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Tender

Event Management

MIDLAND HEART LIMITED

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

Notice identifier: 2025/S 000-014497

Procurement identifier (OCID): ocds-h6vhtk-050124

Published 11 April 2025, 10:49am

Scope

Description

Midland Heart requires a specialist event management company to offer expert advice, guidance and practical support in relation to our programme of business-wide corporate events. Depending on the purpose and scale of each event, the services required through this contract will vary. Those requirements will include some or all of the following, depending on the event:

Venue sourcing - Sourcing venues around specific requirements and general venue contract management.

Creative content - Support for event campaign ideas, event theming and digital production.

Speaker arrangements Researching and booking of external guest speakers, liaison with agents and fee negotiation.

Event branding - Creating strong visual identity and event concepts.

Digital - Covering AV requirements, digital support options and virtual events

Catering suppliers - Dependant on venue, audience and event - with particular attention to

dietary and allergy requirements

Merchandise - Design, source and supply if required.

Logistics - Hotel and travel sourcing and arrangements where required.

Environmental -Showing sustainable planning and thinking on the delivery of each event, especially around materials, logistics and travel.

Contingency planning - Venue, guests and logistics fall-back plans.

Staffing - If third party support staff are required.

Budget - Input and management.

Reporting - Post event analysis eg. Attendance, feedback, sustainability review.

Total value (estimated)

- £500,000 excluding VAT
- £600,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 September 2025 to 1 September 2027
- Possible extension to 1 September 2029
- 4 years, 1 day

Description of possible extension:

two extensions of 12 months

Main procurement category

Services

CPV classifications

- 79952000 - Event services

Contract locations

- UKG - West Midlands (England)

Submission

Enquiry deadline

10 May 2025, 12:59am

Tender submission deadline

12 May 2025, 6:00pm

Submission address and any special instructions

<https://in-tendhost.co.uk/midlandheart.aspx/Home>

Please register and log in to find the opportunity and submit your responses.

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

1 July 2025

Award criteria

| Name | Description | Type |
|--------------------|-----------------------|-------|
| Simple description | 60% Quality 40% Price | Price |

Weighting description

60% Quality

40% Price

Other information

Payment terms

30 days from date of invoice

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Justification for not publishing a preliminary market engagement notice

Not required

Contracting authority

MIDLAND HEART LIMITED

- Companies House: IP30069R

20 Bath Row

Birmingham

B15 1LZ

United Kingdom

Email: commercial.team@midlandheart.org.uk

Region: UKG31 - Birmingham

Organisation type: Public undertaking (commercial organisation subject to public authority oversight)