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Tender

Function Support - Highcliffe Castle

Bournemouth, Christchurch and Poole Council

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

Notice identifier: 2026/S 000-009163

Procurement identifier (OCID): ocds-h6vhtk-0614b0

Published 2 February 2026, 4:48pm

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Scope

Reference

DN802124

Description

Bournemouth, Christchurch and Poole Council is seeking a suitably experienced supplier to provide Function Support Services at Highcliffe Castle, including a Duty Manager and Function Support Staff to support weddings and events at this Grade I listed venue.

It is anticipated that the contract will start on 01 April 2026.

Total value (estimated)

- £180,000 excluding VAT

- £216,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 April 2026 to 31 March 2028
- Possible extension to 31 March 2030
- 4 years

Description of possible extension:

Quantity of Available Extensions: 2

Duration of Each Extension: 12 months

Therefore, if the full extension(s) are taken, the full contract duration shall be 4 years.

Options to extend are subject to satisfactory performance throughout the life of the contract and confirmation of funding availability by the Council.

Main procurement category

Services

CPV classifications

- 79620000 - Supply services of personnel including temporary staff
- 79952000 - Event services

Contract locations

- UKK2 - Dorset and Somerset

Participation

Particular suitability

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

Submission

Enquiry deadline

16 February 2026, 11:59pm

Tender submission deadline

2 March 2026, 2:00pm

Submission address and any special instructions

All tenders must be submitted electronically via the Council's Procurement Platform:

<https://www.supplyingthesouthwest.org.uk> (Proactis)

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

18 March 2026

Award criteria

Name	Type	Weighting
Quality	Quality	60%
Price	Cost	40%

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Contracting authority

Bournemouth, Christchurch and Poole Council

- Public Procurement Organisation Number: PHYY-7342-PRHH

BCP Council Civic Centre

Bournemouth

BH2 6DY

United Kingdom

Email: procurement.resources@bcp council.gov.uk

Region: UKK24 - Bournemouth, Christchurch and Poole

Organisation type: Public authority - sub-central government