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Tender

BT225 - Grants Management System

Westminster City Council

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

Notice identifier: 2025/S 000-080831

Procurement identifier (OCID): ocds-h6vhtk-05f140

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Scope

Reference

BT225

Description

Westminster City Council (WCC) has invested heavily in the Voluntary and Community Sector (VCS) through grants alone. We have committed in our Voluntary and Community Sector Investment Strategy (2023-2028) to investing in capacity building for the VCS, improving the way we measure impact and investing in processes and systems to ensure we have clear, consistent, and accessible council processes.

In support of this work, we are commissioning a grants management platform for a 3-year pilot (a 2-year contract with 1-year optional extension) to assess whether the management platform supports the Council with the following key objectives:

- To improve the experience for grant applicants, ensuring there is a consistent approach

for all grant streams, and that they don't have to re-input the same information multiple times when applying for grants.

- To provide a tool for grant managers to manage the end-to-end grant application, award and monitoring process - moving away from a reliance on Microsoft Applications (such as Word, Forms, Outlook and Excel) to streamline the process to be more efficient with less room for human error.
- To improve consistency across Council in the way grants are managed, including through an option to use consistent application and monitoring templates where appropriate.

Total value (estimated)

- £80,000 excluding VAT
- £96,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 9 February 2026 to 8 February 2028
- Possible extension to 8 February 2029
- 3 years

Description of possible extension:

1yr optional extension following successful 2yr delivery.

Main procurement category

Services

CPV classifications

- 48100000 - Industry specific software package
- 72212100 - Industry specific software development services
- 48812000 - Financial information systems
- 79412000 - Financial management consultancy services
- 72212170 - Compliance software development services
- 75200000 - Provision of services to the community
- 48000000 - Software package and information systems
- 48333000 - Contact management software package
- 98000000 - Other community, social and personal services
- 48170000 - Compliance software package

Participation

Particular suitability

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

Submission

Enquiry deadline

14 January 2026, 5:00pm

Tender submission deadline

16 January 2026, 5:00pm

Submission address and any special instructions

You can click 'register' to create a log in for the procurement portal via this link:

https://wcc.ukp.app.jaggaer.com/esop/ogc-host/public/wcc/web/login.jst?VISITORID=95cbae3a-3db5-476e-8d1a-8e09cf1fba37&_ncp=1743164084024.1755011-1

Once you have created an account, you can log into the opportunity via this link:

<https://wcc.ukp.app.jaggaer.com/go/68496772019AFF23FE1F>

Tenders may be submitted electronically

Yes

Award criteria

Most Advantageous Tender:

Quality - 75%

Price - 25%

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