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Tender

Mole Valley District Council - Payment Card Industry DSS Compliance

Mole Valley District Council

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

Notice identifier: 2025/S 000-054754

Procurement identifier (OCID): ocids-h6vhtk-05960d

Published 8 September 2025, 3:53pm

Scope

Description

Mole Valley District Council ("the Council") invites tenders for the provision of Payment Card Industry (PCI) Data Security Standard (DSS) Compliance services, to be provided by a Qualified Security Assessor (QSA) as set out in these documents.

The Council provides a range of goods and services which residents and visitors to the district can purchase in person, via telephone or ecommerce in four locations, including Dorking Halls theatre and the Fairfield day centre. The Council is fully PCI DSS compliant and had a PCI audit during the last 12 months. The Council has QSA certified A, P2PE and C-VT SAQ's and AOC's, the first of which expires on 11 March 2026.

The Council requires the provision of PCI DSS consultancy from a QSA with experience of Version 4 PCI DSS compliance in local authorities or equivalent to assess the Council's compliance with the latest version of the PCI DSS, to recommend which SAQ(s) is/are most appropriate to the Council, and to provide to the Council completed and QSA certified SAQs and Attestations of Compliance (AOCs) each year during the contract period.

The Commencement Date for the delivery of the services is scheduled to be on Monday

1st December 2025 at 00:00 hours. The Contract will be awarded for a period of two years until Tuesday 30th November 2027, with an option to extend for a further one year period subject to performance and the absolute discretion of the Council.

Total value (estimated)

- £80,000 excluding VAT
- £96,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 December 2025 to 30 November 2027
- Possible extension to 30 November 2028
- 3 years

Description of possible extension:

One option to extend for 12 months only.

Main procurement category

Services

CPV classifications

- 66170000 - Financial consultancy, financial transaction processing and clearing-house services

Contract locations

- UKJ26 - East Surrey

Participation

This procurement is reserved for

UK suppliers

Submission

Enquiry deadline

1 October 2025, 5:00pm

Tender submission deadline

13 October 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

60% Cost / 40% 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

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

Region: UKJ26 - East Surrey

Organisation type: Public authority - sub-central government