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Tender

Top Apprenticeship Employer Rankings 26-27 Preliminary market engagement notice

Department for Education

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

Notice identifier: 2025/S 000-054726

Procurement identifier (OCID): ocids-h6vhtk-05843f

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Scope

Description

The DfE is seeking to engage parties who are interested in bidding to deliver Top Apprenticeship Employer Rankings for 2026 and 2027.

The DfE are looking for an end-to-end Top 100 Apprenticeship Employer (and Top 50 SME employers) - Entries & Administration supplier, that includes:

- Management of Top 100 Apprenticeship Employer rankings.
- Confirm entry criteria and application process.
- Quality assurance of all entries and across the whole application process.
- Compile final rankings and all associated resources.
- Analyse and prepare detailed evaluation and data reports.

- Design and Management of content and celebration events.
- Develop and deliver 2-year activities, research, and benchmarking reports.
- Develop and deliver webinars for employers and individuals and support promotional activities.

The DfE is keen to maximise opportunities to participate in procurement for Small to Medium-sized Enterprises (SMEs) and Voluntary, Community and Social Enterprises (VCSEs). Consideration will also be given to consortia and collaborative bids from all forms of organisations.

Total value (estimated)

- £316,666.67 excluding VAT
- £380,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 December 2025 to 30 November 2026
- Possible extension to 30 November 2027
- 2 years

Description of possible extension:

The contract has the option to extend for 1 year.

Main procurement category

Services

CPV classifications

- 79952000 - Event services

Participation

Legal and financial capacity conditions of participation

Suppliers must demonstrate that they have the legal and financial capacity to perform the contract. This includes:

Being a legally registered entity with the authority to enter into a contract.

Not being subject to any mandatory exclusion grounds under the Procurement Act 2023.

Demonstrating financial stability by completing the relevant sections of the Standard Selection Questionnaire (SQ) provided in the eTendering Portal.

These conditions are assessed on a pass/fail basis and are proportionate to the nature and value of the contract.

Technical ability conditions of participation

A detailed service specification outlining the full scope, requirements, and expectations of this contract is available via the eTendering Portal. Interested suppliers must review this document in full before submitting a response, as it forms a key part of the procurement documentation.

Particular suitability

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

Submission

Enquiry deadline

19 September 2025, 5:00pm

Tender submission deadline

3 October 2025, 11:59pm

Submission address and any special instructions

<https://education.app.jaggaer.com/web/login.html>

The procurement will take place on the DfE Jaggaer system. Please register an account and search for ITT_3681 where the procurement documents will be stored and your tender response can be submitted.

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

10 November 2025

Award criteria

Name	Description	Type	Weighting
Commercial Evaluation	For the Commercial Envelope, bidders are asked to complete the Excel attachment within titled "Pricing Schedule". This must be completed fully for your bid to be considered.	Price	30%
Presentation	For the Commercial Envelope, bidders are asked to complete the Excel attachment within titled "Pricing Schedule". This must be completed fully for your bid to be considered.	Quality	20%
Quality Assurance	For the Commercial Envelope, bidders are asked to complete the Excel attachment within titled "Pricing Schedule". This must be completed fully for your bid to be considered.	Quality	12.5%
Delivery & Project Management	For the Commercial Envelope, bidders are asked to complete the Excel attachment within titled "Pricing Schedule". This must be completed fully for your bid to be considered.	Quality	12.5%

Name	Description	Type	Weighting
Resources	For the Commercial Envelope, bidders are asked to complete the Excel attachment within titled "Pricing Schedule". This must be completed fully for your bid to be considered.	Quality	10%
Social Value	For the Commercial Envelope, bidders are asked to complete the Excel attachment within titled "Pricing Schedule". This must be completed fully for your bid to be considered.	Quality	10%
Objectives	For the Commercial Envelope, bidders are asked to complete the Excel attachment within titled "Pricing Schedule". This must be completed fully for your bid to be considered.	Quality	5%

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Contracting authority

Department for Education

- Public Procurement Organisation Number: PDZG-3487-DPVD

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London

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United Kingdom

Email: Core.procurement@education.gov.uk

Region: UKI32 - Westminster

Organisation type: Public authority - central government