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Tender

0455 - PA - Exhibition Design Consultancy Services

Colchester City Council

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

Notice identifier: 2025/S 000-042433

Procurement identifier (OCID): ocds-h6vhtk-0564b8 ([view related notices](#))

Published 23 July 2025, 3:03pm

Scope

Description

Colchester City Council (the Council) wishes to commission experienced Exhibition Design consultants to be part of this upcoming iconic project and to provide exhibition design services from RIBA stage 1 equivalent to RIBA stage 6/7 equivalent and detailed design for fit-out contractors. You will work with the wider design team, including Architectural Design consultants to coordinate and support the wider redevelopment of the museum which includes the enlargement of its physical footprint. Due to the nature of the project and the museum collections the practice will need to be able to demonstrate relevant experience of exhibition design for museums and for NLHF funded projects in particular.

The commission is for full service from RIBA stage 1 to RIBA Stage 6/7 equivalents and detailed design (including detailed cost plan) but will include a break clause at RIBA Stage 3 for submission to the National Lottery Heritage Fund. Completion to detailed design will be contingent on the acquisition of round two funding.

The tentative key dates for the implementation of the project are set out in the programme here below:

- Appointment – September 2025

- RIBA Stage 2 equivalent – December 2025
- Pre-application – March 2026
- RIBA Stage 3 equivalent – April 2026
- Round 2 NLHF Application - May 2026

Break

- NLHF Round 2 Decision - September 2026
- RIBA Stages 4 – 6/7 equivalent – TBC with consultant, dependent upon successful NLHF application

Please be advised that the above schedule is indicative and shall be subject to change.

Further details of the requirements can be found in the accompanying documents.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-Colchester:-Development-consultancy-services./2G649GMRXA>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/2G649GMRXA>

Total value (estimated)

- £220,000 excluding VAT
- £264,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 October 2025 to 30 April 2026

- Possible extension to 31 March 2027
- 1 year, 6 months, 1 day

Description of possible extension:

The initial requirements of RIBA 1-3 should be submitted by April 2026. If round 2 is approved, this will be confirmed with the successful supplier and an indicative time period will be September 2026 to March 2027, but this will be subject to change and any revised dates will be agreed with the successful supplier.

Main procurement category

Services

CPV classifications

- 73220000 - Development consultancy services
- 79415200 - Design consultancy services
- 79956000 - Fair and exhibition organisation services

Contract locations

- UKH3 - Essex

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Tender submission deadline

18 August 2025, 12:00pm

Submission address and any special instructions

All bids to be submitted via <https://www.delta-esourcing.com>. The access code is 2G649GMRXA

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

15 September 2025

Award criteria

Name	Type	Weighting
Price	Price	50%

Name	Type	Weighting
Adherence to the Specification & Technical Approach	Quality	15%
Portfolio of Comparator Projects	Quality	15%
Interview	Quality	10%
Project Resources	Quality	6%
Project Plan	Quality	2%
Environmental Sustainability and Carbon Reduction	Quality	2%

Other information

Applicable trade agreements

- Government Procurement Agreement (GPA)

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Contracting authority

Colchester City Council

- Public Procurement Organisation Number: PCVM-1775-YNRP

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Region: UKH34 - Essex Haven Gateway

Organisation type: Public authority - sub-central government