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Tender

Webinar programme support

Transport Focus

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Notice identifier: 2025/S 000-082695

Procurement identifier (OCID): ocds-h6vhtk-05f53f

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

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)

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

Tenders may be submitted electronically

No

Award criteria

Assessment Methodology:

Relevant expertise and track record (50%)

Quality and clarity of proposed approach (25%)

Value for money (25%)

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

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

Contracting authority

Transport Focus

- Public Procurement Organisation Number: PGBR-3271-MNXJ

10th floor, 25 Cabot Square

London

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United Kingdom

Email: procurementadmin@transportfocus.org.uk

Region: UKI42 - Tower Hamlets

Organisation type: Public authority - central government