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Award

Victoria Forms

Epsom and Ewell Borough Council

UK6: Contract award notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-058307

Procurement identifier (OCID): ocds-h6vhtk-059e95 ([view related notices](#))

Published 22 September 2025, 7:34am

Scope

Description

Suite of forms enabling residents to apply for Housing Benefit and Council Tax Income Discount, online.

Contract 1. Victoria Forms

Supplier

- Victoria Forms

Contract value

- £62,000 excluding VAT
- £74,400 including VAT

Below the relevant threshold

Award decision date

22 September 2025

Earliest date the contract will be signed

9 October 2025

Contract dates (estimated)

- 10 October 2025 to 9 October 2028
- Possible extension to 9 October 2030
- 5 years

Description of possible extension:

2 years of possible extension

Main procurement category

Services

CPV classifications

- 75310000 - Benefit services

Contract locations

- UKJ26 - East Surrey
-

Procedure

Procedure type

Below threshold - without competition

Supplier

Victoria Forms

Sentry House, Northgate Street Business Park, Northgate Street, Bury St Edmunds

Suffolk

IP33 1HP

United Kingdom

Email: lynsey.atkin@victoriaforms.com

Region: UKH14 - Suffolk

Small or medium-sized enterprise (SME): Yes

Voluntary, community or social enterprise (VCSE): No

Contract 1. Victoria Forms

Contracting authority

Epsom and Ewell Borough Council

- Public Procurement Organisation Number: PYXN-1576-NDDT

The Parade, Town Hall

Epsom

KT18 5BY

United Kingdom

Email: procurement@epsom-ewell.gov.uk

Region: UKJ26 - East Surrey

Organisation type: Public authority - sub-central government