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Tender

BFI London Film Festival Gala Production and Reception Management

British Film Institute

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

Notice identifier: 2025/S 000-071164

Procurement identifier (OCID): ocids-h6vhtk-05dab6

Published 5 November 2025, 10:53am

Scope

Reference

2025/454

Description

Gala Venue Cinema Build and Fit Out - Project Management of the installation of screen, draping, sound and broader fit-out are all within the scope of this contract. Projection of screenings throughout the festival is managed by BFI in-house technical teams.

Red Carpet Cinema and Event Production - Across the duration of the 12 days, the festival hosts between 22 and 26 red carpet premieres at our partner gala venue, Southbank Centre's Royal Festival Hall, and occasionally, broader festival venues. The red carpet events feature UK, European and World premieres with on-stage A-list talent introductions. A number of the red carpet premieres are sponsored or in association with the festival's partners.

Opening and Closing Night Receptions - The Opening and Closing Nights of the Festival are formal red carpet Gala evenings held at Southbank Centre's Royal Festival Hall, or a

venue of similar size and scale, featuring a European or World Premiere of an international prestigious film, followed by a reception at a landmark London venue.

Sponsored Gala Receptions - A number of our Sponsored Headline Galas come with pre or post-screening Receptions for c350-500 high-profile guests. These typically run from c 18:00 - 19:30 OR 20:00-00:00 and include drinks, canapés, a DJ and light venue dressing.

Total value (estimated)

- £280,000 excluding VAT
- £336,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 2 April 2026 to 1 April 2028
- Possible extension to 31 March 2029
- 2 years, 11 months, 29 days

Description of possible extension:

One year extension available.

Main procurement category

Services

CPV classifications

- 79342200 - Promotional services
- 79952000 - Event services
- 79952100 - Cultural event organisation services

Contract locations

- UKI - London

Submission

Enquiry deadline

21 November 2025, 12:00pm

Submission type

Requests to participate

Deadline for requests to participate

28 November 2025, 12:00pm

Submission address and any special instructions

<https://in-tendhost.co.uk/bfi/asp/Home>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

20 March 2026

Recurring procurement

Publication date of next tender notice (estimated): 2 May 2029

Award criteria

| Name | Description | Type |
|--------------------|--|-------|
| Simple description | PSQ Stage - Pass/Fail questions and Technical Questions ITT Stage - Tender Specific Questions See PSQ for details. | Price |

Weighting description

PSQ Stage - Pass/Fail questions and Technical Questions

ITT Stage - Tender Specific Questions

See PSQ for details.

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Competitive flexible procedure

Competitive flexible procedure description

PSQ Stage and then ITT Stage.

Documents

Associated tender documents

<https://in-tendhost.co.uk/bfi.aspx/Home>

Please register and log in there to obtain all documentation.

Contracting authority

British Film Institute

- Charity Commission (England and Wales): 287780

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LONDON

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United Kingdom

Email: graham.bellas@bfi.org.uk

Region: UKI31 - Camden and City of London

Organisation type: Public authority - sub-central government