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Tender

Provision for Corporate Communications and Stakeholder Management Support

Lee Valley Regional Park Authority

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

Notice identifier: 2025/S 000-046402

Procurement identifier (OCID): ocds-h6vhtk-05822d ([view related notices](#))

Published 6 August 2025, 10:09am

Scope

Reference

LVRPA2025/06

Description

Lee Valley Regional Park Authority has a requirement for a corporate communications agency to create and support the implementation of a new corporate communications strategy that reflects the objectives of the Authority's 2024-2027 Business Plan.

Total value (estimated)

- £295,000 excluding VAT
- £354,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 November 2025 to 31 October 2027
- Possible extension to 1 November 2027
- 2 years, 1 day

Description of possible extension:

Option to extend by 3 years on a 1 year + 1 year + 1 year basis

Main procurement category

Services

CPV classifications

- 73210000 - Research consultancy services
- 79112100 - Stakeholders representation services
- 79413000 - Marketing management consultancy services
- 79416000 - Public relations services
- 79416100 - Public relations management services
- 79416200 - Public relations consultancy services

Submission

Enquiry deadline

1 September 2025, 5:00pm

Submission type

Tenders

Tender submission deadline

8 September 2025, 12:00pm

Submission address and any special instructions

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

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

14 October 2025

Award criteria

Name	Description	Type
Simple description	Any Contract awarded as a result of this Procurement will be awarded on the basis of the offer that is the most advantageous proposal to the Authority. Proposals will be evaluated on: The STAGE 1 Written Quality Submission (including Social Value), weighted 50%; and The Price Submission, weighted 50% The STAGE 3 Presentation phase (Top 3 bidders from STAGE 1) Full award criteria given in ITT document	Price

Weighting description

Any Contract awarded as a result of this Procurement will be awarded on the basis of the offer that is the most advantageous proposal to the Authority. Proposals will be evaluated on:

The STAGE 1 Written Quality Submission (including Social Value), weighted 50%; and

The Price Submission, weighted 50%

The STAGE 3 Presentation phase (Top 3 bidders from STAGE 1)

Full award criteria given in ITT document

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Competitive flexible procedure

Competitive flexible procedure description

STAGE 1 (OPEN TENDER SUBMISSION) - Initial open tender stage where all tenders received will be evaluated and ranked as per the criteria detailed at Section 6 of the ITT.

STAGE 2 (SHORTLISTING: INTERMEDIATE ASSESSMENT) – Based on Stage 1 scoring – TOP 3 suppliers selected as per the criteria detailed at Section 6 of the ITT.

STAGE 3 – The Top Three ranking shortlisted tenderers will be invited to deliver a presentation and costed pitch on a set topic as listed at Section 6. The presentations will be evaluated as per the criteria listed at Section 6 to determine the winning bidder.

STAGE 4 – Final scoring and contract awarded to the highest-scoring bid; feedback and standstill period follow.

Documents

Associated tender documents

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

The Authority is using In-tend for this Procurement which means the ITT is available only in electronic form. Bidders are required to register with In-tend for access to the ITT documents for this Procurement.

Contracting authority

Lee Valley Regional Park Authority

- Public Procurement Organisation Number: PLLZ-1635-RLHZ

Myddelton House, Bulls Cross

Enfield

EN2 9HG

United Kingdom

Contact name: Alex Thompson

Telephone: 01992709 888

Email: lvrpaprocurement@leevalleypark.org.uk

Website: <http://www.leevalleypark.org.uk>

Region: UKI54 - Enfield

Organisation type: Public authority - sub-central government