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Tender

Llwyd Mansion - Activity Planning Consultant Brief

Oswestry Town Council

F02: Contract notice

Notice identifier: 2025/S 000-033070

Procurement identifier (OCID): ocds-h6vhtk-054e8c

Published 17 June 2025, 4:15pm

Section I: Contracting authority

I.1) Name and addresses

Oswestry Town Council

The Guildhall, Bailey Head

Oswestry

SY111PZ

Contact

Samantha Jones

Email

samantha.jones@shropshire.gov.uk

Country

United Kingdom

Region code

UKG22 - Shropshire CC

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

<https://www.oswestry-tc.gov.uk/>

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.oswestry-tc.gov.uk/the-council/projects/tendering-opportunities/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.oswestry-tc.gov.uk/the-council/projects/tendering-opportunities/>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Llwyd Mansion - Activity Planning Consultant Brief

II.1.2) Main CPV code

- 73220000 - Development consultancy services

II.1.3) Type of contract

Services

II.1.4) Short description

Oswestry Town Council is seeking to appoint an Activity Planning Consultant to work alongside the Council, Project Manager and its partners to develop an Activity Plan, testing and piloting ideas during the National Lottery Heritage Fund Development Phase for implementation during the Delivery Phase

II.1.5) Estimated total value

Value excluding VAT: £15,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKG2 - Shropshire and Staffordshire

II.2.4) Description of the procurement

In the Development Phase the Activity Consultant will:

widen and increase our engagement with the community

will look at what might attract new audiences to Llwyd Mansion

gain an understanding of what we do now, helping us to identify potential gaps and opportunities and develop and pilot activities and evaluate activity

We also wish to develop activities which help us engage with our local community, building links and partnerships and ensuring that our community have opportunities to engage with the project and fully understand what we are working to achieve.

The Activity Planning Consultant will prepare an Activity Plan for submission for our NLHF Delivery Phase application.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Start date

18 August 2025

End date

24 July 2026

This contract is subject to renewal

Yes

Description of renewals

The appointment will be subject to a break clause on completion of the Development Phase, such that, in the event our Delivery Phase application is unsuccessful, the commission will not be taken any further.

II.2.10) Information about variants

Variants will be accepted: Yes

II.2.11) Information about options

Options: Yes

Description of options

See procurement documents

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

7 July 2025

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

8 July 2025

Local time

9:00am

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

Oswestry Town Council

Oswestry

Country

United Kingdom