EXPRESSIONS OF INTEREST

|  |  |  |  |
| --- | --- | --- | --- |
| Service | **Cultural and Economic Services – programme of events** | Our Ref | **LLTC-2021-CE/VC/2021Production Management** |
| Details:  Leighton-Linslade Town Council wishes to receive expressions of interest for the production management of its diverse annual programme of outdoor community events.  Interested parties must be available for delivery on the following dates in 2022 which are repeated, thereabouts, annually:   * Wednesday 27th April - Business Network Event * Sunday 5th June (Queen’s Jubilee weekend) - Big Lunch * Sunday 5th June to Sunday 4th September - Music in the Park * Saturday 30th July - Canal Festival * Saturday 10th September - Last Night of the Proms & Picnic in the Park * Friday 25th to Sunday 27th November - Christmas Lights Switch On * TBC – Decided annually, a limited number of small ad hoc events as identified.   Interested parties must be able to demonstrate a minimum of 7 years-experience in pre-planning and delivery of a diverse programme of events.  Tenders will only be accepted from contractors able to commit to a minimum of 6-months’ notice period by either party to protect the delivery of the events.  The contract is targeted to commence on 1st April 2022.  The contract length will be 1 year with the option to extend by up to a further 2 years on a one plus one year basis, following a contract review.  The available annual budget is £26,500. | | | |

To ensure that time isn't wasted on engaging with suppliers who haven't the skills or experience in the delivery of large outdoor community events in a variety of locations, officers are asking for the tender to be limited to production management companies who have a minimum of 7 years-experience in pre-planning and delivery of a diverse programme of events.

Prospective contractors must be prepared to provide details of client organisations willing to act as referees (no references will be provided by Leighton-Linslade Town Council).

Applications are welcome from single organisations or consortia from the public, private and voluntary/community sector.

Deadline for receipt of Expressions of Interest and completed Pre-Qualifying Questionnaire (PQQ) is **Monday 25th October 2021 at noon.**

To express an interest, please register by emailing the Head of Cultural and Economic Services, Ms. Vivien Cannon, [vivien.cannon@leightonlinslade-tc.gov.uk](mailto:mark.saccoccio@leightonlinslade-tc.gov.uk) and include your completed Pre-Qualification Questionnaire in your communication.