

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/085123-2025>

Contract

## **Internal Communications and Staff Engagement support services**

The Mayor and Commonalty and Citizens of the City of London

UK7: Contract details notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-085123

Procurement identifier (OCID): ocds-h6vhtk-05fae1

Published 19 December 2025, 4:45pm

### **Scope**

### **Description**

Internal Communications and Staff Engagement support services, as an extension of existing work, focused on finalising and rolling out the internal communications framework so it is fully embedded across the organisation, and ensuring a smooth handover to a new communications officer. This includes creating guidance materials, monitoring and refining the framework, delivering key internal communications activities, and providing training to enable continuity.

---

### **Contract 1**

## **Supplier**

- Catherine von Altheer

## **Contract value**

- £95,300 excluding VAT
- £114,360 including VAT

Below the relevant threshold

## **Date signed**

28 November 2025

## **Contract dates**

- 4 December 2025 to 31 March 2026
- 3 months, 28 days

## **Main procurement category**

Services

## **CPV classifications**

- 79414000 - Human resources management consultancy services
-

## Procedure

### Procedure type

Below threshold - without competition

---

## Supplier

### Catherine von Altheer

18 Lime Court, 33 Trinity Close

London

E11 4RX

United Kingdom

Email: [vonaltheer@outlook.com](mailto:vonaltheer@outlook.com)

Region: UKI53 - Redbridge and Waltham Forest

Small or medium-sized enterprise (SME): No

Voluntary, community or social enterprise (VCSE): No

Contract 1

---

## Contracting authority

## **The Mayor and Commonalty and Citizens of the City of London**

- Public Procurement Organisation Number: PYQD-1693-MYXR

PO Box 270

City of London

EC2P 2EJ

United Kingdom

Telephone: 020 7606 3030

Email: [Ajibola.Akingbade@cityoflondon.gov.uk](mailto:Ajibola.Akingbade@cityoflondon.gov.uk)

Website: <https://www.cityoflondon.gov.uk>

Region: UKI43 - Haringey and Islington

Organisation type: Public authority - sub-central government