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Tender

City of London Police Training Venue Hire (ECCA)

The Mayor and Commonalty and Citizens of the City of London

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

Notice identifier: 2025/S 000-077780

Procurement identifier (OCID): ocds-h6vhtk-05ea5f

Published 27 November 2025, 3:34pm

Scope

Description

This tendering exercise is being undertaken using the electronic tendering system 'City of London Corporation Sourcing & Contracts Portal' (<https://cityoflondon.ukp.app.jaggaer.com/>). Suppliers will need to register an interest on the system in order to participate and registration is free.

This procurement relates to the hire of commercial training venues for use by the Economic Crime and Cyber Academy predominantly in the City of London.

The aim of this procurement project is to identify a commercial venue provider that meets the ECCA's requirements for high quality venues and first-class customer service. The ECCA has been providing training services to law enforcement, government departments and private organisations for many years and has an excellent reputation for the delivery of its training, thus, high quality training venues are intrinsic to the product provided. This procurement relates to the hire of commercial training venues for use by the Economic Crime and Cyber Academy at locations across the UK that are near cities such as Birmingham, Liverpool, Leeds, Manchester, Bristol and London. All venues must have good transport links.

There is no requirement to provide overseas venues. The requirement is for at least one London venue and two other locations across the UK. The failure to provide the minimum

number of requested venues will result in disqualification from the process. Multiple rooms are required within each venue.

The ECCA is therefore seeking high quality venues for education and training with purpose-built classrooms varying in size depending on the number of delegates attending the course. The usual optimum number of delegates is 12, although this can be extended to 14. There will be up to 2 trainers present as well. Smaller breakout rooms are also desirable when required.

The contract duration is for 1-year, with the option to extend for 3 further years, in 1-year increments. Therefore the contract duration is 4 years.

Total value (estimated)

- £1,040,000 excluding VAT
- £1,248,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 April 2026 to 31 March 2028
- Possible extension to 30 March 2030
- 3 years, 11 months, 30 days

Description of possible extension:

This agreement will be for a period of 4 years with the option to extend the contract for a further 3 years, in 1-year increments.

Main procurement category

Services

CPV classifications

- 80520000 - Training facilities

Contract locations

- UK - United Kingdom

Participation

Legal and financial capacity conditions of participation

As set out in the tender documents.

Technical ability conditions of participation

As set out in the tender documents.

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

6 January 2026, 12:00pm

Tender submission deadline

13 January 2026, 12:00pm

Submission address and any special instructions

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Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

4 March 2026

Award criteria

Name	Description	Type	Weighting
Commercial	Suppliers commercial responses will be evaluated against total contract cost per room and cost per delegate.. The commercial evaluation methodology is set out in the tender documents.	Price	55%
Technical	Questions broken up to Quality total 100% overall. Score will be multiplied by the overall weighting (30%) to achieve the weighted score. Suppliers will be required to submit responses to a number of sub-weighted questions relating to the requirements of the department at the City of London Police relating to this procurement (venue hire).	Quality	30%
Responsible Procurement	Questions broken up to Quality total 100% overall. Score will be multiplied by the overall weighting (15%) to achieve the weighted score. Suppliers will be required to submit responses to set out how they will deliver against a chosen option from the City of London Corporation Social Value menu. The Social Value menu is provided withn the tender documents.	Quality	15%

Other information

Payment terms

As set out within the tender documents.

Applicable trade agreements

- Government Procurement Agreement (GPA)

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Justification for not publishing a preliminary market engagement notice

Suppliers already known to the organisation via a previous inhouse bokoing system and procurement.

Contracting authority

The Mayor and Commonalty and Citizens of the City of London

- Public Procurement Organisation Number: PYQD-1693-MYXR

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Organisation type: Public authority - sub-central government