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Tender

The City of Liverpool College - Marketing & Communications Services, Fully Integrated Marketing, PR & Public Services

The City of Liverpool College

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

Notice identifier: 2025/S 000-009886

Procurement identifier (OCID): ocds-h6vhtk-04ee70 ([view related notices](#))

Published 18 March 2025, 12:26pm

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Scope

Description

The City of Liverpool College are going out to tender for a one year contract (with the option to extend for one extra year) for the Marketing & Communications Services, Fully Integrated Marketing, PR & Public Services.

This was originally published on Contracts Finder as a Prior Information Notice in February 2025. No pre-market engagement for this tender has been undertaken for the following reason:

The Director of Marketing has garnered enough information from the organisation itself & her own experience of the sector over the years to fully understand the needs and requirements for the College and does not feel the need to engage for any further information for this contract.'

The documents for this tender are ready to be downloaded and the closing date for the

return of your tenders via the College`s In-Tend website is 12 noon on 9th April 2025.

Total value (estimated)

- £30,000 excluding VAT
- £36,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 August 2025 to 1 August 2026
- 1 year, 1 day

Main procurement category

Services

CPV classifications

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security
 - 79340000 - Advertising and marketing services
 - 79342000 - Marketing services
 - 79342100 - Direct marketing services
 - 79413000 - Marketing management consultancy services
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Submission

Enquiry deadline

10 April 2025, 1:00pm

Submission type

Tenders

Tender submission deadline

22 April 2025, 1:00pm

Submission address and any special instructions

<https://in-tendhost.co.uk/tcolc/asp/Home>

Companies must be registered on this portal to be able to locate the ITT, respond & upload their return

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

20 May 2025

Recurring procurement

Publication date of next tender notice (estimated): 1 May 2026

Award criteria

Name	Description	Type
Simple description	Price: 40% Quality: 50% (made up of 3 x separate questions that are shown within the ITT document) Environmental & Corporate Responsibility: 5% Added Value: 5%	Price

Weighting description

Price: 40%

Quality: 50% (made up of 3 x separate questions that are shown within the ITT document)

Environmental & Corporate Responsibility: 5%

Added Value: 5%

Other information

Payment terms

Payment is by receipt of invoice against a valid purchase order, payment will be via BACs

transfer

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Competitive flexible procedure

Competitive flexible procedure description

This is a 1 x year contract for the Fully Integrated Marketing, PR & Public Services Marketing requirements with an optional 1 x year extension

Justification for not publishing a preliminary market engagement notice

No pre-market engagement for this tender has been undertaken for the following reason:

The Director of Marketing has garnered enough information from the organisation itself & her own experience of the sector over the years to fully understand the needs and requirements for the College and does not feel the need to engage for any further information for this contract.'

Documents

Documents to be provided after the tender notice

Via the College's In-Tend portal, companies would need to register via the link below to locate the ITT and supporting documents as follows:

<https://in-tendhost.co.uk/tcolc/asp/Home>

Contracting authority

The City of Liverpool College

- UK Register of Learning Providers (UKPRN number): 10003955

The City of Liverpool College

The Learning Exchange, Liverpool

L1 9DW

United Kingdom

Contact name: Tina Smith

Telephone: 01512523243

Email: tina.smith@liv-coll.ac.uk

Website: <http://www.liv-coll.ac.uk>

Region: UKD72 - Liverpool

Organisation type: Public authority - central government