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Planning

Freelance Graphic Design - Closed Framework

The City of Liverpool College

UK3: Planned procurement notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2026/S 000-011671

Procurement identifier (OCID): ocds-h6vhtk-064bf4 ([view related notices](#))

Published 10 February 2026, 10:11am

Scope

Reference

T: 2025 - 004

Description

The College is looking to engage freelance graphic designers to provide professional design expertise, flexibility and high-quality visual content for our Director of Marketing. The College is looking for freelancers with specialised skills that can bring fresh ideas and creative solutions to ensure the College stands out from the competition. The anticipated annual budget is expected to fall between £25k & £30k inc. vat.

The top 3 x ranked suppliers will be awarded a place on the framework, these will be the highest scoring showing at the award stage. The option for creating a direct award or running a mini-competition between the top 3 x ranked suppliers is also included to secure best value.

Commercial tool

Establishes a framework

Total value (estimated)

- £100,000 excluding VAT
- £120,000 including VAT

Below 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:

Two x one year optional extensions are included, to be discussed/actioned via a mutually agreeable decision.

Main procurement category

Services

CPV classifications

- 79822500 - Graphic design services

Contract locations

- UKD72 - Liverpool
-

Framework

Maximum number of suppliers

Unlimited

Contracting authorities that may use the framework

Establishing party only

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Publication date of tender notice (estimated)

11 February 2026

Enquiry deadline

25 February 2026, 12:00pm

Tender submission deadline

26 February 2026, 12:00pm

Submission address and any special instructions

Tender documents will be available on the College's In-Tend portal via the following link:

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

Please note that the tender documents should be published later on today 10/02/2026 or tomorrow at the latest.

Tenders may be submitted electronically

Yes

Award criteria

Price: 35%

Quality: 50% split as follows:

*Skills level of workforce 15%

*Ability to deliver brief to deadline 15%

*Innovative delivery 20%

Environmental, Corporate Responsibility & Sustainability: 7%

Added Value: 8%

Procedure

Procedure type

Below threshold - open competition

Contracting authority

The City of Liverpool College

- UK Register of Learning Providers (UKPRN number): 10003955
- Public Procurement Organisation Number: PZGX-5416-YRGY

The City of Liverpool College

The Learning Exchange, Liverpool

L1 9DW

United Kingdom

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

Region: UKD72 - Liverpool

Organisation type: Public authority - sub-central government