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Tender

## **Occupational Health Services and Employee Assistance Programme**

Dover District Council

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

Notice identifier: 2025/S 000-052818

Procurement identifier (OCID): ocds-h6vhtk-059157 ([view related notices](#))

Published 1 September 2025, 1:57pm

### **Scope**

### **Reference**

DN788294

### **Description**

Dover District Council wishes to select and appoint a suitable Provider for the provision of Occupational Health Service and Employee Assistance Programme.

The Contract is anticipated to commence 1st December 2025 for the OH and 1st February 2026 for the EAP and will continue for 2 years with the option to extend for a further 2 years in yearly increments.

Expressions of interest will only be accepted via the Kent Business Portal. The completed ITT response is to be submitted electronically via the Kent Business Portal by no later than 12:00 hours on 26th September 2025

### **Total value (estimated)**

- £168,000 including VAT

Below the relevant threshold

### **Contract dates (estimated)**

- 1 December 2025 to 30 November 2027
- Possible extension to 30 November 2029
- 4 years

Description of possible extension:

2 yearly extensions are available to be taken in agreement with both parties in yearly increments as set out below.

1st Extension - 1 x 12 months 1.12.2027 - 30.11.2028

2nd Extension - 1 x 12 months 1.12.2028 - 30.11.2029

### **Main procurement category**

Services

### **CPV classifications**

- 85100000 - Health services

### **Contract locations**

- UKJ44 - East Kent

## **Participation**

### **Particular suitability**

Small and medium-sized enterprises (SME)

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## **Submission**

### **Enquiry deadline**

19 September 2025, 12:00pm

### **Tender submission deadline**

26 September 2025, 12:00pm

### **Submission address and any special instructions**

Expressions of interest will only be accepted via the Kent Business Portal [www.kentbusinessportal.org.uk](http://www.kentbusinessportal.org.uk) . Completed Response Documents are to be submitted electronically via the Kent Business Portal by no later than 12.00 hrs on the 26th September 2025.

### **Tenders may be submitted electronically**

Yes

## **Award criteria**

Bids will be evaluated as follows:-

Cost 50%

Quality 40% with a further 10% for demonstration/presentation from the top 3 ranked bidders from the initial price/quality evaluation

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## **Procedure**

### **Procedure type**

Below threshold - open competition

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## **Contracting authority**

### **Dover District Council**

- Public Procurement Organisation Number: PWJX-1894-TZPX

Council Offices, White Cliffs Business Park

Whitfield, Dover

CT16 3PJ

United Kingdom

Email: [procurement@dover.gov.uk](mailto:procurement@dover.gov.uk)

Region: UKJ44 - East Kent

Organisation type: Public authority - sub-central government