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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, 30 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

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## **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

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## 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.

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## Other information

### Conflicts assessment prepared/revised

Yes

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## Procedure

### Procedure type

Competitive flexible procedure

### Competitive flexible procedure description

PSQ Stage and then ITT Stage.

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## 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

W1T 1LN

United Kingdom

Email: [graham.bellas@bfi.org.uk](mailto:graham.bellas@bfi.org.uk)

Region: UKI31 - Camden and City of London

Organisation type: Public authority - sub-central government