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Tender

The supply of Event and Venue Signage Services at Manchester Central Convention Complex Limited - 074-2025

MANCHESTER CENTRAL CONVENTION COMPLEX LIMITED

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

Notice identifier: 2025/S 000-048126

Procurement identifier (OCID): ocds-h6vhtk-058664

Published 12 August 2025, 3:40pm

Scope

Reference

Venue Signage and Branding - 074-2025

Description

Manchester Central is currently looking for a company to provide print services across various sites including Manchester Central Convention Complex, Junction and Town Hall Central Library for event signage and high-impact venue branding opportunities to raise event and sponsor profiles. Signage and branding opportunities are required across various event types including conferences, exhibitions and banquets.

The successful supplier will be expected to provide and install a wide range of effective print services for Manchester Central and its clients. Manchester Central gives clients the opportunity to brand key areas of the complex - including but not limited to, feature sites like our iconic station clock, foyers, reception desks, pillars, banners windows and even snapframes in washroom cubicles.

Given the dynamic nature of the events industry the successful supplier must be able to complete necessary work with flexibility and out of standard business hours (9-5).

The full site plans, attached in Appendix C & D, highlights the variety of current branding opportunities at Manchester Central & Junction, the scope of opportunities however is not limited to this plan.

Further to the full site overview examples of Manchester Centrals & Junctions most utilised branding opportunities are attached (providing more details) within the attached Appendix C: MCCC Branding opportunities Brochure & Appendix D: Junction Branding Opportunities Brochure.

Alongside the requirement to provide effective printing services the successful supplier will be expected to attend onsite client meetings to discuss in detail any branding or signage queries together with Manchester Central representatives. The client requirements can sometimes be at short notice so next day availability would be required at times.

The Contract will be for a period of two (2) years with a Manchester Central Only option to extend for a further twelve (12) months, with a commencement date of 01st October 2025

Appendix B Service Level Agreement will be adhered to in this contract.

The current annual estimated contract value directly with Manchester Central is circa £33K to £40k and is indicative of potential direct works required. However, it should be noted that the scope of requirements varies so work at these levels is not guaranteed. Importantly it should be noted that the value in this contract effectively lies in the preferred supplier status as set out below.

Total value (estimated)

- £40,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 October 2025 to 30 September 2027

- Possible extension to 30 September 2028
- 3 years

Description of possible extension:

The Contract will be for a period of two (2) years with a Manchester Central Only option to extend for a further twelve (12) months, with a initial commencement date of 01st October 2025

Main procurement category

Services

CPV classifications

- 22900000 - Miscellaneous printed matter
- 79341000 - Advertising services

Contract locations

- UKD3 - Greater Manchester

Participation

This procurement is reserved for

Suppliers from Greater Manchester

Particular suitability

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

Submission

Enquiry deadline

26 August 2025, 11:59pm

Tender submission deadline

2 September 2025, 12:00pm

Submission address and any special instructions

Email submissions to be submitted to procurement@manchestercentral.co.uk. Please ensure all supporting information, if applicable, is sent in one email to the emails address provided.

Tenders may be submitted electronically

No

Award criteria

Name	Description	Type	Weighting
Quality	<p>Weighted scores will be calculated by multiplying the score for each quality criteria by its weighting. The weighted scores will be totalled for each tender. The totals will be normalised so that the normalised highest total will attract the highest quality score i.e. (50%). There is an un-weighted quality threshold of (35%). This means that if a tenderer's quality score does not reach the un-weighted quality threshold the weighting will not be applied to the quality criteria and the tender will no longer be considered.</p>	Quality	50%
Price	<p>With regards to the price evaluation, the lowest price tenderer will be awarded the maximum price score (30%) and tenderers will thereafter be ranked and scored in accordance with how much more expensive their prices are compared to the lowest price.</p>	Price	30%

Name	Description	Type	Weighting
Sustainability & Social Value	Weighted scores will be calculated by multiplying the score for each Sustainability criteria by its weighting. The weighted scores will be totalled for each tender. The totals will be normalised so that the normalised highest total will attract the highest quality score i.e. (20%).	Quality	20%

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

[Venue Signage and Branding - 074-2025 - ITT.docx](#)

Venue Signage and Branding - 074-2025 - ITT

[Appendix A - Manchester Central Terms and Conditions - 2025 - Draft.docx](#)

Appendix A - Manchester Central Terms and Conditions - 2025 - Draft

[Appendix B - Service Level Agreement.pdf](#)

Appendix B - Service Level Agreement

[Appendix C - MCCC Branding Opportunities Brochure.pdf](#)

Appendix C - MCCC Branding Opportunities Brochure

[Appendix D - Junction Branding Opportunities Brochure.pdf](#)

Appendix D - Junction Branding Opportunities Brochure

[Appendix E - Background and Company Values.docx](#)

Appendix E - Background and Company Values

[Appendix F - Sustainable Procurement.docx](#)

Appendix F - Sustainable Procurement

Contracting authority

MANCHESTER CENTRAL CONVENTION COMPLEX LIMITED

- Companies House: 00953285
- Public Procurement Organisation Number: PGBC-7173-HLXX

Manchester Central Convention Complex Limited Windmill Street

Manchester

M2 3GX

United Kingdom

Contact name: Luke Sheldon

Email: procurement@manchestercentral.co.uk

Website: <https://www.manchestercentral.co.uk/>

Region: UKD33 - Manchester

Organisation type: Public authority - sub-central government