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Tender

PROVISION OF TEMPORARY WORKERS TO UNDERTAKE WAREHOUSING DUTIES AT THE HARWICH INTERNATIONAL PORT STATUTORY EXAMINATION AREA

HARWICH INTERNATIONAL PORT LIMITED

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

Notice identifier: 2025/S 000-065350

Procurement identifier (OCID): ocds-h6vhtk-05ccb2

Published 14 October 2025, 4:56pm

Scope

Reference

TC01412

Description

The provision of temporary workers to perform warehousing duties at Harwich International Ports statutory examination facility.

The warehousing duties comprise of but are not limited to:

- Handball (unloading and reloading trailers and containers).
- Small forklift (

Total value (estimated)

- £2,400,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 April 2026 to 31 March 2029
- Possible extension to 31 March 2031
- 5 years

Description of possible extension:

The Purchaser has the right to extend the contract in the event a tendered process has been delayed or has not resulted in a successful preferred supplier, or for service provision stability where a change to the Governments requirements for examinations is being undertaken, or where the service requirements are under review.

Main procurement category

Services

CPV classifications

- 79620000 - Supply services of personnel including temporary staff

Contract locations

- UKH3 - Essex
-

Submission

Submission type

Requests to participate

Deadline for requests to participate

10 November 2025, 9:00am

Submission address and any special instructions

The Purchaser uses Proactis e-tender platform:

<https://procontract.due-north.com/SupplierRegistration/Register>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

13 January 2026

Recurring procurement

Publication date of next tender notice (estimated): 14 October 2028

Award criteria

Name	Description	Type	Weighting
Charges	Further detailed in tender document.	Price	60%
Technical	Further detailed in tender document.	Quality	20%
Deviations	Further detailed in tender document.	Quality	20%

Other information

Payment terms

Payment terms are detailed in the Tender document which incorporates the Form of Contract.

Description of risks to contract performance

Change to Government requirements for examinations undertaken.

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Competitive flexible procedure

Special regime

Utilities

Competitive flexible procedure description

Interested suppliers are to express their interest in this opportunity via Harwich International Port Ltd's (the Purchaser) e-tender portal the details of which are in section v.13. Suppliers will be required to register on the e-tender portal if they are not already registered - it is free to do so.

The Tender document containing specification; submissions requirements and award criteria together with the Form of Contract are available on the Purchaser's e-tender portal. NOTE: the Tender document is provided for information of requirements and MUST NOT be completed or submitted until invited to do so following successful completion of the conditions of participation stage which includes assessment of suppliers financial standing.

Suppliers who express an interest will be required to complete and pass conditions of participation. These must be completed by the date at V16 Deadline for requests to participate.

The Purchaser will undertake a financial assessment of the suppliers financial standing undertaken by the Purchasers Finance Department on an obtained finance report. Suppliers must pass this financial assessment as well as the conditions of participation.

Suppliers who are successful following review of the conditions of participation, including the financial assessment will be invited to tender.

Suppliers invited to tender will be required to undertake a site visit prior to submitted their tendered bid.

Tender submissions are to be submitted via the Purchasers e-tender portal and will be opened at a scheduled Tender Committee meeting.

A preferred supplier stage will be entered into following tender assessment to allow for contract terms to be finalised if required and time allowed for the Purchaser's internal approval processes.

Contracting authority

HARWICH INTERNATIONAL PORT LIMITED

- Companies House: 02486146
- Public Procurement Organisation Number: PGVG-4983-GDQG

Tomline House

Felixstowe

IP11 3SY

United Kingdom

Email: tenders@fdrc.co.uk

Region: UKH14 - Suffolk

Organisation type: Private utility