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Tender

Recruitment Agency Contract

EAST SUFFOLK SERVICES LIMITED

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

Notice identifier: 2025/S 000-069726

Procurement identifier (OCID): ocds-h6vhtk-05d71a ([view related notices](#))

Published 30 October 2025, 1:03pm

Scope

Reference

2549-PPT-O

Description

East Suffolk Services Ltd (“ESSL”, “the Company”) is looking for a Recruitment Agency Provider to work with the Company providing strategic and operational support in the appointment of temporary roles across a variety of services and levels to proactively meet the company’s staffing needs.

Total value (estimated)

- £883,300 excluding VAT
- £1,000,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 2 February 2026 to 1 February 2028
- Possible extension to 1 February 2029
- 3 years

Description of possible extension:

Optional additional extension of one year subject to supplier performance and funding.

Main procurement category

Services

CPV classifications

- 79620000 - Supply services of personnel including temporary staff

Contract locations

- UKH14 - Suffolk

Submission

Enquiry deadline

24 November 2025, 3:00pm

Tender submission deadline

4 December 2025, 12:00pm

Submission address and any special instructions

Please register for free on the following link to view the full documentation and express interest once logged in and submit your tender response: <https://intendhost.co.uk/eastsuffolk>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

16 January 2026

Award criteria

Name	Description	Type
Simple description	60% quality (divided into sub-criteria as in the tender documents) and 40% price. Full details in the tender documents.	Price

Weighting description

60% quality (divided into sub-criteria as in the tender documents) and 40% price. Full details in the tender documents.

Other information

Payment terms

30 day payment terms. Full details in the tender documents.

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Documents

Associated tender documents

<https://in-tendhost.co.uk/eastsuffolk.aspx/Home>

Invitation to Tender part A, Invitation to Tender part C, Draft Services Agreement, ESSL Pay Scale, ESSL People Strategy, Pricing Matrix, KPI's.

Contracting authority

EAST SUFFOLK SERVICES LIMITED

- Public Procurement Organisation Number: PZYP-9499-VPHV

Ground Floor West Wing East Suffolk House, Riduna Park,

Woodbridge

IP12 1RT

United Kingdom

Contact name: Zoe Archer

Email: procurement@eastsuffolk.gov.uk

Website: <https://www.eastsuffolkservices.co.uk/>

Region: UKH14 - Suffolk

Organisation type: Public authority - sub-central government