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Tender

## **Visit Weston Website Design and Build - Digital/Web Development Agency**

Weston-super-Mare Town Council

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

Notice identifier: 2025/S 000-060920

Procurement identifier (OCID): ocds-h6vhtk-05a501

Published 30 September 2025, 2:33pm

### **Scope**

### **Reference**

SP/VisitWestonWebsiteA/September2025

### **Description**

Weston-super-Mare Town Council is inviting tenders from suitably experienced and qualified organisations/individuals to undertake the design and build of the Visit Weston website. Aimed at Digital/Web Development Agency - to include full product build, CMS system, hosting and technical support, with a total budget available of £35,000, with an additional quote required for ongoing maintenance.

### **Total value (estimated)**

- £65,000 excluding VAT

- £78,000 including VAT

Above the relevant threshold

### **Contract dates (estimated)**

- 11 November 2025 to 10 November 2028
- Possible extension to 10 November 2030
- 5 years

Description of possible extension:

3 year contract with option to extend to 5 years or a rolling contract on an annual basis.

### **Main procurement category**

Services

### **CPV classifications**

- 72413000 - World wide web (www) site design services

### **Contract locations**

- UKK23 - Somerset

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## **Participation**

## **Legal and financial capacity conditions of participation**

Do you have outstanding debt with Weston-super-Mare Town Council? - Have you ever defaulted on a debt to Weston-super-Mare Town Council or have any outstanding debts?

Insurance - Will your organisation have Public Liability Insurance not less than £5 million in place before any contract is signed?

Insurance - Will your organisation have Employer's Liability Insurance not less than £5 million in place before any contract is signed?

It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.

Insurance - Will your organisation have Business Insurance in place before any contract is signed?

Collusive Tendering - Have you discussed and/or agreed your submission with any other bidders or third party?

Canvassing - Has any person employed by your organisation canvassed any member, employee, agent or contractor of Weston-super-Mare Town Council in connection with the award of this contract?

Equality and Diversity - Does your organisation have an Equality and Diversity Policy?

Please also confirm that you shall comply with all legislation, official guidance and codes of practice relating to equal opportunities, including but not limited to The Equality Act 2010.

References - Are you able to provide the names of at least two of your recent customers and one of your recent suppliers who are willing to provide references for your organisation?

Sub-contracting - You must state in your bid if you propose to sublet any of the work.

You will still be required to apply in writing to the Council for permission to sublet and the fact that this declaration is completed in no way implies the automatic approval or the granting of permission to sub-let the listed works.

Real Living Wage - Does your organisation pay at least the Real Living Wage?

Grounds for Mandatory Exclusion - Within the past five years have you, your organisation

or any person who has powers of representation, decision or control in the organisation been convicted of any of the following offences?:

- Participation in a criminal organisation
- Corruption
- Fraud
- Terrorist offences or offences linked to terrorist activities.
- Money laundering or terrorist financing
- Child labour and other forms of trafficking in human beings

### **Particular suitability**

Small and medium-sized enterprises (SME)

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## **Submission**

### **Tender submission deadline**

27 October 2025, 12:00pm

### **Submission address and any special instructions**

A tender specification document including the form of tender is available upon request:  
[development@wsm-tc.gov.uk](mailto:development@wsm-tc.gov.uk)

The completed Form of Tender and written submission, as specified in the schedule of Documents below, are to be returned to the offices of Weston-super-Mare Town Council by 12 noon, 27th October 2025.

The tenderer must not contact councillors or staff other than the specified point of contact for the Town Council as identified above for any reason at all.

The tenderer must not contact councillors or staff to encourage or support their tender outside the prescribed process.

The tenderer must provide one hard copy and one electronic copy of the presentation submission. The electronic copy may be on a USB Memory Stick and included with the written submission, or by email using a WeTransfer link [development@wsm-tc.gov.uk](mailto:development@wsm-tc.gov.uk) before the closing date.

The tender documents must be sent by recorded post to 32 Waterloo Street, Weston-super-Mare, BS23 1LN, using the labels supplied. Please note, our Town Council office is open between the hours of 9am - 5pm (Monday to Thursday) and 9am to 4.30pm on Fridays. Please note that if delivery is attempted outside of these times there will be no one to receive the tender documents. Notwithstanding the above, it is suggested an email copy is sent to the development address above. Enclosed with the documentation is a label template for the Tender submission which must be used, the first being an address label and the second a tender identification label to be placed on the top right hand corner of the submission.

To confirm, whilst electronic submission is requested, in order to comply with the Town Council's Financial Regulations, a physical copy (as above) MUST be submitted by the deadline.

Submission should be supplied to [development@wsm-tc.gov.uk](mailto:development@wsm-tc.gov.uk)

Invitation to tender supplied within this tender notice, and available on <https://wsm-tc.gov.uk/>

## **Tenders may be submitted electronically**

Yes

## **Languages that may be used for submission**

English

**Award decision date (estimated)**

11 November 2025

**Recurring procurement**

Publication date of next tender notice (estimated): 29 October 2030

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**Award criteria**

<b>Name</b>	<b>Description</b>	<b>Type</b>	<b>Weighting</b>
Written submission assessment	60% of the total score. 40% to the technical information, 20% to social value submission.	Quality	60%
interview assessment	40% to the interview assessment	Quality	40%

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**Other information****Conflicts assessment prepared/revised**

Yes

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**Procedure****Procedure type**

Open procedure

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## Documents

### Associated tender documents

[Expression of Interest Advert.docx](#)

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## Contracting authority

### Weston-super-Mare Town Council

- Public Procurement Organisation Number: PMYQ-2139-ZLLG

32 Waterloo Street

Weston-super-Mare

BS231LN

United Kingdom

Contact name: Sarah Pearse

Telephone: 01934632575

Email: [development@wsm-tc.gov.uk](mailto:development@wsm-tc.gov.uk)

Region: UKK12 - Bath and North East Somerset, North Somerset and South Gloucestershire

Organisation type: Public authority - sub-central government