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Tender

Freelance Graphic Design - Closed Framework

The City of Liverpool College

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

Notice identifier: 2026/S 000-014379

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

Published 17 February 2026, 2:49pm

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 - this is an estimate and not a guaranteed commitment.

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.

As part of the pricing schedule on Appendix B please can you provide a price for each of the designs detailed including 2 sets of amends and from this list submit no more than 3

examples (in total) from your portfolio with at least 1 for an education provider.

This provision is to run from 01/04/2026-31/03/2028, with the option to extend for a further 2 x 1 years, upon mutual agreement.

This opportunity is now live on the College's In-Tend portal. Interested bidders can register onto the portal here:

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

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:

Option to extend for 2 x 1 years

Main procurement category

Services

CPV classifications

- 79822500 - Graphic design services

Contract locations

- UKD72 - Liverpool

Framework

Maximum number of suppliers

Unlimited

Maximum percentage fee charged to suppliers

0%

Framework operation description

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.

Award method when using the framework

Either with or without competition

Contracting authorities that may use the framework

Establishing party only

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

4 March 2026, 12:00pm

Tender submission deadline

5 March 2026, 12:00pm

Submission address and any special instructions

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

Tenders may be submitted electronically

Yes

Award criteria

Price -35%

Quality - 50%

Environmental, Corporate Responsibility & Sustainability - 7%

Added Value - 8%

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

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

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

Contact name: Abby Leyden

Email: payments@liv-coll.ac.uk

Region: UKD72 - Liverpool

Organisation type: Public authority - sub-central government