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Tender

Document Production & Consultation Management Software V4NWL025

North West Leicestershire District Council

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

Notice identifier: 2025/S 000-062645

Procurement identifier (OCID): ocds-h6vhtk-05a909

Published 6 October 2025, 5:04pm

Scope

Reference

V4NWL025/DN793165

Description

NWL is seeking to appoint a suitably qualified Supplier to provide Local Plan Document Production Software and Local Plan Consultation Software.

The software will be used exclusively by the Planning Policy team which currently comprises five officers although additional and interim staff may also be required to use both applications on occasion. In addition, the Local Plan Programme Officer will need to be able to use the consultation software.

As a guide, we would expect to produce at least one Local Plan consultation document per year. The number of other consultation documents (e.g. Supplementary Planning Documents) we may produce is uncertain but could be up to three per year.

Total value (estimated)

- £74,000 excluding VAT
- £88,800 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 December 2025 to 30 November 2028
- 3 years

Main procurement category

Services

CPV classifications

- 48000000 - Software package and information systems
- 72000000 - IT services: consulting, software development, Internet and support

Contract locations

- UKF - East Midlands (England)

Participation

Conditions of participation

Public Liability: £10m

Employers Liability: £10m

Professional Indemnity: £5m

(Hold or commit to holding by contract start date)

Particular suitability

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

Submission

Enquiry deadline

15 October 2025, 5:00pm

Tender submission deadline

27 October 2025, 5:00pm

Submission address and any special instructions

<https://procontract.due-north.com/Procurer/Advert/View?advertId=6fe1d264-c9a2-f011-813a-005056b64545&fromAdvertEvent=True>

Tenders may be submitted electronically

Yes

Award criteria

Quality: 60%

Price: 40%

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

<https://procontract.due-north.com/Procurer/Advert/View?advertId=6fe1d264-c9a2-f011-813a-005056b64545&fromAdvertEvent=True>

All tender documentation is published on ProContract 'East Mids Tenders', reference: DN793165

Contracting authority

North West Leicestershire District Council

- Public Procurement Organisation Number: PXHN-4344-HGVG

Whitwick Road

Coalville

LE67 3FJ

United Kingdom

Email: procurement@nwleicestershire.gov.uk

Region: UKF22 - Leicestershire CC and Rutland

Organisation type: Public authority - sub-central government