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Planning

PARKING DEBT MANAGEMENT CONCESSION SERVICES (UK02)

Westminster City Council

UK2: Preliminary market engagement notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-050311

Procurement identifier (OCID): ocds-h6vhtk-058b9d

Published 20 August 2025, 4:23pm

Scope

Reference

PRJ_30540

Description

This Market Sounding Questionnaire seeks to obtain market feedback in relation to the commissioning by Westminster City Council (WCC) for the provision of the Parking Debt Management Concession Services.

Feedback received via this questionnaire, or subsequent market engagement activities such as presentations and 1-2-1 conversations, will be used to clarify any points raised via this questionnaire, and will ultimately be used to inform the commissioning strategy and to refine the specification for this service.

It is anticipated that this will be a multi supplier contract with suppliers being awarded a proportion of the overall contract value.

Total value (estimated)

- £12,600,000 excluding VAT
- £15,120,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 November 2026 to 31 October 2030
- Possible extension to 31 October 2032
- 6 years

Main procurement category

Services

CPV classifications

- 75242110 - Bailiff services

Contract locations

- UKI32 - Westminster

Engagement

Engagement deadline

12 September 2025

Engagement process description

Westminster City Council (WCC) seeks to obtain market feedback in relation to the commissioning of the Parking Debt Management Concession Services.

Westminster City Council is looking to appoint a supplier, or multiple suppliers for the provision of these Services; for the collection of/pursuance of debt arising from unpaid PCNs and other parking related debt. It may also include options for the removal and storage of vehicles that qualify as persistent evaders.

These services will consist of:

- A. Pre-First Postal Notice Tracing Process (DVLA: No Trace)
- B. Pre-Warrant Debt Collection (e.g. address validation/changes, early debtor engagement by post and telephone, write off recommendation/case screening)
- C. Post Warrant Collection
- D. Expired Warrant recovery and write off process
- E. Foreign Debt Collection (including Scotland and N Ireland)
- F. General Debt Management Services (e.g. client liaison, reporting, customer services, payment arrangements, complaint handling, social value)
- G. Provision of Enforcement vehicles and pound
- H. Ethical enforcement, vulnerability, hardship etc
- I. Persistent Evader Vehicles

J. Special operations in partnership with MPS

It is likely the contract will be for a duration of 4 years with the possibility to extend for up to a further 2 years (subject to internal approvals), although the term of any extensions is yet to be agreed. The proposed commencement date will be 1st November 2026; however, this may change.

A Request For Information (RFI) document is available to complete for interested organisations. To take part in the market engagement exercise, interested organisations should complete the Request for Information (RFI) document which is available on the councils e-procurement tool ("Jaggaer"), reference "Parking Debt Management Concession Services". The link to Jaggaer can be found here:

https://wcc.ukp.app.jaggaer.com/esop/ogc-host/public/wcc/web/login.jst?VISITORID=4a0544d5-013a-4429-ae33-6f6aa52d8650&_ncp=1722428316887.988243-1

Please copy and paste the link into your browser and follow the guidance.

If you are not already registered on Jaggaer, you will need to register first to be able to access the RFI document.

Further information can be found on the councils website here:

<https://www.westminster.gov.uk/about-council/procurement/our-esourcing-and-contract-management-solution>

This questionnaire will not form part of the formal procurement process. All responses are to be submitted via Jaggaer no later than Midday (12:00 hrs (GMT)) on Friday 12th September 2025.

The deadline for submitting clarification questions will be 17:00hrs Friday 5th September 2025. Our expectation is that a procurement will follow on conclusion of the market engagement exercise. It is to be noted that a UK3 - Planned Procurement Notice relating to the above has also been issued.

Participation

Particular suitability

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

Submission

Publication date of tender notice (estimated)

1 January 2026

Procedure

Special regime

Concession

Contracting authority

Westminster City Council

- Public Procurement Organisation Number: PJVD-6261-BPPJ

64 Victoria Street

London

SW1E 6QP

United Kingdom

Email: procurementteammailbox@westminster.gov.uk

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

Region: UKI32 - Westminster

Organisation type: Public authority - sub-central government