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Tender

2025-054 Public Affairs Support

Ofgem

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

Notice identifier: 2025/S 000-077998

Procurement identifier (OCID): ocds-h6vhtk-0590b9 ([view related notices](#))

Published 28 November 2025, 11:07am

Scope

Reference

2025-054

Description

Ofgem require support within their External Affairs team in Wales specifically, as well as wider GB with the development and delivery of public affairs. This requires on the ground support in Wales through an agency with Welsh-specific knowledge and insight in order to increase engagement in the nation.

In addition, wider capacity gaps in the team have created a need for additional support from an external organisation to help with public affairs in Great Britain (GB) more broadly. This covers both delivery work and strategic insight in order to help the internal team broaden and strengthen relationships with policymakers and increase their awareness and understanding of Ofgem's work.

Further information can be found in the attached 2025-054 ITT document.

Total value (estimated)

- £205,000 excluding VAT
- £247,800 including VAT

Above the relevant threshold

Contract dates (estimated)

- 5 March 2026 to 4 March 2027
- Possible extension to 4 March 2028
- 2 years

Description of possible extension:

Up to 12 months.

Main procurement category

Services

CPV classifications

- 73000000 - Research and development services and related consultancy services

Contract locations

- UK - United Kingdom
-

Participation

Legal and financial capacity conditions of participation

As detailed within the tender documentation.

Technical ability conditions of participation

As detailed within the tender documentation.

Particular suitability

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

Submission

Enquiry deadline

9 January 2026, 12:00pm

Tender submission deadline

16 January 2026, 12:00pm

Submission address and any special instructions

<https://www.mytenders.co.uk>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

18 February 2026

Award criteria

Name	Type	Weighting
Technical Section	Quality	90.00%
Commercial Section	Price	10.00%

Other information

Payment terms

Ofgem must pay the supplier any Charges within 30 (thirty) days of receipt by Ofgem of a valid, undisputed invoice, in cleared funds using the payment method and details stated in the Order Form. The supplier must be in receipt of a valid PO number before submitting an invoice.

Payment will be made via BACS to the bank details provided by the supplier.

If there is a dispute between the Parties as to the amount invoiced, the Authority shall pay the undisputed amount. The Supplier shall not suspend the provision of the Deliverables unless the Supplier is entitled to terminate the Contract for a failure to pay undisputed sums in accordance with clause 9.6 of the terms and conditions document attached with the tender.

Description of risks to contract performance

1. Performance Risks

Quality control failures leading to non-compliance.

Delays in project milestones due to poor planning or unforeseen issues.

2. Operational Risks

Staff shortages or high turnover affecting service continuity, so may require the contract longer than anticipated.

3. Compliance & Regulatory Risks

Changes in legislation or standards during the contract term.

Applicable trade agreements

- Government Procurement Agreement (GPA)

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Reduced tendering period

Yes

Qualifying planned procurement notice - minimum 10 days

Documents

Associated tender documents

https://www.mytenders.co.uk/Authority/NoticeBuilder/NoticeBuilder_FileDownload.aspx?id=622430

2025-054 Public Affairs Support Ofgem ITT Document

Contracting authority

Ofgem

- Public Procurement Organisation Number: PWXD-5991-LZZP

10 South Colonnade

London

E14 4PU

United Kingdom

Contact name: Kay Meehan

Email: procurement2@ofgem.gov.uk

Website: <http://www.ofgem.gov.uk>

Region: UKI42 - Tower Hamlets

Organisation type: Public authority - sub-central government