## Portal Contract Reference: CC5781 Production and Event Management Services for London Borough of Tower Hamlets.

**Internal Contract Reference:** CC5781

**Contract Title:** CC5781 Production and Event Management Services for LBTH

**Return of tenders/bids end date:** 2nd April 2024

**Initial Contract Duration:** 2 years

**Extensions:** 1 year

**Estimated Contract Value (including extensions):** £690k

**Description:**

Tower Hamlets is seeking an experienced outdoor production and events management company to support the Tower Hamlets Arts, Parks & Events Team with the delivery of council-organised events and to provide occasional support to the duty management of corporate, commercial and private events that take place in the borough’s parks and open spaces. The appointed bidder may also be requested to undertake production and event management services for other council departments.

Tenders for this single-vendor framework agreement are sought from suitable companies that have experience of managing a wide range of outdoor festival events, including management of large-scale, outdoor events in an urban environment for an audience capacity of 20,000+.

This single-vendor framework agreement is for the duration of two (2) years with the option to extend for one (1) year.

**Additional Information:**

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 Pre-Qualification Questionnaire (PQQ).

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/PQQ. The Council accepts no liability whatsoever for ITT/PQQs that are not submitted due to internet connectivity issues, transmission delays or errors.

Tower Hamlets Council is an Equal Opportunities Employer and a supporter of Ethical Governance. Our protocol can be found [HERE](https://www.towerhamlets.gov.uk/lgnl/business/tenders_and_contract/Working-for-Tower-Hamlets-and-Suppliers-Code-of-conduct.aspx) Or via [http://www.towerhamlets.gov.uk/](https://www.towerhamlets.gov.uk/lgnl/business/tenders_and_contract/tenders_and_contracts.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 prior to submitting an Expression of Interest please contact the Council via email [procurement@towerhamlets.gov.uk](mailto:procurement@towerhamlets.gov.uk) quoting the internal contract reference number.