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Tender

??Audio Visual support for Performance Learning Exchange (PLx) - UK Sport's annual learning and development conference?

THE UNITED KINGDOM SPORTS COUNCIL

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

Notice identifier: 2025/S 000-052878

Procurement identifier (OCID): ocds-h6vhtk-05917c

Published 1 September 2025, 3:24pm

Scope

Reference

PLX01092025

Description

??Performance Learning Exchange (PLx) is UK Sport's annual event which provides the opportunity for 300-400 individuals working within the High-Performance environment (Chairs, CEOs, Performance Directors, Managers, Coaches, Sports Science and Medicine personnel) with the opportunity to explore and discuss topics and themes relevant to the system through thought-provoking sessions delivered by experts from inside and outside of sport. It also offers the chance for the system to come together and share thoughts, experiences and world leading practice in the lead up to the winter Olympic and Paralympic Games.

?UK Sport now invites Tenders for the provision of Audio Visual, Design and support at PLx, a 3 day event, taking place from Monday 1st December - Wednesday 3rd December

at the Queens Hotel in Leeds.

?The PLx schedule will typically consist of a mix of keynote sessions with all delegates in a main plenary room and elective sessions which run concurrently. Generally, 4 sessions run at the same time and the use of up to 4 rooms, and the related AV equipment/technicians, is a necessity. These sessions vary in style from lecture style presentation to hands-on workshops where delegates are encouraged to work with one another and share their knowledge and experiences.

?The 4 rooms we will use at The Queens Hotel are

?The Queens Ballroom

?Palm Court

?John Charles Suite

?Ark Royal

?A brief outline of the standard equipment is listed below. Please note this does not include details of other required equipment such as mixing desks, monitor screens etc., as we would like to hear your thoughts on what would be necessary to deliver a World Class Event at The Queens Hotel.

?The only addition area to the below details is around video recording. We would like to have the facility to record keynote addresses & sessions, in order to create video montages.

?The Queens Ballroom

?Staging (to seat 4-5 + interviewer and must allow enough space for 280 - 300 cabaret seating)

?Backdrop to staging (exact details to be discussed)

?Projector(s) & or screen(s)

?Lectern

?PA system (to include all speakers, lectern mic, lapel mics (up to 6) and hand held mics

?Lighting

?Syndicate Rooms (Palm Court, John Charles Suite, Ark Royal)

?Staging

?Lectern

?PA system including lapel mics, hand held mics)

?Projector & or Screen

?Please note all staging should be wheelchair accessible.

?Outline / Example Agenda

?Sunday 30 November

?14.00 - Ballroom booked for set up

?Monday 1 December - Chair & CEO event and Coaches event

?10.00 - 17.00

?Chair and CEO event taking place in the Palm Court and John Charles Suite

?Coaches event taking place in the Ballroom and Ark Royal

?Tuesday 2 December - PLx

?09.00 - 10.00 - Conference Registration

?10.00 - 11.00 - Opening and Keynote

?11.00 - 12.30 - Workshops

?12.30 - 14.00 - Lunch

?14.00 - 15.00 - Keynote

?15.00 - 16.30 - Workshops

?18.00 - 19.00 - Drinks reception

?19.00 - 22.00 - Dinner and PLx Awards Evening

?Wednesday 3 December - PLx

?08.30 - 09.30 - Workshops

?09.30 - 10.30 - Keynote

?11.00 - 12.30 - Workshops

?12.30 - 13.30 - Keynote and Close

Total value (estimated)

- £55,000 excluding VAT
- £66,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 14 October 2025 to 3 December 2025
- 1 month, 21 days

Main procurement category

Services

CPV classifications

- 98390000 - Other services

Contract locations

- UK - United Kingdom

Submission

Enquiry deadline

10 September 2025, 11:59pm

Tender submission deadline

26 September 2025, 11:59pm

Submission address and any special instructions

Please email people@uksport.gov.uk

Tenders may be submitted electronically

No

Award criteria

| Name | Description | Type | Weighting |
|---------------------------|--|-------------|------------------|
| Equipment and personnel | Please provide a full quote for providing audio visual, design and support at PLx 2025 at The Queens Hotel in Leeds outlining the equipment, design and people necessary to support the event across the 4 rooms mentioned earlier in the brief. | Quality | 35% |
| Evidence of previous work | Evidence of delivering similar sized conferences, demonstration of delivering quality work on such events. Demonstration of the intend way of working with UK Sport in a flexible and collaborative approach. Innovative design and delivery, bringing an added dimension to PLx and the PLx Awards evening. | Quality | 25% |
| Price of service | ?1) Costs to provide Audio Visual, Design and support at PLx 2025 at The Queens Hotel Leeds across the 4 rooms being used 2) Please provide an outline rate card for roles of individuals you would anticipate supporting this event 3) Any added value services offered | Price | 20% |

| Name | Description | Type | Weighting |
|-------------------------|---|---------|-----------|
| ?Sustainability and EDI | ?The appointed must provide demonstrable evidence of their commitment to create Social Value, by improving environmental sustainability and driving the EDI agenda. ?Please outline the ways in which your organisation aims to: ?Reduce negative environmental impact and drive net positive impact ?Drive the EDI agenda | Quality | 20% |

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

[PLx Awards 2025 Audio Visual Support FAQs.docx](#)

Contracting authority

THE UNITED KINGDOM SPORTS COUNCIL

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- Public Procurement Organisation Number: PDHV-6143-RRMX

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United Kingdom

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Organisation type: Public authority - central government