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| **Contract Title:** | CLC5255 Cash Collection Services |

The London Borough of Tower Hamlets (LBTH) is seeking expressions of interest from interested organisations for the above services and / or goods.

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| **Description:** |
| The London Borough of Tower Hamlets is seeking a suitably experienced and qualified organisation to provide cash collection services for Parking & Mobility Services.  The area to be covered by the Contract is the whole of the administrative area of the London Borough of Tower Hamlets with respect to the collection and banking of cash from Pay and Display machines and related services in the borough.  The Council has 143 Pay & Display Machines, located borough-wide and divided into schedules covering all parking zones within the Civil Enforcement Area. This number may increase or decrease over the period of the contract. The grouping of machines into schedules is primarily to allow for easier collection and monitoring of cash collected.  A five year contract with the option to extend by additional 2 years is offered. |

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| The Council is committed to improving the quality of life for both residents and businesses within Tower Hamlets. In line with The Public Services (Social Value) Act 2012 the authority will consider how this procurement might improve the economic, social and environmental well-being of the relevant area. In order to achieve this, it is our objective to work with existing and future contractors to secure an appropriate level of community benefits through the procurement process. Detailed guidance and minimum levels of the economic and community benefit applicable to this tender will be available within the tender documentation.  **The anticipated contract start date is:** Monday, 01 October 2018 |

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| **The estimated value of the contract is:** |  |
| £150,000 Total Cost | |

**For a period of:** 5 years plus the option to extend by 2 years

Organisations wishing to express their interest are requested to **register** on the London Tenders Portal ([www.londontenders.org](https://www.londontenders.org/procontract/supplier.nsf/frm_home?ReadForm)) where the tender documentation will be available for download. You may be required to complete a Selection Questionnaire (SQ).

The invitation to tender instructions and the specifications will be available as a public attachment allowing organisations expressing an interest in the project easy access of the main requirements. Full documentation requirements will be included within the evaluation questionnaire.

Organisations must ensure that access to the system is available to their representatives dealing with the contract.  The council will not be liable for the lack of delegated access within the organisation and will not send any documentation regarding the contract, which shall be exclusively available through the portal.

Tenderers are responsible for allowing sufficient time to submit their ITT/SQ. The Council accepts no liability whatsoever for ITT/SQs that are not submitted due to internet connectivity issues, transmission delays or errors.

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| **Deadline for expression of interest and / or return of quotation is:** |
| Friday, 01 June 2018 12.00 hours |

LBTH is an Equal Opportunities Employer and a supporter of Ethical Governance, our protocol can be found here along with [Guidance to Suppliers and Providers](https://www.towerhamlets.gov.uk/lgnl/business/tenders_and_contract/guidance_to_suppliers_and/guidance_to_suppliers_and.aspx) Or via:

[http://www.towerhamlets.gov.uk/](http://www.towerhamlets.gov.uk/lgsl/801-850/828_tenders_and_contracts/guidance_to_suppliers_and.aspx)

LBTH does not undertake to invite all applicants or bind itself to accept the lowest or any Tender. LBTH will not be liable for any costs incurred in tendering for this contract.

If you require any further information please contact:

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| Neil Ward | at: |