

## ADVERT EXPRESSION OF INTEREST (EOI)

### CONTRACT OPPORTUNITY

Historic Royal Palaces (HRP) is a registered charity, responsible for the care, conservation, and presentation of HM Tower of London (TOL), Hampton Court Palace (HCP), Kensington Palace State Apartments, (KP) the Banqueting House at Whitehall (BH), Kew Palace (KEW) and Hillsborough Castle and Gardens, (HCG) the official residence of HM The King in Northern Ireland and residence of the Secretary of State for Northern Ireland.

HRP is an independent charity, receiving no government funding and derives its income principally from admissions, retail, licensing, commercial events, sponsorship and support from donors and members.

HRP is a charity for everyone. We are committed to preserving and sharing the stories of our six magnificent palaces and making them accessible to all. Through partnerships, innovation, and storytelling, we strive to break down barriers, inspire curiosity and stir the spirit in people of all ages and backgrounds.

### INVITATION TO TENDER DETAILS

#### THE WINTER PALACE – CHRISTMAS AT HAMPTON COURT PALACE 2026-2028

We are running a tender process with the intention of awarding a contract for the provision of a **Creative Partner for Development and Production** and are inviting suitably experienced / qualified organisations to tender.

This procurement will follow public procurement regulations (Procurement Act 2023) and will be a two-stage procurement.

Stage 1 – Expressions of Interest and Procurement Specific Questionnaire

Stage 2 – Invitation to Tender (shortlisted suppliers only)

**Event Dates:** Christmas period – 2026, 2027, 2028.

#### HRP's requirements:

Historic Royal Palaces is tendering for a **Creative Partner for Development and Production** of our Christmas Experience at Hampton Court Palace (HCP).

We are looking to develop a new high-quality multi-generational event that will establish Hampton Court Palace as an essential component of visitors' Christmas tradition.

Specifically, we are looking for a creative partner who can design and deliver all elements of this experience. Including but not limited to: decorative scheme, large scale 3D installations, interactive activities, live performance, digital/AV.

Please refer to the draft Specification of Requirements which is subject to update and revision for full details

Please ensure you have completed the full Procurement Specific Questionnaire as part of your stage 1 submission.

#### Budget:

The value of the contract is estimated at £1,401,000 over 3 years.

#### Exclusion criteria:

Please refer to the Procurement Specific Questionnaire for our conditions of participation and qualifying questions.

#### Responses to Invitation to Tender:

All responses to the tender must be received by HRP by **15th August 2025 at 5.00pm** and

must be submitted electronically via our E-tendering system – Delta.  
Suppliers can register here <https://www.delta-esourcing.com/register/>

**Delta Registration:**

Suppliers will need to register on Delta in order to participate in the tender process.

The Access Code for this tender box is **P886U7972W**

Should any Tenderer experience issues with registering or using the Delta service, please contact the Delta Helpdesk on 0800 923 9236.

**Central Digital Platform Registration:**

You must also register on the government's Central Digital Platform [www.gov.uk/find\\_tender](http://www.gov.uk/find_tender) (you only need to do this once). Instructions can be found within the attached documentation

**Tender documents:**

The tender process will be available through HRP's e-tendering system, Delta e-Sourcing.

Tender documents will be made available to all on Delta.

Documents are planned to be issued on w/c 18<sup>th</sup> August 2025

For the avoidance of doubt HRP reserves the right to negotiate the contractual terms with any preferred supplier(s) or not to award a contract