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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): ocids-h6vhtk-059157

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)

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 . 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

Procedure

Procedure type

Below threshold - open competition

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

Region: UKJ44 - East Kent

Organisation type: Public authority - sub-central government