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Tender

Occupational Health Services

Southampton Solent University

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

Notice identifier: 2025/S 000-059583

Procurement identifier (OCID): ocds-h6vhtk-05a1d0

Published 25 September 2025, 11:28am

Scope

Reference

25.PD.18b

Description

Provision of a Occupational Health Service to the University's employees from suitably qualified and experienced occupational health contractors.

The University is willing to consider either a "pay as you go" service or a fixed annual fee based on anticipated volumes, details of volumes are provided in the Request for Quotation documents.

Total value (estimated)

- £240,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 December 2025 to 30 November 2027
- Possible extension to 30 November 2030
- 5 years

Description of possible extension:

The contract may be extended for three (3) periods of twelve (12) months after the initial contract period subject to performance and agreement between the parties.

Options

The right to additional purchases while the contract is valid.

The University may wish to opt for an all inclusive fixed fee based on annual anticipated volume.

If the successful supplier offers an Employee Assistance Programme then this may also be included in the contract.

Additional services may be required if for example there are any changes to legal requirements.

The University reserves the right to ask for best and final offers in the event that it becomes apparent that changes to the specification come to light that may not have been previously considered.

Main procurement category

Services

CPV classifications

- 85147000 - Company health services

Contract locations

- UKJ32 - Southampton

Participation

Particular suitability

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

Submission

Enquiry deadline

3 October 2025, 11:59pm

Tender submission deadline

17 October 2025, 11:59pm

Submission address and any special instructions

All relevant documentation is available via the University's

e-Tendering portal

Quotations are to be returned electronically via the In-Tend system found at <https://in-tendhost.co.uk/solent> by 12:00 Noon on Friday 17 October 2025.

Access to the InTend portal is free of charge but suppliers must register with InTend first <https://in-tendhost.co.uk> before being able to access the Solent page. The documentation will be visible on the Current Tenders page on <https://in-tendhost.co.uk/solent> and suppliers will need to express an interest in the project in order to access the documents.

All correspondence and clarifications will be done through the portal.

Further instructions regarding submission are contained in the RFQ.

Tenders may be submitted electronically

Yes

Award criteria

The RFQ documents set out the customer requirements including mandatory requirements and scored elements with each element allocated either a pass/fail or %

Price is 40% and is based on a "price list" of 11 services, Further services are listed for information only but not scored, however the University may wish to take advantage of them if beneficial to do so once the contract has been awarded.

Customer Requirements is 60% and this has 3 pass/fail criteria and 6 scored criteria.

Procedure

Procedure type

Below threshold - open competition

Special regime

Light touch

Contracting authority

Southampton Solent University

- Public Procurement Organisation Number: PRYP-4729-BYJL

East Park Terrace

Southampton

SO14 0YN

United Kingdom

Email: finance.procurement@solent.ac.uk

Website: <http://www.solent.ac.uk>

Region: UKJ32 - Southampton

Organisation type: Public authority - sub-central government