

**COMMONWEALTH SECRETARIAT**

**MARLBOROUGH HOUSE, PALL MALL, LONDON SW1Y 5HX**

***IN STRICT COMMERCIAL CONFIDENCE***

**Expression of Interest (EoI) for the provision of a**

**Commonwealth Event Management Application**

**March 2025**

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| **Secretariat Reference Number:** | **655-2025** |
| **Return Date:** | **12 Noon 20th March 2025** |
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| **Estimated Contract Award:**  | **May 2025** |
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| **e-procurement portal:**  | [**https://in-tendhost.co.uk/thecommonwealth/aspx/Home**](https://in-tendhost.co.uk/thecommonwealth/aspx/Home) |

**EXPRESSION OF INTEREST (EOI)**

The Commonwealth Secretariat (the “Secretariat”) seeks information on your capability and capacity to provide the services detailed below. Please provide your response to this request for expressions of interest in your preferred format. Your response is to be returned via the Commonwealth Secretariat’s e-procurement portal: <https://in-tendhost.co.uk/thecommonwealth/aspx/Home>.

**Please Note**: The supplier guidance document to **registering on the e-procurement portal** is available on the Commonwealth Secretariat’s [**tendering site**](https://tenders.thecommonwealth.org/aspx/BuyerProfiles) - and accessible to all pre-registration.

If you encounter any issues when registering on the Commonwealth Secretariat’s e-tendering portal, please contact Customer Support at: email: **Support@in-tend.co.uk** / please cc: **procurement@commonwealth.int**

**Any supplier who does not respond to this EOI by the return date stated below may be excluded from the bidding process for this project.**

Please advise if you are interested in bidding for this opportunity by submitting your formal response to this EOI.

If you are not interested in bidding, please provide reason(s) as this will be valuable feedback.

**PROCUREMENT TIMETABLE**

**EOI return date: 12 Noon 20 March 2025**

Any supplier who does not respond to this EOI within the stipulated timescales may be excluded from the bidding process for this project**.** Any clarification questions pertaining to this EOI must be submitted via the e-tendering portal (<https://in-tendhost.co.uk/thecommonwealth/aspx/Home>) by 5 pm 14 March 2025.

**BACKGROUND TO THE REQUIREMENT**

**Base location of services to be delivered:** Virtual, London, United Kingdom

**Commonwealth Secretariat overview:**

The Secretariat is an international organisation established by Agreed Memorandum, which is given privileges and immunities under the domestic law of the United Kingdom by the Commonwealth Secretariat Act 1966 (as amended by the International Organisations Act 2005). Under this legislation, the Secretariat is not subject to UK jurisdiction and enforcement. Further information on the Secretariat can be found at: <http://thecommonwealth.org/>

This status has an impact on some of the standard terms and conditions of contract (see [Terms and Conditions | Commonwealth](https://thecommonwealth.org/terms-and-conditions)). In particular, we draw your attention to our dispute resolution clause, which refers disputes to the exclusive jurisdiction of the Commonwealth Secretariat Arbitration Tribunal (CSAT). The 8 members of the Tribunal are selected by the Board of Governors and come from Commonwealth member countries. CSAT is located in London, United Kingdom. Information about CSAT, including its governing statute and procedure are available on its website at <http://thecommonwealth.org/tribunal>.

The Secretariat implements decisions agreed by 56 Heads of Government and Ministers through advocacy, consensus–building, information sharing, analysis, technical assistance, capacity-building, and advice on policy development.

**Purpose of this Expression of Interest**

The Commonwealth Secretariat seeks to hear from suppliers who are interested in providing a Commonwealth Event Management Application to support the Secretariat’s meetings and events.

Given the scale and importance many Commonwealth meetings and events, efficient event management is crucial to ensure seamless and productive experience for all attendees. The Commonwealth Event Management Application should be designed to enhance the management and engagement of participants.

The application should enable seamless event organisation for three different tiers of stakeholders: organisers, staff, and participants. This includes: schedule management for organisers, staff and invited participants; the accreditation of invited participants, on-the-ground registration of participants and their engagement; management of staff assignments and deadlines; information management (i.e. provision of guidance maps, links to service providers for accommodation, live local transport updates, local airport updates, local restaurants and tourist attractions etc.); offline usage and option to download relevant documents; live alerts and push notifications; live streaming and playback; pre and post-event communication between stakeholders and participants; web application version for management and content addition by the administrators and Commonwealth Secretariat staff; and mobile versions for iOS and Android which would be used by participants of the events and meetings.

One such use of the application will be for the Commonwealth Heads of Government Meeting (CHOGM) 2026 in Antigua and Barbuda. The Commonwealth Heads of Government Meeting (CHOGM) is a biennial meeting of governmental leaders from all Commonwealth nations. It serves as a platform for discussing global and Commonwealth-specific issues, fostering international cooperation, and reinforcing shared values and goals. First held in 1971, CHOGM has evolved into a significant event, drawing leaders, policymakers, and delegates from across the globe.

This EOI aims to identify potential capable suppliers who can provide either off-the self or bespoke event management solutions that align with the operational requirements of the Commonwealth’s events and meetings. The findings from this EOI will help determine the best procurement approach for the formal tender process.

**Estimated procurement start date:**  April 2025

**Estimated Contract start date:** May 2025

**Length of contract:** Three years contract plus two annual renewals.

Please note the above timescales are indicative only. This timetable may be subject to change at short notice.

**Confidentiality requirements:**Suppliers will be required to sign a Non-Disclosure Agreement (NDA) before engaging in further discussions.

**Budget range:**Not Applicable. Awaiting expressions of interest

**RIGHT TO CANCEL OR VARY THIS EOI**

The Secretariat reserves the right to: amend, clarify, or cancel any part of this EOI at any time.