

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/003762-2025>

Not applicable

## **SFT Staff awards & Thank you week Event Support**

Salisbury NHS Foundation Trust

F14: Notice for changes or additional information

Notice identifier: 2025/S 000-003762

Procurement identifier (OCID): ocds-h6vhtk-04db1d

Published 5 February 2025, 10:00am

### **Section I: Contracting authority/entity**

#### **I.1) Name and addresses**

Salisbury NHS Foundation Trust

Odstock Road

Salisbury

SP2 8BJ

#### **Contact**

Naveen Sadagopan Pitchumani

#### **Email**

[naveen.pitchumani@nhs.net](mailto:naveen.pitchumani@nhs.net)

#### **Country**

United Kingdom

**Region code**

UKK15 - Wiltshire CC

**Internet address(es)**

Main address

<https://www.salisbury.nhs.uk/>

Buyer's address

<https://www.salisbury.nhs.uk/>

---

## Section II: Object

### II.1) Scope of the procurement

#### II.1.1) Title

SFT Staff awards & Thank you week Event Support

#### II.1.2) Main CPV code

- 79952000 - Event services

#### II.1.3) Type of contract

Services

#### II.1.4) Short description

The Salisbury NHS Foundation Trust 'Thank You Week' is a premier event celebrating the work of staff and volunteers. The event will take place over three days in 2025 (September 11th-13th) and is supported by the Stars Appeal and League of Friends. Multiple events are held during these days, including a prestigious awards evening, long service and volunteer events, and a family fun day. The Trust is seeking three suppliers for the below Lot's:

Lot 1: Marquee and Tent Services

Lot 2: Catering Services

Lot 3: Technical Audio-Visual Services

If you are interested please email [naveen.pitchumani@nhs.net](mailto:naveen.pitchumani@nhs.net).

---

## Section VI. Complementary information

### VI.6) Original notice reference

Notice number: [2025/S 000-003504](#)

---

## **Section VII. Changes**

### **VII.1) Information to be changed or added**

### **VII.2) Other additional information**

The Salisbury NHS Foundation Trust is seeking to procure three separate suppliers for the successful delivery of the Annual Thank You Week 2025, which includes the prestigious Staff Awards and several other staff appreciation events. These events will take place from September 11th to 13th, 2025, at Salisbury Cathedral Close (Marsh Close), Salisbury, United Kingdom. The Trust is inviting suppliers to tender for the following three distinct service areas:

**Lot 1: Marquee and Tent Services:** This will include providing a marquee for up to 670 guests, along with additional tents for service, entertainment, and a temporary kitchen.

**Lot 2: Catering Services:** The supplier will provide a three-course hot meal for 670 guests at the awards night.

**Lot 3: Technical Audio-Visual Services:** The supplier will be responsible for sound and lighting support for all events, including the awards evening, comedy night, and family fun day. This includes managing staging, lighting, sound systems, and video displays.

The Trust is looking for suppliers who can provide high-quality services in these areas and who have experience in delivering large-scale events with multiple components. Suppliers must be able to work collaboratively and deliver on the specifications set forth during the procurement process.