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Tender

## **COV - Christmas Market Operator 2025**

Coventry City Council

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

Notice identifier: 2025/S 000-048012

Procurement identifier (OCID): ocds-h6vhtk-058610

Published 12 August 2025, 12:59pm

### **Scope**

#### **Description**

The Council is seeking to appoint a single market operator to plan and deliver festive food, drink and retail stalls with a look and feel that is commensurate with a typical Christmas Market offering food, drink, and festive goods.

The successful operator will be responsible for the content, look and feel of its operation. This is from the start of set up, to the end of de-rig on its completion; including provision of all infrastructure and services at their own cost.

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

- £800,000 excluding VAT
- £960,000 including VAT

Above the relevant threshold

## **Contract dates (estimated)**

- 3 October 2025 to 30 May 2027
- Possible extension to 30 May 2029
- 3 years, 7 months, 28 days

Description of possible extension:

The initial term of the Contract will be for the period of two (2) years from commencement, but may be extended, by mutual agreement by two (2) increments of one (1) year to an expiry date no later than 30 May 2029.

## **Main procurement category**

Services

## **CPV classifications**

- 79952000 - Event services

## **Contract locations**

- UKG33 - Coventry

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## **Participation**

### **Particular suitability**

Small and medium-sized enterprises (SME)

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## **Submission**

### **Enquiry deadline**

26 August 2025, 5:00pm

### **Tender submission deadline**

11 September 2025, 1:00pm

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

This procurement is being undertaken through the use of an electronic tendering web-based system called CSW-JETS, a joint system used by members of the Coventry, Solihull and Warwickshire Shared Service.

In order to participate in this procurement, you will need to be registered on the Council's e-tendering site at <https://in-tendhost.co.uk/csw-jets>. Tenderers only need to register once to receive tender notifications from 8 local authorities.

Use of the Council's e-Tendering system is free for Tenderers throughout the whole procurement process. Access to the submissions will only be made available to those employees of the Council and/or their authorised advisors in respect of this project.

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

Yes

### **Languages that may be used for submission**

English

**Award decision date (estimated)**

19 September 2025

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**Award criteria**

| <b>Name</b> | <b>Type</b> | <b>Weighting</b> |
|-------------|-------------|------------------|
| Price       | Price       | 60%              |
| Quality     | Quality     | 40%              |

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**Other information****Conflicts assessment prepared/revised**

Yes

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**Procedure****Procedure type**

Open procedure

**Special regime**

Concession

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## Contracting authority

### Coventry City Council

- Public Procurement Organisation Number: PMJC-6861-XJPP

Council House, Earl Street

Coventry

CV1 5RR

United Kingdom

Email: [ProcurementContracts@coventry.gov.uk](mailto:ProcurementContracts@coventry.gov.uk)

Region: UKG33 - Coventry

Organisation type: Public authority - sub-central government