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Tender

## Meeting Event Facilities in central Telford

Borough of Telford & Wrekin

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

Notice identifier: 2025/S 000-036568

Procurement identifier (OCID): ocds-h6vhtk-055718

Published 1 July 2025, 5:48pm

## Scope

## Description

You have been invited to bid for the provision of facilities for a range of local meetings, conferences and training courses in central Telford. This provision will include room hire, refreshments, access to Wi-Fi, the availability of car parking, and, where required, associated equipment.

## Commercial tool

Establishes a framework

## Total value (estimated)

- £140,000 excluding VAT
- £168,000 including VAT

Below the relevant threshold

### **Contract dates (estimated)**

- 1 September 2025 to 1 September 2026
- Possible extension to 1 September 2029
- 4 years, 1 day

Description of possible extension:

Option of 3x12 months

### **Main procurement category**

Services

### **CPV classifications**

- 55120000 - Hotel meeting and conference services

### **Contract locations**

- UKG21 - Telford and Wrekin

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## **Framework**

### **Maximum number of suppliers**

Unlimited

## **Maximum percentage fee charged to suppliers**

0%

## **Framework operation description**

This is the establishment of a below threshold pseudo framework.

1.3 Framework Overview: This Quote establishes a framework agreement with multiple suppliers who can deliver the services outlined in the specification. There is no cap on the number of suppliers who may join. Successful applicants will be added to an approved supplier list. The Council will issue call-offs from the pseudo framework as needed, either through direct award or further competition.

1.4 Direct Award (Call Off): A direct award enables the Council to quickly appoint a supplier without further competition. Awards will be based on the information submitted at the establishment of the pseudo framework stage, including pricing, quality, venue suitability reasons of urgency, availability and or type of facilities, and related services. The decision will reflect which supplier best meets the specific requirements of the event.

1.5 Further Competition (Call Off): From time to time the Council will do further competitions for specific events and will consider factors such as availability, pricing, venue suitability, facilities, and associated services. Evaluation criteria may vary, with weightings ranging from 0% to 100% depending on the specific needs of each call-off. Suppliers will be required to submit a response as part of the call off competition.

## **Award method when using the framework**

Either with or without competition

## **Contracting authorities that may use the framework**

Establishing party only

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## Submission

### Enquiry deadline

14 July 2025, 1:00pm

### Tender submission deadline

15 July 2025, 1:00pm

### Submission address and any special instructions

This opportunity is accessed through the Telford & Wrekin tender portal <https://in-tendhost.co.uk/telford/aspx/Tenders/Current>

The opportunity number is TWC000998. If you're not already registered on the In-Tend system you can register via this link <https://in-tendhost.co.uk/telford/aspx/Registration>

Please ensure that you allow yourself at least 2 hours when responding to this invite prior to the closing date and time, especially if you have to upload multiple documents. No other method of submission will be accepted.

### Tenders may be submitted electronically

Yes

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## Procedure

### Procedure type

Below threshold - open competition

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## Documents

### Associated tender documents

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

Meeting Events facilities in central Telford Reference number TWC000998

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## Contracting authority

### Borough of Telford & Wrekin

- Public Procurement Organisation Number: PHHD-5776-GZNN

Darby House, Telford Town Centre, Lawn Central,

Telford, Shropshire

TF3 4JA

United Kingdom

Contact name: Sue Dyson

Email: [sue.dyson@telford.gov.uk](mailto:sue.dyson@telford.gov.uk)

Website: <http://www.telford.gov.uk>

Region: UKG21 - Telford and Wrekin

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