 Contract Amendment Notice will be published in line with the Procurement Act 2023.

Main procurement category

Services

CPV classifications

- 65200000 - Gas distribution and related services
- 65300000 - Electricity distribution and related services
- 65500000 - Meter reading service

Contract locations

- UKC - North East (England)
- UKD - North West (England)
- UKE - Yorkshire and the Humber
- UKF - East Midlands (England)

- UKG - West Midlands (England)
- UKH - East of England
- UKI - London
- UKJ - South East (England)
- UKK - South West (England)
- UKL - Wales
- UKM - Scotland

Submission

Submission type

Requests to participate

Deadline for requests to participate

6 September 2025, 11:59pm

Submission address and any special instructions

Tenders must be submitted electronically via email to both of the following contacts:

Hanson Chong - hanson@inclusiongroup.co.uk

Michelle Dodgson - michelle.dodgson@inclusiongroup.co.uk

Please include "[Utilities Brokerage Tender Submission]" in the subject line of your email to ensure proper routing and tracking.

Company Website: <https://www.inclusiongroup.co.uk>

This website provides general information about our organisation and the tender opportunity. However, all tender submissions must be made via email to the contacts listed above.

No electronic auction will be used in this procurement.

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

31 December 2025

Recurring procurement

Publication date of next tender notice (estimated): 7 August 2030

Award criteria

Name	Type	Weighting
Price	Price	70%
Quality	Quality	30%

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Competitive flexible procedure

Competitive flexible procedure description

Inclusion Group CIC is procuring utilities brokerage services using a Competitive Flexible Procedure (CFP) under the Procurement Act 2023. This flexible, two-stage process allows tailoring of steps to suit the complexity of the requirement while ensuring compliance with the Act's principles of fairness, transparency, and proportionality.

The procedure will include the following steps:

Expression of Interest / Pre-Qualification Questionnaire (EOI/PQQ): Interested suppliers will submit initial responses to demonstrate capability and suitability. These will be evaluated against predefined selection criteria to create a shortlist.

Invitation to Tender (ITT): Shortlisted suppliers will be invited to submit full tenders. The process may include negotiation and dialogue sessions to refine proposals and clarify requirements.

Refinement of Award Criteria: Inclusion Group CIC reserves the right to refine award criteria during the process, provided changes are proportionate and communicated transparently to all participants.

Multiple Tendering Rounds: If necessary, the authority may conduct multiple rounds of

tendering to ensure competitive tension and secure the most advantageous outcome.

The contract will be awarded based on the Most Advantageous Tender (MAT), with evaluation criteria weighted at 70% price and 30% quality. All communications and submissions will be managed via email. Required notices (UK4, UK5, UK6) will be published, and a full audit trail will be maintained.

Justification for not publishing a preliminary market engagement notice

In line with the Procurement Act 2023, a Preliminary Market Engagement Notice (UK2) was not published, as informal soundings in Q2 2025 provided sufficient insight to shape the strategy. Engagement with our incumbent broker, a potential framework provider, and a new supplier yielded proposals, pricing indications, and feedback that informed the procurement design. The chosen Competitive Flexible Procedure (CFP) allows early supplier engagement through expressions of interest, pre-qualification questionnaires, and dialogue sessions, making a UK2 notice unnecessary. Publishing one would have duplicated effort without added value. All engagement records are retained in the audit-ready file, and transparency will be upheld through publication of the UK4, UK5, and UK6 notices as required.

Contracting authority

INCLUSION GROUP LIMITED

- Companies House: 12505808
- Public Procurement Organisation Number: PMHD-1875-ZYYG

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York

YO31 7TQ

United Kingdom

Email: hello@inclusiongroup.co.uk

Region: UKE21 - York

Organisation type: Public authority - sub-central government