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Tender

## Webinar programme support

Transport Focus

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

Notice identifier: 2025/S 000-082695

Procurement identifier (OCID): ocds-h6vhtk-05f53f ([view related notices](#))

Published 12 December 2025, 5:44pm

## Scope

## Reference

WebinarDec25

## Description

Background:

With the introduction of the Rail Reform Bill into Parliament and the likely creation of a new Passenger Watchdog, it is an important time for the rail industry and wider public transport sectors to look forward and consider how these reforms can best benefit the travelling public. Transport Focus is proposing to run 2 webinars in the first half of 2026 that will explore key ideas and challenge stakeholders to deliver reform that is truly customer centric.

We are seeking support to develop these webinars' programmes (speakers, key themes) and deliver short supporting documents on their outcomes and recommendations. The subject of the webinars will be broadly 'creating a customer centric railway' and 'what does good integrated local transport look like' (note these are working titles and subject to change).

### Specification/ deliverables

- The provider will work with Transport Focus to design the programme, developing overall concepts, themes and learning objectives for each webinar, aligned with Transport Focus priorities and audience needs.
- The provider will support development of presentation materials, with guidance on key messages and clarity.
- The provider will likely speak at the event and support Transport Focus in identifying and briefing other speakers.
- The provider will draft a short 'think piece' item for publication afterwards, summarising the key themes from each webinar.

### Webinar objectives

- Stimulate thought provoking conversations on significant topics affecting transport users now and in the future.
- Influence policymakers, operators and other stakeholders by highlighting evidence and ideas that can shape forthcoming policy and operational decisions.
- Introduce new concepts, models and frameworks that help stakeholders re-imagine how rail and wider transport could be improved for the benefit of users.
- Build the profile of Transport Focus as a thought leader.

### Out of scope

- The webinars will be hosted and publicised by Transport Focus.

### **Total value (estimated)**

- £5,000 excluding VAT
- £6,000 including VAT

Below the relevant threshold

### **Contract dates (estimated)**

- 15 January 2026 to 15 July 2026
- Possible extension to 15 October 2026
- 9 months, 1 day

Description of possible extension:

If webinar programme is delayed or further support with webinars required.

### **Main procurement category**

Services

### **CPV classifications**

- 79400000 - Business and management consultancy and related services
- 79900000 - Miscellaneous business and business-related services
- 98110000 - Services furnished by business, professional and specialist organisations
- 98300000 - Miscellaneous services

### **Contract locations**

- UK - United Kingdom

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### **Participation**

## **This procurement is reserved for**

- UK suppliers
- Small and medium-sized enterprises (SMEs) and voluntary, community and social enterprises (VCSEs)

## **Conditions of participation**

### Supplier Requirements

- Experience designing, running and participating in webinars or similar public events.
- Strong knowledge of the British public transport sector, in particular rail and bus, international knowledge/ experience also welcomed.

## **Particular suitability**

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

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## **Submission**

### **Enquiry deadline**

18 December 2025, 11:59pm

### **Tender submission deadline**

23 December 2025, 11:59pm

## **Submission address and any special instructions**

Please submit tenders to:

[procurementadmin@transportfocus.org.uk](mailto:procurementadmin@transportfocus.org.uk)

## **Tenders may be submitted electronically**

No

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## **Award criteria**

Assessment Methodology:

Relevant expertise and track record (50%)

Quality and clarity of proposed approach (25%)

Value for money (25%)

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## **Procedure**

### **Procedure type**

Below threshold - open competition

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## **Documents**

## Associated tender documents

[Tender document for support delivering webinars.docx](#)

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## Contracting authority

### Transport Focus

- Public Procurement Organisation Number: PGBR-3271-MNXJ

10th floor, 25 Cabot Square

London

E14 4QZ

United Kingdom

Email: [procurementadmin@transportfocus.org.uk](mailto:procurementadmin@transportfocus.org.uk)

Region: UKI42 - Tower Hamlets

Organisation type: Public authority - central government