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Tender

CBC Hackney Carriage and Private Hire Vehicle Fitness Inspection

Crawley Borough Council

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

Notice identifier: 2025/S 000-083893

Procurement identifier (OCID): ocids-h6vhtk-05f69b

Published 17 December 2025, 2:14pm

Changes to notice

This notice has been edited. The [previous version](#) is still available.

Update to tendering portal link: <https://in-tendhost.co.uk/sesharedservices.aspx/ProjectManage/38810>

Scope

Description

Crawley Borough Council ("the Council") invites Tenders for the provision of Hackney Carriage and Private Hire Vehicle Testing and Assessment, referred to as the Certificate of Compliance (CoC) as set out in these documents.

The Commencement Date for the delivery of the concession contract is scheduled to be on Wednesday 01 April 2026 at 00:00 hours. The Contract will be awarded for a period of 5 years until Monday 31 March 2031.

The Council is procuring this concession contract following the Open Procedure under the UK Procurement Act 2023 (and its supporting Regulations) and the Council's Procurement Code. The Council will be awarding a maximum of four separate contracts for the provision of the concession detailed in the Specification.

The Council is seeking to Contract with an organisation that will manage the concession to the highest levels of satisfaction, professional standards and cost effectiveness. The awarded contractors will be expected to deliver improvements to service delivery and value for money over the life of the Contract.

The Council's key objectives for this Contract are:

- To obtain a quality and efficient service for the Council's licence holders
- Compliance with relevant legislation
- A focus on vehicle standards and public safety as key priorities.

It is a legislative requirement that MOT/Certificate of Compliance testing facilities for Hackney Carriages and Private Hire Vehicles must be situated within the Crawley Borough Council boundaries.

The Council has set the fee for a Certificate of Compliance (CoC) test at £65. This includes an MOT Test for the vehicle. There is an opportunity to increase annually based on the Consumer Prices Index subject to the agreement of the Council on 1st April each year for the duration of the 5 year contract.

By submitting a tender, you are agreeing to charge for Certificate of Compliance (CoC) tests (inclusive of an MOT test) on this basis.

Total value (estimated)

- £400,000 excluding VAT

- £480,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 April 2026 to 31 March 2031
- 5 years

Main procurement category

Services

CPV classifications

- 71631200 - Technical automobile inspection services

Participation

This procurement is reserved for

- Suppliers from West Sussex
- Small and medium-sized enterprises (SMEs) and voluntary, community and social enterprises (VCSEs)

Submission

Enquiry deadline

19 January 2026, 5:00pm

Tender submission deadline

26 January 2026, 12:00pm

Submission address and any special instructions

<https://in-tendhost.co.uk/sesharedservices.aspx/ProjectManage/38810>

Tenders may be submitted electronically

Yes

Award criteria

Quality 100%

Price PASS/FAIL (The Council will set the fee for a fitness test at £65 with annual CPI increases on 1st April each year if requested by suppliers throughout the 5 year contract. By submitting a tender, you are agreeing to charge for a Certificate of Compliance (CoC) inclusive of an MOT, on this basis). Any request for a price increase will need to be made in writing to the Council on an annual basis, and will be limited to CPI increases, unless there are exceptional reasons to deviate from this. Any exceptional requests must be made in writing and will be considered by the Public Protection and Enforcement Manager or Council Officer of equivalent standing or above.

Procedure

Procedure type

Below threshold - open competition

Special regime

Concession

Documents

Associated tender documents

<https://in-tendhost.co.uk/sesharedservices.aspx/Tenders/Current>

<https://in-tendhost.co.uk/sesharedservices.aspx/ProjectManage/38810>

Contracting authority

Crawley Borough Council

- Public Procurement Organisation Number: PRCZ-5935-JVMN

The Create Building, The Boulevard

Crawley

RH10 1UZ

United Kingdom

Email: procurement@crawley.gov.uk

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

Region: UKJ28 - West Sussex (North East)

Organisation type: Public authority - sub-central government