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Tender

Local democracy resources pack for councillors visiting education settings

Local Government Association (LGA)

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

Notice identifier: 2025/S 000-085359

Procurement identifier (OCID): ocds-h6vhtk-05fb76

Published 22 December 2025, 12:22pm

Scope

Reference

LDRPCES

Description

The LGA is a national membership body for local authorities. Our core membership is made up of English and Welsh councils through the Welsh LGA. However, it should be noted that this is a joint project across all four UK Nations through the Northern Ireland LGA, Convention for Scottish Local Authority and Welsh LGA. The lead commissioning and contracting organisation is the LGA. The four associations recently recommitted to working together on Civility in public life, including upholding debate and free speech, including criticism, as the cornerstone of a healthy democracy and tackling abuse and intimidation aimed at all in public life. This project will deliver resources to support councillors to make school visits, supporting our aims of improving democratic understanding in school-age children. This project aims to develop a resource pack for councillors from all four nations going into education settings to explain their role and the role of the council.

Total value (estimated)

- £4,000 excluding VAT
- £4,800 including VAT

Below the relevant threshold

Contract dates (estimated)

- 26 January 2026 to 31 March 2026
- Possible extension to 30 June 2026
- 5 months, 6 days

Description of possible extension:

If needed extension is subjected to discussion.

Main procurement category

Services

CPV classifications

- 73000000 - Research and development services and related consultancy services

Participation

This procurement is reserved for

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

Enquiry deadline

16 January 2026, 5:00pm

Tender submission deadline

21 January 2026, 11:59pm

Submission address and any special instructions

<https://app.panacea-software.com/LGA-Sourcing/eRFX-Suppliers/Open.aspx?requirementId=43b61545-c88e-4d44-8b8f-80ec90b04051>

Tenders may be submitted electronically

Yes

Award criteria

The evaluator[s] will allocate scores in accordance with the scoring scale in paragraph 12.8 of the RFQ document and the award criteria published in this document. Once the quality and price scores have been allocated, the resulting quality and price scores will be combined according to their % level for each Bidder to produce a final overall score for that Bidder. The successful Bidder will be the one that submits the highest scoring overall Quotation.

Procedure

Procedure type

Below threshold - open competition

Special regime

Light touch

Contracting authority

Local Government Association (LGA)

- Companies House: 11177145

18 smith square

london

sw1p 3hz

United Kingdom

Email: Jessica.Norman@local.gov.uk

Region: UKI32 - Westminster

Organisation type: Public authority - sub-central government