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Tender

London Careers Festival Delivery Partner

The Mayor and Commonalty and Citizens of the City of London

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

Notice identifier: 2025/S 000-029969

Procurement identifier (OCID): ocds-h6vhtk-0542f1

Published 4 June 2025, 3:34pm

Scope

Description

The City invites Quotations for the provision of: London Careers Festival In-person delivery partner to:

- lead, organise and deliver the one-day Careers & Apprenticeships Expo (the Expo) ensuring that a range of industries are represented, particularly those highlighted as in-demand or popular with previous years' participants.

and

- across the in-person festival, lead on key event booking, event management, and attendee evaluation activities connected to in-person sessions.

The duration of the contract is 1 year, [subject to the right of the City (at its sole discretion) to exercise its right to extend the Contract by up to 3 further years]. The maximum length of the contract is therefore 4 years.

Total value (estimated)

- £44,000 excluding VAT
- £52,800 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 September 2025 to 31 August 2026
- Possible extension to 31 August 2029
- 4 years

Description of possible extension:

Redelivery of service

Main procurement category

Services

CPV classifications

- 79634000 - Career guidance services
 - 79952000 - Event services
-

Submission

Tender submission deadline

23 June 2025, 11:59pm

Submission address and any special instructions

<https://cityoflondon.ukp.app.jaggaer.com/>

Tenders may be submitted electronically

Yes

Award criteria

Bidders are required to submit a technical and commercial response. The scoring/evaluation will be weighted as set out below:

Evaluation Criteria Weighting (%)

Technical Score Weight 60%

Commercial Score Weight 40%

The maximum achievable weighted score is 100.00; please note that percentages used in the evaluation are always rounded to 2 decimal places.

Procedure

Procedure type

Below threshold - open competition

Contracting authority

The Mayor and Commonalty and Citizens of the City of London

- Public Procurement Organisation Number: PYQD-1693-MYXR

PO Box 270

City of London

EC2P 2EJ

United Kingdom

Contact name: Joanna Osborne

Telephone: 020 7606 3030

Email: joanna.osborne@cityoflondon.gov.uk

Website: <https://www.cityoflondon.gov.uk>

Region: UKI43 - Haringey and Islington

Organisation type: Public authority - sub-central government