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Tender

Remembrance Sunday 2025 event management

London Borough of Waltham Forest

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

Notice identifier: 2025/S 000-050951

Procurement identifier (OCID): ocds-h6vhtk-058d08

Published 22 August 2025, 3:16pm

Scope

Reference

DN784240

Description

Four Remembrance Sunday Parades and acts of Remembrance are held in Waltham Forest. Taking place at war memorials in Chingford, Leyton, Leytonstone, and Walthamstow, they are organised in partnership with Waltham Forest Council, and local British Legion and Community Organisations. The events taking place in Chingford, Leyton and Leytonstone are led by community partners with the Civic Remembrance Service taking place at Waltham Forest Town Hall in Walthamstow.

We are looking for an event management company to manage the safe delivery of all four events, coordinating the overall parade and memorial events, including traffic management and security plans working as necessary with community and council leads for each event.

Total value (estimated)

- £22,500 excluding VAT
- £27,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 8 September 2025 to 30 November 2025
- 2 months, 23 days

Main procurement category

Services

CPV classifications

- 92000000 - Recreational, cultural and sporting services

Contract locations

- UK - United Kingdom

Participation

This procurement is reserved for

Suppliers from Waltham Forest

Particular suitability

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

Submission

Enquiry deadline

29 August 2025, 5:00pm

Tender submission deadline

2 September 2025, 5:00pm

Submission address and any special instructions

<https://procontract.due-north.com/Opportunities/>

Tenders may be submitted electronically

Yes

Award criteria

Name	Description	Type	Weighting
Quality	<p>This criteria assesses the extent to which the tender response meets the deliverables and standards described in the brief. Method Statement Question 1 Skills and experience:</p> <ul style="list-style-type: none"> • Provide details of 3 similar contracts delivered in the last 5 years. • Relevant professional accreditations/certifications/qualifications <p>Method Statement Question 2 Response to the project brief:</p> <ul style="list-style-type: none"> • Approach to event management • Approach to road closures • Draft staffing plan <p>Method Statement Question 3 Evaluation and reporting:</p> <ul style="list-style-type: none"> • Approach to post-event evaluation 	Quality	70.00%
Price	<p>This criterion assesses the proposed budget and value for money of the tender response.</p>	Price	30.00%

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

<https://procontract.due-north.com//FileUploads/ViewAttachment?attachmentId=da1a2b30-6770-f011-813a-005056b64545&entityTypeId=b5c83c15-39cd-480e-b232-0e94cac4b464&attachmentTypeId=FtsDocument>

WF Remembrance 2025 ITQ

<https://procontract.due-north.com//FileUploads/ViewAttachment?attachmentId=d18313a3-6770-f011-813a-005056b64545&entityTypeId=b5c83c15-39cd-480e-b232-0e94cac4b464&attachmentTypeId=FtsDocument>

WF Remembrance brief 2025

Contracting authority

London Borough of Waltham Forest

- Public Procurement Organisation Number: PPJN-6757-NZZZ

Waltham Forest Town Hall

Walthamstow

E17 4JF

United Kingdom

Contact name: Niamh Tuft

Email: Niamh.Tuft@walthamforest.gov.uk

Website: <http://www.walthamforest.gov.uk/>

Region: UKI53 - Redbridge and Waltham Forest

Organisation type: Public authority - sub-central government