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Planning

Events Management Services for Colleague Conference

WALSALL HOUSING GROUP LIMITED

UK2: Preliminary market engagement notice - Procurement Act 2023 - view information about notice types
Notice identifier: 2025/S 000-016735
Procurement identifier (OCID): ocds-h6vhtk-0506df
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Scope

Description

We are looking for a professional and experienced event management supplier to help deliver our Colleague Conference, a key internal event held every two years. This large-scale conference plays a vital role in our internal communications and engagement strategy, offering a platform to connect, inspire, and inform over 800 colleagues

The contract will cover two event cycles: April 2026 and April 2028, with the possibility of an extension beyond this period.

The conference is a cornerstone of our cultural and strategic alignment efforts. Its primary objectives are to:

• Strengthen internal connectivity and collaboration across the business

• Build a shared understanding of our long-term organisational priorities (aligned to our 2030 plan)

• Drive engagement with key strategic themes such as customer experience, sustainability,

and innovation

• Empower colleagues to make a positive impact in their roles

• Celebrate our shared values, heritage, and achievements

Insights from our most recent event indicate that human connection and shared purpose are at the heart of what makes this conference impactful. Over 30% of attendees highlighted peer interaction and networking as the most valuable aspect. Furthermore, 93% left with a clear sense of how their work contributes to improving the customer experience, underscoring the event's value in building alignment and purpose.

Event Format:

• Date: 13-14 April 2026

• Attendees: 800+ colleagues

• Duration: One-day event with access required the day prior for setup

• Structure: A full-day agenda featuring keynote speakers, breakout sessions, and interactive experiences

• Breakouts: A range of breakout sessions across two periods (AM/PM), accommodating flexible group sizes (approx. 200-400 per session)

• Venue: To be confirmed, but must meet specific logistical and technical requirements (Midlands location)

Venue and Support Requirements:

• Capacity for 800+ attendees in plenary setup

• Multiple breakout spaces for interactive and discussion-led sessions

• On-site AV and technical support including screens, microphones, Wi-Fi

• Catering for breakfast, lunch, and refreshments (with dietary considerations)

• Accessible location with good transport links and parking

• Nearby overnight accommodation options

• Strong on-site logistical support team

• Branding and signage opportunities

• Compliance with health & safety standards

Supplier Requirements:

We are looking for a supplier with a proven track record of managing events of this scale and complexity. You will work closely with our internal Communications and Engagement team to ensure the event is professionally delivered, aligned with our values, and achieves high levels of colleague satisfaction.

Commercial tool

Establishes a framework

Contract dates (estimated)

- 1 November 2025 to 30 April 2028
- Possible extension to 30 April 2032
- 6 years, 5 months, 30 days

Main procurement category

Services

CPV classifications

- 79952000 - Event services
- 79960000 - Photographic and ancillary services

Contract locations

- UKG - West Midlands (England)

Engagement

Engagement deadline

14 May 2025

Engagement process description

Please confirm your interest in this opportunity by Expression of Interest through the Proactis portal https://procontract.due-north.com/Register

Project information: Event Management Services for Colleague Conference - DN772492

Participation

Particular suitability

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

Contracting authority

WALSALL HOUSING GROUP LIMITED

- Companies House: 04015633
- Public Procurement Organisation Number: PYHD-5721-XWDQ

100 Hatherton Street

Walsall

WS1 1AB

United Kingdom

Contact name: Ravinder Gaddu

Email: ravinder.gaddu@whgrp.co.uk

Website: https://www.whg.uk.com/

Region: UKG38 - Walsall

Organisation type: Public authority - sub-central government