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Tender

Selective Licencing Services for Great Yarmouth Borough Council

Great Yarmouth Borough Council

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

Notice identifier: 2025/S 000-056787

Procurement identifier (OCID): ocds-h6vhtk-059452 ([view related notices](#))

Published 16 September 2025, 9:26am

Scope

Reference

2689-PPT-O

Description

GYBC are looking to procure services to manage all applications for selective licensing for the full five-year period of the scheme. It is estimated that up to 5,000 applications will be received during the initial 3-month application period with a further 500 applications received during the scheme arising from changes in ownership, new entrants to the market etc.

The services required have been divided into two lots, and suppliers may quote for one, or both lots.

If different suppliers are appointed across both lots, GYBC will be the single point of contact between each supplier and both lots will be completely separate (unless one supplier is awarded both lots).

Lots & Scope of Services

Lot 1 – Licence Administration Process - managing the application process with ongoing annual compliance checking for certification during the life of the scheme.

Lot 2 - Inspection, Reporting & Compliance Monitoring - Inspecting properties to assess for hazards using HHSRS methodology and to check for compliance with licence conditions.

Further details are included in the attached Appendix C: Specification

Total value (estimated)

- £2,450,000 excluding VAT
- £2,940,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 2 March 2026 to 1 March 2029
- Possible extension to 1 March 2031
- 5 years

Description of possible extension:

1 year + 1 year optional extensions. If all extensions taken, total duration of contract will be 5 years. Subject to supplier performance.

Main procurement category

Services

CPV classifications

- 48612000 - Database-management system
 - 72300000 - Data services
 - 75123000 - Administrative housing services
 - 79940000 - Collection agency services
 - 79993000 - Building and facilities management services
 - 79996000 - Business organisation services
-

Lot 1. Licence Administration Process

Description

Managing the application process with ongoing annual compliance checking for certification during the life of the scheme.

Lot value (estimated)

- £1,450,000 excluding VAT
- £1,740,000 including VAT

Same for all lots

CPV classifications and contract dates are shown in the Scope section, because they are the same for all lots.

Lot 2. Inspection, Reporting & Compliance Monitoring

Description

Inspecting properties to assess for hazards using HHSRS methodology and to check for compliance with licence conditions.

Lot value (estimated)

- £1,000,000 excluding VAT
- £1,200,000 including VAT

Same for all lots

CPV classifications and contract dates are shown in the Scope section, because they are the same for all lots.

Submission

Enquiry deadline

29 September 2025, 5:00pm

Tender submission deadline

13 October 2025, 12:00pm

Submission address and any special instructions

Please register for free on the following link to view the full documentation and express interest once logged in and submit your tender response: <https://in-tendhost.co.uk/eastsuffolk>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

6 November 2025

Award criteria

Name	Description	Type
Simple description	60% Quality (divided into sub-criteria as in the tender documents) and 40% price. Full Details in the ITT Parts A and C.	Price

Weighting description

60% Quality (divided into sub-criteria as in the tender documents) and 40% price. Full Details in the ITT Parts A and C.

Other information

Payment terms

30 days payments terms/ Full details in the tender documents.

Description of risks to contract performance

None at point of issuing of notice

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Documents

Associated tender documents

<https://in-tendhost.co.uk/eastsuffolk/asp/Home>

Invitation to Tender Part A, Part C, Pricing Template, Specification and Draft Contract Terms

Contracting authority

Great Yarmouth Borough Council

- Public Procurement Organisation Number: PXDC-1245-VQNQ

Town Hall

Great Yarmouth

NR30 2QF

United Kingdom

Contact name: Richard Hill

Email: procurement@eastsuffolk.gov.uk

Website: <http://www.great-yarmouth.gov.uk>

Region: UKH15 - Norwich and East Norfolk

Organisation type: Public authority - sub-central government

Other organisation

These organisations are carrying out the procurement, or part of it, on behalf of the contracting authorities.

East Suffolk Council

Summary of their role in this procurement: Procurement Lead

- Public Procurement Organisation Number: PLPP-1174-BHLX

Riverside, 4 Canning Road

Lowestoft

NR33 0EQ

United Kingdom

Contact name: Richard Hill

Email: procurement@eastsuffolk.gov.uk

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

Region: UKH14 - Suffolk

Contact organisation

Contact [East Suffolk Council](#) for any enquiries.