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Tender

Debt Collection Agency (DCA) Services For Expired Warrants Collection

Birmingham City Council

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

Notice identifier: 2025/S 000-052352

Procurement identifier (OCID): ocids-h6vhtk-05902d

Published 29 August 2025, 11:15am

Scope

Reference

PQ0617

Description

Birmingham City Council seeks to appoint up to three suitably experienced Debt Collection Agencies (DCA's) to who will be expected to trace, collect or set up a payment arrangement with the liable party. There are a variety of difference types of Debt Collection Agencies (DCA) each with their own unique selling points. The Authority wishes to use different types of DCAs to see which type performs the best. This is the first stage of a larger contract that will go into place later in the year. Contracts are expected to commence in November 2025 for a term of 12 months.

The Authority is happy for traced expired warrants to be resubmitted to the Traffic Enforcement Centre at the expense of the DCA and then collected by the same company via the TCOG/Enforcement Agent process. Commission will be paid on all funds remitted back to the Council.

The Council will be using its free to use e-tendering system (in-tend) for the administration of this procurement process and potential suppliers must register with the system to be able to express an interest. If you wish to express an interest in this opportunity please click on the following link to access <https://in-tendhost.co.uk/birminghamcc/> and submit your details to register. You will then be able to log on which will enable you to download all relevant Invitation to Tender (ITT) documentation.

If you are unable to register with In-tend or have any questions or problems on how to use this web site please either email us at: etendering@birmingham.gov.uk

Your completed tender submission should be returned by 12:00 noon on Monday 22nd September 2025 via the 'In-tend' system <https://in-tendhost.co.uk/birminghamcc>

Total value (estimated)

- £170,000 excluding VAT
- £204,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 November 2025 to 31 October 2026
- 1 year

Main procurement category

Services

CPV classifications

- 75242110 - Bailiff services

- 79940000 - Collection agency services

Contract locations

- UKG31 - Birmingham

Submission

Enquiry deadline

15 September 2025, 11:59pm

Tender submission deadline

22 September 2025, 11:00am

Submission address and any special instructions

This Request for Quotations is being issued using the Council's e-tendering system 'In-tend' and organisations must ensure that they are registered users. The procurement process will be managed using this system and therefore all bids must be submitted by Tenderers via the 'in-tend' system. <https://in-tendhost.co.uk/birminghamcc> Registration and use of in-tend is free. All correspondence for this procurement process must be via the in-tend correspondence function and you should not contact any individual directly either by email or by telephone. If you are already a registered user, you do not have to re-register. If you are unable to register with in-tend or are experiencing difficulties, please email the etendering@birmingham.gov.uk. Deadline for request for quotation is noon on 22nd September 2025.

Tenders may be submitted electronically

Yes

Award criteria

The award criteria carries a total weighting of 100%, this is split between the following sections: The overall weighting for the quality criteria is 40%. The overall weighting for the price criteria is 60% For full details please refer to the procurement documents.

Procedure

Procedure type

Below threshold - open competition

Contracting authority

Birmingham City Council

- Public Procurement Organisation Number: PCJJ-4826-QMLZ

Council House, 1 Victoria Square

Birmingham

B1 1BB

United Kingdom

Contact name: Commercial and Procurement Services

Email: etendering@birmingham.gov.uk

Website: <https://in-tendhost.co.uk/birminghamcc/>

Region: UKG31 - Birmingham

Organisation type: Public authority - sub-central government