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Tender

## **009069 - Christmas Market Event Manager**

Newcastle City Council

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

Notice identifier: 2025/S 000-038454

Procurement identifier (OCID): ocds-h6vhtk-055ba8

Published 9 July 2025, 10:02am

### **Scope**

### **Reference**

009069

### **Description**

Newcastle City Council is seeking to procure the services of a qualified and experienced individual or company to provide the services of an Event Manager and Deputy for the Newcastle Christmas Market. This document outlines the main role, responsibilities, and qualifications required for this position. The Event Manager and Deputy will be required from the 13th November until the 30th December 2025 (not required Christmas Eve, Christmas Day and Boxing Day).

### **Total value (estimated)**

- £30,000 excluding VAT
- £36,000 including VAT

Below the relevant threshold

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

- 13 November 2025 to 30 December 2025
- 1 month, 18 days

### **Main procurement category**

Services

### **CPV classifications**

- 71410000 - Urban planning services
- 79950000 - Exhibition, fair and congress organisation services
- 79993000 - Building and facilities management services

### **Contract locations**

- UKC - North East (England)
- UKD - North West (England)
- UKE - Yorkshire and the Humber
- UKF - East Midlands (England)
- UKG - West Midlands (England)
- UKH - East of England
- UKI - London
- UKJ - South East (England)

- UKK - South West (England)

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## **Participation**

### **Particular suitability**

Small and medium-sized enterprises (SME)

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## **Submission**

### **Tender submission deadline**

21 July 2025, 12:00pm

### **Submission address and any special instructions**

Submit via OPEN portal - [www.open-uk.org](http://www.open-uk.org)

### **Tenders may be submitted electronically**

Yes

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## **Award criteria**

Quality - 60%

Experience and Qualifications; - 15% subweighting

Management and Operations; - 30% subweighting

Compliance and Safety; - 30% subweighting

Social Value; - 5% subweighting

Licensing and Compliance; - 10% subweighting

Price - 40%

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## **Procedure**

### **Procedure type**

Below threshold - open competition

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## **Documents**

### **Associated tender documents**

<http://www.open-uk.org>

Project # OPEN20251207

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## Contracting authority

### Newcastle City Council

- Public Procurement Organisation Number: PBHM-6848-TWYG

Civic Centre

Newcastle Upon Tyne

NE1 8QH

United Kingdom

Email: [corporate.procurement.team@newcastle.gov.uk](mailto:corporate.procurement.team@newcastle.gov.uk)

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

Region: UKC22 - Tyneside

Organisation type: Public authority - sub-central government