

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/054331-2025>

Tender

## **Mole Valley District Council - Inventory Services**

Mole Valley District Council

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

Notice identifier: 2025/S 000-054331

Procurement identifier (OCID): ocds-h6vhtk-05950e

Published 5 September 2025, 2:27pm

### **Scope**

### **Description**

Mole Valley District Council (MVDC) would like to contract with a sole supplier for the provision of an Inventory and a check-in, check out service for households provided with accommodation through the Council's Private Rented Scheme. This service will be on a call off basis.

This contract is for a sole service provider for the duration of the contract who, when requested, will undertake to provide an Inventory service within the timescale required by the Council. In the event that the successful supplier is not available to provide the services when required, the Council reserves the right to use an alternative supplier for each individual inventory examination that the successful supplier cannot deliver.

The contract will last for an initial period of 3 years, commencing on 22nd November 2025, with the option for a single year's extension. Any extension will be at the Council's discretion.

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

- £45,000 excluding VAT
- £54,000 including VAT

Below the relevant threshold

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

- 22 November 2025 to 21 November 2028
- Possible extension to 21 November 2029
- 4 years

Description of possible extension:

One option to extend for 12 months only.

### **Main procurement category**

Services

### **CPV classifications**

- 98341100 - Accommodation management services

### **Contract locations**

- UKJ26 - East Surrey

---

## **Participation**

## **This procurement is reserved for**

UK suppliers

---

## **Submission**

### **Enquiry deadline**

16 September 2025, 5:00pm

### **Tender submission deadline**

26 September 2025, 12:00pm

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

How to obtain the Tender Documents

Interested parties should register their interest in the project via the In-Tend website <https://in-tendhost.co.uk/sesharedservices/aspx/Tenders/Current>. The Tender documents can be accessed when logged into In-Tend by selecting 'View Details' on the relevant tender advert and clicking the 'Express Interest' tab. Once in the tender there are five tabs, namely 'Tender', 'ITT - documents', 'Correspondence', 'Clarifications' and 'History'.

Select the 2nd tab (ITT - documents) where you will find useful information under 'Tender Details'. Continue to scroll down to the heading 'Tender Documents Received' where you will be able to view / download the documents. Please download all the documents and read very carefully.

Opting In and Opting Out

Please note you are required to 'Opt In' before you can access the 'My tender Return' to start populating your response.

The 'Opt Out' functionality will also be available throughout the duration of the tender

process. Opting out will give you the option of declaring you no longer want to receive any further communication in relation to this tender along with the opportunity of providing comments and feedback for this decision.

You can choose to 'Opt In' at any time during the tender process if you initially decided to 'Opt Out'.

### Further Guidance

In addition, guidance on how to participate in a tender, download and upload documents / returns and if required, register your company (free of charge) can be found on the In-tend site under the 'Help' or 'Information for Suppliers' buttons.

### Receiving Notification Emails

To ensure you receive email alerts and notifications from our system, please add the email domain '@in-tendorganiser.co.uk' to your Safe Senders list.

## **Tenders may be submitted electronically**

Yes

---

## **Award criteria**

40% Price / 60% Quality

---

## **Procedure**

### **Procedure type**

Below threshold - open competition

---

## Contracting authority

### Mole Valley District Council

- Public Procurement Organisation Number: PLXW-3796-VTMW

Pippbrook

Dorking

RH4 1SJ

United Kingdom

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

Website: <http://www.molevalley.gov.uk>

Region: UKJ26 - East Surrey

Organisation type: Public authority - sub-central government