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Tender

GCC001 - Provision of Reporting Accountant: Housing Benefit (Subsidy) Assurance Process (HBAP)

Gloucester City Council

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

Notice identifier: 2025/S 000-081083

Procurement identifier (OCID): ocids-h6vhtk-05f1d7

Published 9 December 2025, 2:33pm

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Scope

Reference

GCC001 Procontract DN800024

Description

The Housing Benefit Assurance Process (HBAP) is the testing and reporting requirements to be followed by Reporting Accountants undertaking engagement work for a local authority's claim for Housing Benefit subsidy from the Department of Work and Pensions (DWP). The DWP reporting framework instruction requires local authorities to appoint a Reporting Accountant, by the 1 March prior to the commencement of the financial year for which this procedure will apply.

Gloucester City Council seeks to appoint a Reporting Accountant for the HBAP FYE 2026, FYE 2027, and FYE 2028.

Total value (estimated)

- £160,000 excluding VAT
- £192,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 April 2026 to 30 March 2029
- 2 years, 11 months, 30 days

Main procurement category

Services

CPV classifications

- 66000000 - Financial and insurance services

Contract locations

- UKC - North East (England)
- UKD - North West (England)
- UKE - Yorkshire and the Humber
- UKF - East Midlands (England)
- UKG - West Midlands (England)
- UKH - East of England

- UKI - London
- UKJ - South East (England)
- UKK - South West (England)

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

7 January 2026, 12:00pm

Tender submission deadline

16 January 2026, 12:00pm

Submission address and any special instructions

Pro-Contract Tender Opportunities

<https://procontract.due-north.com/Login>

Tenders may be submitted electronically

Yes

Award criteria

Section	Section Weighting
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Quality	50%
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Financial	40%
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Social Value	10%
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Total	100%
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Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

<https://procontract.due-north.com/Login>

The RFQ is published on Procontract - DN800024

Pro-Contract Tender Opportunities

Contracting authority

Gloucester City Council

- Public Procurement Organisation Number: PPNG-4413-GZXP

North Warehouse

Gloucester

GL1 2FB

United Kingdom

Contact name: John Bessant

Telephone: +447789798976

Email: procurement@gloucester.gov.uk

Region: UKK13 - Gloucestershire

Organisation type: Public authority - sub-central government