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Tender

T2649 Provision of a Production Management Service

Belfast City Council

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

Notice identifier: 2025/S 000-050565

Procurement identifier (OCID): ocds-h6vhtk-058c37 ([view related notices](#))

Published 21 August 2025, 2:41pm

Scope

Description

Belfast City Council invites Tenders from suitably qualified and experienced economic operators 'Bidders' for the provision of a production management service.

This ITT sets out the information which is required by the Council to assess the suitability of Bidders' legal and financial capacity and technical ability 'Conditions of Participation' to meet the ITT

Total value (estimated)

- £500,000 excluding VAT
- £600,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 February 2026 to 31 January 2028
- Possible extension to 31 January 2030
- 4 years

Description of possible extension:

The Contract shall be effective from the date of award of Contract for an initial period of 2 years.

The Council reserves the right to extend/renew the Contract on an annual basis up to a further 2 years i.e. 1 year + 1 year. Any extension may be subject to further approval by Council Committee, availability of funding and satisfactory performance of the Contractor.

Options

The right to additional purchases while the contract is valid.

The Council reserves the right to purchase the following additional Goods or Services under this Contract during the Contract Period: -

Additional production management services - the Council may require specialist event requirements not listed in the Pricing Schedule necessary to support the event/requirement. This may include labour/ staff required and associated hire costs.

Additional events - the Council may require production management services at a range of one off events across the contract period.

The Council reserves the right to add or remove items from the Contract in line with the Council's requirements. Where the Council identifies an additional event(s) or items to be added the Contractor is expected to price based on similar items priced in the Pricing Schedule.

Any contract variation may be subject to further Council internal approvals and be in accordance with the provisions of the Procurement Act 2023 and the Procurement Regulations 2024.

Main procurement category

Services

CPV classifications

- 79952000 - Event services
- 92300000 - Entertainment services
- 92000000 - Recreational, cultural and sporting services

Contract locations

- UKN06 - Belfast

Participation

Legal and financial capacity conditions of participation

As explained within T2649 ITT.

Technical ability conditions of participation

As explained within T2649 ITT.

Submission

Enquiry deadline

12 September 2025, 12:00pm

Tender submission deadline

19 September 2025, 12:00pm

Submission address and any special instructions

<https://e-sourcingni.bravosolution.co.uk/web/login.shtml>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

20 October 2025

Award criteria

Name	Type	Weighting
Methodology and Approach to delivery of a Production Management Service	Quality	30%

Name	Type	Weighting
Cost	Price	30%
Contract Resourcing	Quality	25%
Social Value	Quality	15%

Other information

Applicable trade agreements

- Government Procurement Agreement (GPA)

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Justification for not publishing a preliminary market engagement notice

Low risk procurement

Contracting authority

Belfast City Council

- Public Procurement Organisation Number: PQXY-5321-CGZM

9-21 Adelaide Street

Belfast

BT2 8DJ

United Kingdom

Contact name: Emma Morrison

Email: cps@belfastcity.gov.uk

Region: UKN06 - Belfast

Organisation type: Public authority - sub-central government

Devolved regulations that apply: Northern Ireland