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Tender

Southwark Creative and Cultural Skills Coordinator

London Borough of Southwark

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

Notice identifier: 2025/S 000-051034

Procurement identifier (OCID): ocds-h6vhtk-058d3b

Published 22 August 2025, 5:21pm

Scope

Description

Over a 15-month period, the Provider shall:

- Establish and coordinate a cohesive programme of locally-based creative and cultural sector upskilling opportunities (the 'skills programme') that support residents furthest from the labour market into employment in the sector or further learning/support as a pathway to employment.
- Build capacity within the skills programme to increase the number of upskilling opportunities available to residents.
- Explore how access to and progression from the skills programme can be improved for all participating residents, but especially those facing significant barriers to employment.

Total value (estimated)

- £125,000 excluding VAT

- £150,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 December 2025 to 31 May 2027
- 1 year, 6 months

Main procurement category

Services

CPV classifications

- 73000000 - Research and development services and related consultancy services
- 80000000 - Education and training services

Contract locations

- UK - United Kingdom

Participation

Conditions of participation

Please see tender document: 1. Invitation and Instructions for Tendering

Particular suitability

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

Submission

Enquiry deadline

15 September 2025, 9:00am

Tender submission deadline

22 September 2025, 9:00am

Submission address and any special instructions

The tender and associated documents must be submitted by uploading onto Proactis <https://procontract.due-north.com/> and may not be delivered by any other method, including by hand or courier to any Council office, officer or member.

Tenders may be submitted electronically

Yes

Award criteria

Name	Description	Type	Weighting
Provider's Proposal	A Provider's Proposal addressing the following four quality criteria, no longer than twenty pages in Arial 12 with normal margins, incorporating: i. Expertise. A statement of the skills, expertise, services and resources at your disposal which you believe demonstrates your ability to perform the services, including staffing details and structure. ii. Experience and capability. A summary of three relevant projects that demonstrate your approach, innovation and expertise. iii. Expected output. A detailed method statement setting out your approach to delivering the services to meet the objectives and requirements of the Specification. iv. Proposed work stages. A proposed delivery programme showing milestones (including the delivery milestones detailed in the Specification) and the resources that will be put in place to complete all the requirements on schedule.	Quality	80.00%

Name	Description	Type	Weighting
Social Value Submission	Bidders are required to complete the Social Value Submission Sheet and provide the following as part of their submission: • Quantitative Social Value commitments (worth 4% of the evaluation) • Qualitative method statements (worth 6% of the evaluation)	Quality	10.00%
Pricing Schedule	Pricing Schedule containing a fully itemised breakdown of the tender sum, hourly and fixed rate fees per level of staff member including their anticipated hours to be spent on the contract and any additional costs or fees on an Excel spreadsheet (not pdf).	Price	10.00%

Procedure

Procedure type

Below threshold - open competition

Contracting authority

London Borough of Southwark

- Public Procurement Organisation Number: PXTW-7647-VDLV

Southwark Council, 160 Tooley Street

London

SE12QH

United Kingdom

Contact name: Matt Rolfe

Email: Matthew.Rolfe@southwark.gov.uk

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

Region: UKI44 - Lewisham and Southwark

Organisation type: Public authority - sub-central government