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Tender

Provision of Temporary Workers to undertake Warehousing Duties at the Port of Felixstowe Statutory Examination Area

THE FELIXSTOWE DOCK AND RAILWAY COMPANY

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

Notice identifier: 2025/S 000-085077

Procurement identifier (OCID): ocds-h6vhtk-05fac7

Published 19 December 2025, 4:08pm

Scope

Reference

TC01426

Description

The Felixstowe Dock and Railway Company ('the Purchaser') requires the provision of Temporary Workers to carry out warehousing duties at the Ports Statutory Examination Area ('Examination Area'), comprising sheds and a TCEF (temperature-controlled examination facility). The warehousing duties comprise of, but are not limited to; handball (unloading and reloading containers (including requirement to reload cargo into the same container)); and small fork lift. The Purchaser works on behalf of the cargo agent to present goods for examination by any interested Government or statutory agency controlling the throughput of cargo at the Port's border ('Governing Agency'). The work involves regular, repetitive manual labour, with the use of fork lifts or powered pallet trucks to assist. The Purchaser expects to utilise on average 26,000 to 38,000 worked hours per year but the level of services required is not guaranteed and the Purchaser may award a

contract to more than one supplier. See the full specification in the tender document.

Total value (estimated)

- £2,562,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 June 2026 to 31 May 2029
- Possible extension to 31 May 2031
- 5 years

Description of possible extension:

The Purchaser has the right to extend the contract in event:

- a tendered process has been delayed or has not resulted in a successful preferred supplier;
- the Purchaser is reviewing requirements for labour services.

Main procurement category

Services

CPV classifications

- 79620000 - Supply services of personnel including temporary staff

Contract locations

- UKH14 - Suffolk

Submission

Submission type

Requests to participate

Deadline for requests to participate

29 January 2026, 12:00pm

Submission address and any special instructions

The Purchaser uses Proactis e-tender platform:

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

Suppliers who are registered on the Proactis e-tender platform can search for this tender opportunity under 'Hutchison Ports UK'.

Suppliers who are not registered will need to register then search for the opportunity. Search 'Proactis Supplier Registration'. It is free for suppliers to register.

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

7 April 2026

Recurring procurement

Publication date of next tender notice (estimated): 19 December 2028

Award criteria

Name	Description	Type	Weighting
Charges	most competitively priced	Cost	60%
Deviations	No material deviations to Form of Contract - Deviations will be considered material if they could result in i) additional cost or ii) additional risk to the Purchaser	Cost	20%
Technical	Further information in detailed in the Tender document.	Quality	10%
Technical - performance	Further information is detailed in the Tender document.	Quality	10%

Other information

Payment terms

Payment terms are detailed within the tender document.

Description of risks to contract performance

Reduction in labour services requirement.

Downturn in productivity in area covered.

Legislation in relation to the services required changing.

The tender document does state there are no guaranteed level of services required.

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Competitive flexible procedure

Special regime

Utilities

Competitive flexible procedure description

Interested suppliers are to express their interest in this opportunity via the Purchaser's e-tender portal the details of which are in section v.13. Suppliers will be required to register on the e-tender portal if they are not already registered - it is free to do so.

The Tender document containing specification; submissions requirements and award criteria together with the Form of Contract are available on the Purchaser's e-tender portal. NOTE: The tender document is provided for information of requirements and must not be completed or submitted until invited to do so following successful completion of the conditions of participation stage which includes assessment of suppliers financial standing.

Suppliers who express an interest will be required to complete and pass conditions of participation. This must be completed by the date at V.16 Deadline for requests to participate.

The Felixstowe Dock and Railway Company will undertake a financial assessment of the supplies financial standing undertaken by the ports Finance Department on an obtained finance report. Suppliers must pass this financial assessment as well as the conditions of participation.

Suppliers who are successful following review of the conditions of participation, including the financial assessment will be invited to tender.

Suppliers invited to tender may be required to undertake a site visit to the port prior to submitting their tendered bid.

Tender submissions are to be submitted via the Purchaser's e-tender portal and will be opened at a scheduled Tender Committee meeting.

A preferred supplier stage will be entered into following tender assessment to allow for contract terms negotiation to be finalised if required and time allowed for the Purchaser's Group approval to the contract terms.

Contracting authority

THE FELIXSTOWE DOCK AND RAILWAY COMPANY

- Companies House: ZC000205
- Public Procurement Organisation Number: PRVX-4252-DPQD

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Felixstowe

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Region: UKH14 - Suffolk

Organisation type: Private utility