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Tender

BT382 - Business Support Guides for Landlord Relations and Launching a High Street Business

Westminster City Council

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

Notice identifier: 2025/S 000-072038

Procurement identifier (OCID): ocds-h6vhtk-05dcd0

Published 7 November 2025, 1:27pm

Scope

Description

The UK government, through the UK Shared Prosperity Fund (UKSPF 2025 - 26), is again making funding available with a specific focus to help kickstart economic growth and promote opportunities in all parts of the UK. Westminster City Council [WCC] is allocating UK Shared Prosperity Funds (UKSPF) for the commissioning of an organisation with specialist retail and business support expertise to provide detailed online business support guidance for businesses.

Westminster City Council is therefore seeking to procure the services of an external retail experts to provide detailed online business support guidance for SME independent businesses.

The support will help ensure businesses are less risky for landlords to consider, giving more confidence and credibility to our platform and its pipeline of potential high street operators who will also have better chance of securing, opening and running a physical retail space on WCC's high streets.

Total value (estimated)

- £25,000 excluding VAT
- £30,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 December 2025 to 31 May 2026
- 6 months

Main procurement category

Services

CPV classifications

- 55900000 - Retail trade services
- 72212481 - Sales or marketing software development services
- 79400000 - Business and management consultancy and related services
- 73200000 - Research and development consultancy services
- 79411000 - General management consultancy services
- 79411100 - Business development consultancy services
- 72212100 - Industry specific software development services

Contract locations

- UKI - London

Participation

Particular suitability

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

Submission

Enquiry deadline

19 November 2025, 5:00pm

Tender submission deadline

21 November 2025, 5:00pm

Submission address and any special instructions

This opportunity and all associated procurement documents will be accessible via our City of Westminster Procurement and Contracts portal (“the Portal”), kindly visit <https://wcc.ukp.app.jaggaer.com> and search for the following reference: ITT_30547. If you have any questions, please submit these through the portal.

Our portal is free to register on.

To view details of the Opportunity via the Portal please click the following link:
<https://wcc.ukp.app.jaggaer.com/go/59181205019A5E7C601C>

Or browse as follows:

- Connect to <https://wcc.ukp.app.jaggaer.com>
- Enter your Username and Password
- Go to Published Opportunities
- Click on the Project Title to view details

Tenders may be submitted electronically

Yes

Award criteria

Quality - 60%

Price- - 40%

Procedure

Procedure type

Below threshold - open competition

Contracting authority

Westminster City Council

- Public Procurement Organisation Number: PJVD-6261-BPPJ

64 Victoria Street

London

SW1E 6QP

United Kingdom

Contact name: The Buying Team

Email: buyingteam@westminster.gov.uk

Website: <https://www.westminster.gov.uk/>

Region: UKI32 - Westminster

Organisation type: Public authority - sub-central government