

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/069726-2025>

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

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://in-tendhost.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](mailto:procurement@eastsuffolk.gov.uk)

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

Region: UKH14 - Suffolk

Organisation type: Public authority - sub-central government