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Tender

ESC Occupational Health Services Retender

East Suffolk Council

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

Notice identifier: 2025/S 000-077985

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

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Scope

Reference

2694-PPT-O

Description

East Suffolk Council ("ESC", "the Council") is looking to procure a provider of Occupational Health Services to work collaboratively with us, offering professional support and advice to complement our absence management policies and procedures and health and wellbeing agenda. The Council considers the health and wellbeing of staff to be paramount in delivering high quality services. Achieving a balance between the needs of our employees and the delivery of the organisation's objectives is not always easy. Sickness absence accounts for a considerable proportion of lost working time and the average cost of absence is significant. The Council's aim is to reduce this by investing in an occupational health provision that is flexible and robust enough to meet our organisation's needs, providing a locally based service for our officers.

Total value (estimated)

- £300,000 excluding VAT
- £360,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 16 February 2026 to 31 March 2028
- Possible extension to 1 April 2029
- 3 years, 1 month, 14 days

Description of possible extension:

Further optional extension of 12 months.

Main procurement category

Services

CPV classifications

- 85147000 - Company health services

Contract locations

- UKH14 - Suffolk

Lot constraints

Description of how multiple lots may be awarded:

As per the tender documentation, there are two lots. A Supplier may submit a tender for one or both of the lots. The award will be the MAT for each lot as per the evaluation criteria. A supplier may be awarded one or both lots. The Supplier must submit a completed Part C and completed Pricing Template for each lot they are tendering for.

Lot 1. Lot 1: North

Description

North of the district. This includes the Lowestoft Office. A map is provided in the tender documentation appendices.

Lot value (estimated)

- £180,000 excluding VAT
- £216,000 including VAT

Same for all lots

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

Lot 2. Lot 2: South

Description

South of the district. This includes the Melton and Felixstowe offices. A map is provided in the tender documentation appendices.

Lot value (estimated)

- £120,000 excluding VAT
- £144,000 including VAT

Same for all lots

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

Participation

Legal and financial capacity conditions of participation

Lot 1. Lot 1: North

Lot 2. Lot 2: South

As stated in the tender documentation. Minimum financial standing required.

- a. Supplier/Consortium must demonstrate that it meets the Turnover Threshold of £50,000;
- b. Supplier/Consortium must demonstrate a positive net profit margin over the last two consecutive years;

- c. Supplier/Consortium must demonstrate that it has a low to moderate net worth ratio
- d. Supplier/Consortium must demonstrate that it has a minimum liquidity ratio (current assets divided by current liabilities) of 1:0 within the current financial accounts provided.

Technical ability conditions of participation

Lot 1. Lot 1: North

Lot 2. Lot 2: South

As stated in the tender documentation:

- a. IRMP for Ill Health Retirements Accreditation
- b. HAVS4 Assessors Accreditation (Lot 1 only)
- c. On-site Health Surveillance Service (Lot 1 only)
- d. Provision of Face-to-Face assessments

Particular suitability

Lot 1. Lot 1: North

Lot 2. Lot 2: South

Small and medium-sized enterprises (SME)

Submission

Tender submission deadline

9 January 2026, 12:00pm

Submission address and any special instructions

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

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

4 February 2026

Award criteria

Name	Type	Weighting
Price	Price	30%
Methodology	Quality	20%
Experience, Skills and Qualifications	Quality	15%
Face to Face Appointment Provision	Quality	10%
Health and Wellbeing	Quality	10%
Social Value	Quality	10%
Data Protection	Quality	5%

Other information

Description of risks to contract performance

Local Government Reorganisation is estimated to take effect on 1 April 2028. At the time of tendering, ESC does not know which unitary solution will be chosen by Government. A known risk is the boundary of East Suffolk may change, with potentially more employees in the Council as a result. We therefore identify a known risk of needing to vary the contract in the optional extension period to increase the spend from 1 April 2028 to 31 March 2029 by up to 50% of the total contract value.

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Documents

Associated tender documents

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

Full tender documentation available free of charge at the above address.

Contracting authority

East Suffolk Council

- Public Procurement Organisation Number: PLPP-1174-BHLX

East Suffolk House, Station Road, Melton

Woodbridge

IP12 1RT

United Kingdom

Email: procurement@eastsuffolk.gov.uk

Website: <http://www.eastsuffolk.gov.uk>

Region: UKH14 - Suffolk

Organisation type: Public authority - sub-central government