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Tender

## **T2537 - Security guarding and event stewarding services**

Belfast City Council

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

Notice identifier: 2025/S 000-028574

Procurement identifier (OCID): ocds-h6vhtk-05291f ([view related notices](#))

Published 29 May 2025, 4:09pm

### **Scope**

### **Reference**

T2537

### **Description**

This ITT has been issued by the Council in connection with a competitive tendering procedure being conducted in accordance with the Act.

The Council invites Tenders from suitably qualified and experienced economic operators 'Bidders' for security guarding and event stewarding services.

This ITT sets out the information which is required by the Council to assess the suitability of Bidders' legal and financial capacity and technical ability 'Conditions of Participation' to meet the ITT requirement. In addition to this, quality, social value, and pricing proposals 'Award Criteria' will also be assessed before any contract award is made.

## **Total value (estimated)**

- £2,500,000 excluding VAT
- £3,000,000 including VAT

Above the relevant threshold

## **Contract dates (estimated)**

- 1 October 2025 to 30 September 2026
- Possible extension to 30 September 2027
- 2 years

Description of possible extension:

The Council reserves the right to extend/renew the Contract up to a further 1 year. Any extension may be subject to further approval by Council Committee, availability of funding and satisfactory performance of the Contractor.

## **Options**

The right to additional purchases while the contract is valid.

The Council reserves the right to add the following additional requirements to the Service under this Contract during the Contract Period: -

- Other related security/event stewarding type services related to the Premises/Service that are not already included for (e.g. consideration of technology replacement instead of manned guarding, event support, event set up/tidy up, security consultancy/ planning) provided the Contractor has the capacity, capability and suitably experience to provide the additional services at the time of being required.
- Additional Premises/events not listed. This may be in response to additional Premises/events being identified and/or changes in how the Council's in house security services are resourced and delivered.

- Temporary support for the Council's in house operations to cover any shortfall in available resources.
- Introduce required changes associated with the Service to the Specification to accommodate changes to the Council's operational model and working practices e.g. functional re-structuring, new customer hub, insourcing/outsourcing strategies etc;
- Major incident/ one off events support
- Use of the Contract by other subsidiaries, affiliates and externally operated venues/ sites associated with the Council 'Others' (e.g. Belfast and Waterfront Hall, Community Hubs, Leisure Centres, Business Parks, Visit Belfast etc).

Large scale projects or changes may be subject to price negotiation based on economies of scale. The Council reserves the right to explore/ use other procurement options in all circumstances where VFM is not demonstrated.

The Council reserves the right to add or remove Premises/events from the Contract in line with the Council's requirements. Where the Council identifies an additional Premises/event to be added the Contractor will be expected to price based similar Premises/ tasks priced in the Pricing Schedule.

Any contract variation may be subject to further Council internal approvals and be in accordance with the provisions of the Procurement Act.

## **Main procurement category**

Services

## **Contract locations**

- UKN06 - Belfast

## **Lot constraints**

Description of how multiple lots may be awarded:

In the event that a Bidder is successful in the award of more than one Lot, the Council

may re-assess the relevant Conditions of Participation and award criteria to determine that the Bidder has the necessary capacity and/or capability to deliver the combined Lots. This may include, but not limited to:

- Re-assessment of the financial standing assessment using relevant combined Lot values;
- Reassessment of the Bidders experience based on the relevant combined Lot values;
- Any other relevant information provided by the Bidder.

Should the Council determine, at its absolute discretion, that a Bidder does not have the capacity and/or capability to be awarded more than one Lot then an award decision will be based on the Lot preference as indicated by the Bidder in the Qualification Envelope and the best VFM outcome for the Council.

### **Not the same for all lots**

CPV classifications are shown in Lot sections, because they are not the same for all lots.

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## **Lot 1. Manned security guarding services**

### **Description**

Lot 1 Services will provide static manned guarding security services to support the safety of Council employee's, Elected Members, suppliers, contractors and members of the public and the protection of Premises

### **Lot value (estimated)**

- £1,600,000 excluding VAT
- £1,920,000 including VAT

### **CPV classifications**

- 79710000 - Security services

### **Same for all lots**

Contract locations, contract dates and options are shown in the Scope section, because they are the same for all lots.

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## **Lot 2. Event stewarding services**

### **Description**

Lot 2 Services will provide event stewarding and security services to support crowd safety and the protection of people and property at events and public gatherings organised by, or on behalf of the Council.

### **Lot value (estimated)**

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

### **CPV classifications**

- 79952000 - Event services

## **Same for all lots**

Contract locations, contract dates and options are shown in the Scope section, because they are the same for all lots.

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## **Lot 3. Key holding services**

### **Description**

Lot 3 Services provides key holding services to cover for incidents and activations outside of the normal operating hours of fire alarms, security alarms and any other occurrences.

### **Lot value (estimated)**

- £150,000 excluding VAT
- £180,000 including VAT

### **CPV classifications**

- 79710000 - Security services

## **Same for all lots**

Contract locations, contract dates and options are shown in the Scope section, because they are the same for all lots.

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## **Lot 4. Mobile stewarding/ patrolling services**

### **Description**

Lot 4 Services provides mobile patrolling services to primarily cover stewarding/patrolling service at the Council's public toilets/conveniences located throughout the city with the aim to reduce anti-social behaviour and promote safety of staff and members of the public.

### **Lot value (estimated)**

- £250,000 excluding VAT
- £300,000 including VAT

### **CPV classifications**

- 79715000 - Patrol services

### **Same for all lots**

Contract locations, contract dates and options are shown in the Scope section, because they are the same for all lots.

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## **Participation**

### **Legal and financial capacity conditions of participation**

**Lot 1. Manned security guarding services**

**Lot 2. Event stewarding services**

Modern Slavery Statement

GDPR compliance

Safeguarding

Insurances

More detail is provided in the ITT

**Lot 3. Key holding services**

**Lot 4. Mobile stewarding/ patrolling services**

Modern Slavery Statement

Safeguarding

Insurances

More detail is provided in the ITT

**Technical ability conditions of participation**

**Lot 1. Manned security guarding services**

**Lot 2. Event stewarding services**

**Lot 3. Key holding services**

**Lot 4. Mobile stewarding/ patrolling services**

Company Experience

H&S Management Systems

Social Value Procurement Policy - Organisational Behaviours

Contractor Standards

More detail is provided in the ITT

**Particular suitability**

**Lot 1. Manned security guarding services**

**Lot 2. Event stewarding services**



**Lot 3. Key holding services**

**Lot 4. Mobile stewarding/ patrolling services**

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

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**Submission**

**Enquiry deadline**

18 June 2025, 12:00pm

**Tender submission deadline**

25 June 2025, 12:00pm

**Submission address and any special instructions**

<https://e-sourcingni.bravosolution.co.uk/web/login.shtml>

**Tenders may be submitted electronically**

Yes

**Languages that may be used for submission**

English

**Award decision date (estimated)**

31 July 2025

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**Award criteria**

<b>Name</b>	<b>Type</b>	<b>Weighting</b>
Cost	Price	40%
Standards of Service	Quality	15%
Social Value	Quality	15%
Implementation and Mobilisation Plans	Quality	10%
Work planning and resourcing	Quality	10%
Contract and Performance Management	Quality	10%

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**Other information****Applicable trade agreements**

- Government Procurement Agreement (GPA)

**Conflicts assessment prepared/revised**

Yes

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**Procedure**

## **Procedure type**

Open procedure

## **Special regime**

Light touch

## **Justification for not publishing a preliminary market engagement notice**

Prior to publishing this ITT the Council conducted PME exercise which consisted of a PME questionnaire being returned from interested suppliers at the time. Questionnaire responses were used to help develop the Specification for this tender.

Relevant PME documents/materials that were shared with suppliers as part of the PME exercise have been included in Appendix 4- Data File of the tender documents.

The PME exercise was advertised in November 24 using a Prior Information Notice - 2024/S 000-038293 (under Public Contracts Regulations 2015).

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## **Contracting authority**

### **Belfast City Council**

- Public Procurement Organisation Number: PQXY-5321-CGZM

9-21 Adelaide Street

Belfast

BT2 8DJ

United Kingdom

Contact name: Lewis Murray

Email: [cps@belfastcity.gov.uk](mailto:cps@belfastcity.gov.uk)

Region: UKN06 - Belfast

Organisation type: Public authority - sub-central government

Devolved regulations that apply: Northern Ireland