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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/asp/>

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

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

Region: UKI54 - Enfield

Organisation type: Public authority - sub-central government