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Tender

DFE - LRA - Communications Partner

Labour Relations Agency

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

Notice identifier: 2025/S 000-043636

Procurement identifier (OCID): ocds-h6vhtk-056780 ([view related notices](#))

Published 28 July 2025, 5:10pm

Scope

Reference

ID 5827166

Description

The Labour Relations Agency (the Buyer) requires the services of a Supplier to contribute to the delivery of the Communications Strategy for 2025-2029, and Communications Plan for 2025-2026. The Supplier must have experience and expertise delivering integrated communications campaigns and initiatives. The Supplier will support the Buyer in identifying and developing solutions to reach wider audiences, concentrating on those with lowest levels of awareness of the Agency (currently 18-34 age group). The Agency's role in dispute resolution is better known (and cases are confidential) so the work of the Buyer and Supplier will focus particularly on the dispute prevention and good employment practice roles of the Agency, in helping to educate others about their employment rights and responsibilities. This contract will commence from the date of award, for an initial period of 3 Years. There are 2 options to extend for anything up to a further period of 1 year each subject to satisfactory performance and budgetary provision.

Total value (estimated)

- £300,000 excluding VAT
- £360,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 10 September 2025 to 9 September 2028
- Possible extension to 9 September 2030
- 5 years

Description of possible extension:

2 options to extend for anything up to a further period of 1 year each subject to satisfactory performance and budgetary provision.

Main procurement category

Services

CPV classifications

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security
 - 79416000 - Public relations services
 - 79416100 - Public relations management services
 - 79416200 - Public relations consultancy services
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Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

15 August 2025, 3:00pm

Tender submission deadline

26 August 2025, 3:00pm

Submission address and any special instructions

Tenders must be submitted electronically via the relevant Call for Tender (CfT) opportunity on eTendersNI, website details immediately below.

Paper submissions will not be accepted or considered and will be rejected by the Contracting Authority / Buyer.

The tender documents are available with unrestricted and full direct access, free of charge, at: URL <https://etendersni.gov.uk/epps>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

10 September 2025

Award criteria

Name	Description	Type	Weighting
Qualitative Criteria	3 Criteria - as detailed in the Tender Documents covering: Key Personnel Experience, Proposed Methodology and Contract Management and Contingency.	Quality	70%
Quantitative Criteria	Average Daily Rates - as detailed in the Tender Documents.	Price	30%

Other information

Applicable trade agreements

- Government Procurement Agreement (GPA)

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Contracting authority

Labour Relations Agency

- Public Procurement Organisation Number: PXXT-9745-HGPD

4th Floor, James House, 2-4 Cromac Avenue

Belfast

BT7 2JA

United Kingdom

Email: ssaadmin.cpd@finance-ni.gov.uk

Region: UKN06 - Belfast

Organisation type: Public authority - central government

Devolved regulations that apply: Northern Ireland

Other organisation

These organisations are carrying out the procurement, or part of it, on behalf of the contracting authorities.

CPD - Supplies & Services Division

Summary of their role in this procurement: Construction and Procurement Delivery - Supplies and Services Division, is a Centre of Procurement Expertise and provides a central procurement function for central government in Northern Ireland.

- Public Procurement Organisation Number: PVWG-8426-YWXV

Clare House, 303 Airport Road West

Belfast

BT3 9ED

United Kingdom

Email: ssdadmin.cpd@finance-ni.gov.uk

Website: <https://www.finance-ni.gov.uk/topics/procurement>

Region: UKN06 - Belfast

Contact organisation

Contact [CPD - Supplies & Services Division](#) for any enquiries.