



RAUNDS TOWN COUNCIL

Council Offices, The Hall, Raunds, Wellingborough, Northamptonshire. NN9 6LT

Telephone: (01933) 622 087

E-mail:- info@raunds-tc.gov.uk, Website: www.raunds-tc.gov.uk

SUPPLY OF GAS AND ELECTRICITY TO RAUNDS TOWN COUNCIL

Invitation to Tender

Raunds Town Council invites tenders for the supply of gas and electricity to its operational properties, in preparation for the expiry of its current utility contract on 30th September 2025. The new contract will take effect from 1st October 2025 and will cover all relevant sites managed by the Council.

The Council is seeking a reliable, competitively priced supplier that can offer a fixed-term energy contract (up to 3 years). Quotations should cover the full scope of energy supply (gas and electricity), inclusive of all standing charges and unit rates.

To ensure consistency in how quotations are reviewed, all suppliers must complete their pricing using the quotation template provided in Appendix 3. Submissions that do not follow this format may not be considered.

Key Details:

- **Contract Start Date:** 1st October 2025
- **Contract Term:** To be proposed by the supplier (e.g. 12, 24, or 36 months)
- **Contract End Date:** Based on proposed term
- **Current Contract End Date:** 30th September 2025
- **Tender Advertised From:** 1st August 2025
- **Tender Submission Deadline:** 12:00 noon, 1st September 2025
- **Decision Date (Expected):** 9th September 2025

Requirements:

Bidders must provide:

- A completed quotation using the template in Appendix 3
- Details of the proposed tariff(s), contract length, and terms & conditions
- Confirmation of supplier registration and relevant licenses
- Information on billing frequency and payment terms
- A point of contact for contract and customer service enquiries
- Evidence of previous experience working with public sector or similar organisations

While a separate renewable option is not required, the Council welcomes suppliers who include renewable or low-carbon energy as part of their standard offering.

Submission Instructions:

Tenders may be submitted either electronically or in hard copy:

Electronic Submission:

Send your completed tender documents by email to clerk@raunds-tc.gov.uk

Subject line: **"Tender Submission – Energy Contract 2025"**

Files must be in PDF or Word format and received no later than **12:00 noon, 1st September 2025**.

Postal Submission:

Send your tender in a sealed envelope to:

FAO: Town Clerk

Raunds Town Council
The Hall
Thorpe Street
Raunds
Wellingborough
NN9 6LT

Mark the envelope clearly:

Private and Confidential – Energy Contract Tender**Tender Evaluation Criteria**

Tenders will be assessed based on:

1. Cost – Best overall value
2. Contract Terms – Length and flexibility
3. Experience – Past work with councils or similar clients
4. Customer Support – Ease of contact and service responsiveness
5. Environmental Impact – Use of renewable or low-carbon energy

The Council reserves the right not to accept the lowest or any tender submitted.

Supporting Information Provided:

- Gas and electricity consumption data for the period May 2024-April 2025 (Appendix 1)
- Site addresses and current meter details (Appendix 2)
- Quotation template for standardised submission (Appendix 3)