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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 000-048294

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

Published 13 August 2025, 10:29am

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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)

Participation

Particular suitability

Small and medium-sized enterprises (SME)

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.

Email: louise.hayday@chesham.gov.uk

Tenders may be submitted electronically

Yes

Award criteria

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

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

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

[IT Tender response form.docx](#)

[12.2 Pricing Schedule.xlsx](#)

[Clarification Questions 13.08.25.docx](#)

Clarification questions

[AIT_Chesham_Elgiva_WIFI&Network.pdf](#)

CTC Elgiva Wifi & Network

[AIT_Chesham_TownHall_WIFI&Network.pdf](#)

CTC Town Hall Wifi & Network

[G&S Referb.pdf](#)

Chesham Moor Wifi & Network

[Network Inventory.xlsx](#)

Network Inventory

[Site & Connectivity Inventory.xlsx.xlsx](#)

Site & Connectivity Inventory

[AIT_Chesham_Council Depot at Lowndes Park_WIFI&Network.pdf](#)

CTC Depot Wifi & Network

[AIT_Chesham Town Council Incumbent Information Pack V1.1.pdf](#)

CTC IT Incumbent Information Pack

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

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

Region: UKJ13 - Buckinghamshire CC

Organisation type: Public authority - sub-central government