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Tender

## Leisure Management System

Woodley Town Council

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

Notice identifier: 2025/S 000-062056

Procurement identifier (OCID): ocds-h6vhtk-05a7ad

Published 3 October 2025, 11:21am

### Scope

### Reference

WTC 2025 Leisure

### Description

Woodley Town Council are inviting proposals for the installation of a fully integrated Leisure Management system at Woodford Park Leisure Centre. The system must help manage bookings, payments and memberships, reduce administrative workload and provide customers and members with the ability to book and pay for the Council's leisure services online (including via an app).

The solution must result in a complete overhaul of the current management systems in place at the Leisure Centre, and should include:

- Block bookings and scheduling functionality (inc. invoicing).
- Online booking and payment services for customers (inc. via an app).
- Direct Debit collection and management services for memberships.

- Card payment and POS integration at Leisure Centre reception desk.
- Fully integrated financial and general reporting capabilities.
- Customer engagement tools (inc. email, SMS and push notifications).

The system must support simultaneous use by at least three staff members, with a preference for solutions that offer flexibility and scalability in this regard.

The system must also have access control capabilities linked to memberships and bookings, and should include:

- Ability for "pay as you play" customers to "check in" for bookings and prove payment at reception by scanning a QR code (via an app).
- Ability for access to the gym to be controlled using QR codes (via an app).
- Ability to add in additional access control points in the future as the Leisure Centre develops and additional facilities are added.

Currently, the only access control at the Leisure Centre is located at the main gym entrance, which uses a magnetic lock operated via magnetic stripe cards. The Council intends to retain the magnetic lock mechanism but transition away from magnetic stripe cards in favour of a QR code-based access system.

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

- £22,000 excluding VAT
- £26,400 including VAT

Below the relevant threshold

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

- 1 April 2026 to 31 March 2029
- 3 years

## **Main procurement category**

Goods

## **CPV classifications**

- 48000000 - Software package and information systems

## **Contract locations**

- UKC - North East (England)
- UKD - North West (England)
- UKE - Yorkshire and the Humber
- UKF - East Midlands (England)
- UKG - West Midlands (England)
- UKH - East of England
- UKI - London
- UKJ - South East (England)
- UKK - South West (England)

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## **Participation**

**This procurement is reserved for**

UK suppliers

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## **Submission**

### **Enquiry deadline**

16 October 2025, 11:59pm

### **Tender submission deadline**

17 October 2025, 11:59pm

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

Email: [townclerk@woodley.gov.uk](mailto:townclerk@woodley.gov.uk)

[www.woodley.gov.uk](http://www.woodley.gov.uk)

### **Tenders may be submitted electronically**

Yes

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## **Award criteria**

Quotes must meet the brief and stated requirements.

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## Procedure

### Procedure type

Below threshold - open competition

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## Documents

### Associated tender documents

[APPENDIX B - Leisure Management System Requirements.xlsx](#)

[Leisure Management System - Invitation to quote.docx](#)

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## Contracting authority

### Woodley Town Council

- Public Procurement Organisation Number: PVVQ-5641-JGNN

The Oakwood Centre, Headley Road

Woodley

RG5 4JZ

United Kingdom

Telephone: 0118 969 0356

Email: [townclerk@woodley.gov.uk](mailto:townclerk@woodley.gov.uk)

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

Region: UKJ11 - Berkshire

Organisation type: Public authority - sub-central government