

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/051581-2025>

Tender

CBC-1820-T-TS Contract Administrator, Clerk of Works & Quantity Surveyor

Central Bedfordshire Council

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

Notice identifier: 2025/S 000-051581

Procurement identifier (OCID): ocids-h6vhtk-0566cc

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Scope

Reference

CBC-1820-T-TS

Description

Contract Administrator, Clerk of Works & Quantity Surveyor

Please read and follow the information and guidance supplied below and within the Tender documents, this will help with your tender submission.

Word count limits apply, any information going over will not be considered.

Respond to ALL questions.

Additional documents or information not required will be disregarded.

Please note timeline with regards to questions and submission dates.

All communications, correspondences and clarifications must be sent via the In-tend portal.

Do not contact the Service area for information, please use the correspondence facility

Regularly view the Clarification tab for updates or responses to questions received by bidders.

Questions asked together with the response, will be made available to all bidders (if not Private and Confidential), this to ensure a fair and consistent approach to all.

Avoid uploading your return just prior to closing deadline as you may incur IT issues and we will not accept Tender Returns via e-mail.

The Council will provide as much support and information as it can to help guide you through the Tender process. If there is anything you are not sure of or need clarification on, please contact the Procurement lead using the correspondence facility within the In-tend electronic tendering system.

Opting In

To inform us of your decision to participate and to be able to submit a tender you will be required to Opt In. Opting In will confirm to us of your involvement and your intention to submit a tender return.

Opting Out

Will confirm that you are no longer interested in submitting a tender return. You will be able to provide a reason as to your decision if you wish. This will cease any system-generated communications. You will be able to opt back in at any point.

Target contract commencement date: 15th September 2025

Contract term: 1 year + 1 month

Total value (estimated)

- £103,999 excluding VAT

- £330,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 October 2025 to 30 September 2026
- Possible extension to 31 October 2026
- 1 year, 1 month

Description of possible extension:

1 year (+ 1 month)

Main procurement category

Services

CPV classifications

- 79994000 - Contract administration services
- 98390000 - Other services

Contract locations

- UKH - East of England

Submission

Enquiry deadline

22 August 2025, 11:59pm

Tender submission deadline

5 September 2025, 12:00pm

Submission address and any special instructions

<https://in-tendhost.co.uk/centralbedfordshire.aspx/Home>

Suppliers must register on the supplier portal to be able to access the tender details

Tenders may be submitted electronically

Yes

Award criteria

40 % Price - 60% Quality

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

<https://in-tendhost.co.uk/centralbedfordshire.aspx/Home>

Supplier portal In-tend

Contracting authority

Central Bedfordshire Council

- Public Procurement Organisation Number: PVNH-1137-QJBX

Priory House, Monks Walk, Chicksands

Shefford

SG17 5TQ

United Kingdom

Contact name: Tina Sanders

Email: procurement@centralbedfordshire.gov.uk

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

Region: UKH25 - Central Bedfordshire

Organisation type: Public authority - sub-central government