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Tender

SUPPLY AND DELIVERY OF GARDEN WASTE TAGS

London Borough of Hillingdon

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

Notice identifier: 2025/S 000-056529

Procurement identifier (OCID): ocds-h6vhtk-059a32

Published 15 September 2025, 12:21pm

Scope

Description

The London Borough of Hillingdon (Hillingdon) has introduced a charge for garden waste policy that came into effect on the 7th of July 2025 from which residents are issued with three (3) tags to put on their green waste bags and the resident can request an additional three (3) tags if needed. As of the 20th of August 2025, a total of 21,679 households has signed up to the garden waste service with 81,642 tags being delivered.

The purpose of the contract is to secure the supply of zip tags in accordance with the councils' requirements for garden waste collections and delivered within agreed timescales and quantities. Hillingdon council will request an initial batch to be delivered at the start of the year in accordance with its forecasts with a potential order being placed within the year should it be required.

Contract duration: The Contract will be for a term of 2 (two) years extendable at Hillingdon's sole option for a period of 1 (one) year, and the extendable to a further 1 (one) year giving a total of 4 (four) years.

Estimated contract start date: 05/12/2025

Preliminary Market Engagement

The Council did not conduct preliminary market engagement for this Contract.

The Council notes that final approval of the specification required a longer period than originally anticipated, which in turn reduced the timeframe available to initiate the procurement. In view of the time-sensitive nature of the requirement, and in order to ensure continuity of supply and adherence to operational deadlines, the Council determined that it was not practicable to undertake preliminary market engagement and that it was necessary to proceed directly to tender.

All tender documents will be made available via the tender portal:

<https://supplierlive.proactisp2p.com>

Total value (estimated)

- £600,000 excluding VAT
- £720,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 5 December 2025 to 4 December 2027
- Possible extension to 4 December 2029
- 4 years

Description of possible extension:

The Contract will be for a term of 2 (two) years extendable at Hillingdon's sole option for a period of 1 (one) year, and the extendable to a further 1 (one) year giving a total of 4 (four) years (the Term).

Options

The right to additional purchases while the contract is valid.

The Contract will be for a term of 2 (two) years extendable at Hillingdon's sole option for a period of 1 (one) year, and the extendable to a further 1 (one) year giving a total of 4 (four) years (the Term).

Main procurement category

Goods

CPV classifications

- 35121600 - Tags

Contract locations

- UKI - London

Participation

Particular suitability

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

Submission

Enquiry deadline

6 October 2025, 11:59pm

Tender submission deadline

13 October 2025, 5:00pm

Submission address and any special instructions

All tender documents will be made available via the tender portal:
<https://supplierlive.proactisp2p.com> (the Portal).

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

21 November 2025

Recurring procurement

Publication date of next tender notice (estimated): 8 September 2027

Award criteria

Name	Type	Weighting
Quality	Quality	50%
Price	Price	50%

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Contracting authority

London Borough of Hillingdon

- Public Procurement Organisation Number: PHZZ-4724-NYPH

Civic Centre

Uxbridge

UB8 2QU

United Kingdom

Contact name: jgasparette@hillingdon.gov.uk

Email: procurement@hillingdon.gov.uk

Website: <https://www.hillingdon.gov.uk/>

Region: UKI74 - Harrow and Hillingdon

Organisation type: Public authority - sub-central government