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Tender

Provision of the servicing and maintenance of air conditioning and ventilation equipment throughout the City of Southend-on-Sea

Southend-on-Sea City Council

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

Notice identifier: 2025/S 000-082296

Procurement identifier (OCID): ocds-h6vhtk-05a079 ([view related notices](#))

Published 12 December 2025, 9:38am

Scope

Reference

DN791548

Description

Southend on Sea City Council is seeking to engage an experienced and qualified supplier to fulfil low value installations, servicing, maintenance and responsive repairs to air conditioning and ventilation equipment within Public Buildings (excluding Housing Stock) and delegated properties (i.e. Schools and Community Buildings). The contract will a 24-hour response to call outs with a 1-hour response time in respect to some buildings. The contract will include a planned service and maintenance schedule and schedule of rates for repairs and new works.

All potential contractors must hold F-Gas Certification. The duration of the contract is for 3 years with the option to extend for up to an additional 3 years. The contract will be let under a JCT Measured Term Contract.

Please Note: This government's English Devolution White Paper, Power and Partnership: Foundations for Growth published on 16 December 2024, states that the government wants all remaining two tier areas in England to be eventually restructured into single-tier unitary authorities and is termed Local Government Reorganisation (LGR). This reorganisation is part of a broader devolution strategy to simplify local government structures, save public funds and improve local accountability. LGR will impact the County of Essex as it currently operates a two-tier Local Government structure.

It is anticipated that during the life of this contract/ framework, the LGR process will commence and/or progress potentially impacting this contract. Impacts may include, but not limited to, modifications such as a transfer of the legal entity you currently contract with, significant increases and/ or decreases in the value/ volume of services required due to the change in size / scope of the Contracting Authority and/or changes to the scope of the nature of services required. Although any contract scope changes should broadly relate to the nature of the existing scope, new services of a related nature may be required that were not previously included.

The scale and exact timing of the changes are unknown at this point, but it is known that LGR will impact the County of Essex. All suppliers who work with the Authority need to be aware and where possible, work with the Authority to adapt to any changes/ modifications as required to ensure smooth transition and continuity of services.

Total value (estimated)

- £540,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 June 2026 to 31 May 2029
- Possible extension to 31 May 2032
- 6 years

Description of possible extension:

The Contract may be extended beyond the Initial Term on a maximum of 3 (three) occasions, for a period of up to 1 (one) year on each occasion (each a "Renewal Period") at the Council's sole discretion, by the Council giving the Successful Supplier not less than 3 (three) months' notice prior to the expiry of the Initial Term or the Renewal Period (as applicable).

Options

The right to additional purchases while the contract is valid.

At the request of the Council the addition / omission of sites, replacement equipment all in accordance with the JCT Measured Term Contract 2024 Edition and Pricing Schedules.

Main procurement category

Services

CPV classifications

- 42500000 - Cooling and ventilation equipment
- 45331000 - Heating, ventilation and air-conditioning installation work
- 50700000 - Repair and maintenance services of building installations

Contract locations

- UKH31 - Southend-on-Sea

Participation

Technical ability conditions of participation

F Gas Certification is a mandatory requirement.

Engineers must hold NVQ Level 2 qualification in refrigeration and ventilation (or equivalent)

Industry membership to an accredited trade association relating to air conditioning and ventilation.

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

19 January 2026, 11:00pm

Tender submission deadline

28 January 2026, 12:00pm

Submission address and any special instructions

The procurement will be conducted electronically via the Council's e-tender facility Pro-Contract <https://procontract.due-north.com>.

Your organisation will need to register on the e-tender system where registration is free of charge. Once you have registered you will need to express an interest in this opportunity (E-Tender Project ID: DN791548), then look at 'My Opportunities' where you will be able

to view all the tender documents. Any tender queries in relation to this project must be raised as a clarification request via the messaging portal on the e-tender facility.

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

1 April 2026

Recurring procurement

Publication date of next tender notice (estimated): 1 December 2031

Award criteria

Name	Type	Weighting
Price	Price	60%
Quality	Quality	40%

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Documents

Associated tender documents

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

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Contracting authority

Southend-on-Sea City Council

- Public Procurement Organisation Number: PJDT-6566-GZNX

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Southend-on-Sea

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United Kingdom

Email: procurementops@southend.gov.uk

Region: UKH31 - Southend-on-Sea

Organisation type: Public authority - sub-central government