



BRADFORD 2025

UK City of Culture

Bradford 2025 UK City of Culture Requests for Proposals (RFP) Box Office & Information Hub

Introduction

Bradford Culture Company (BCC) operating as Bradford 2025 (the Company) is seeking to appoint a suitably experienced and qualified contractor (the Provider) to refurbish existing office space to create a Box Office and Information Hub. This will be the main public facing touchpoint for the Bradford 2025 UK City of Culture. The Hub/Box Office will provide signposting to the many activities and events, ticketing, and merchandise.

BCC would like to invite interested providers to tender for this business.

Providers must meet BCC's procurement objectives:

- To ensure that procurement activities reflect BCC's approach to transparency, sustainability, value for money and equality, diversity, and inclusion.
- To ensure BCC's commitment to the communities of Bradford is reflected in the procurement process.
- To ensure BCC's duty to its funders to deliver best value for money.
- To ensure compliance with relevant laws and regulations.

Scope of work

- Demolition & strip out of hub space.
 - Make good of existing walls and ceiling and replaster.
 - Construct new partitions and add new fire doors.
 - New hold open device to existing doors.
 - Extend heating, cooling and ventilation linked to fire alarm.
 - Construction of moveable merchandise stands.
 - Construction of service counter with knee recess.
 - Specialist digital display screens with graphics and signage.
 - Flooring.
 - Lighting.
 - Back of house worktops and storage.
 - Creation of a prayer room space.
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- Work to be completed by end July 2024.

Contractors will be directed by our architectural lead, and will work alongside our electrical contractor, digital and brand team.

Criteria for Selection

- Previous experience of similar construction and technical specifications.
- Alignment with BCC's procurement objectives.
- Capacity to deliver within timescale.
- Local to Bradford/West Yorkshire.
- Value for money.

How to apply

The deadline for proposals is Monday the 29th of April. We anticipate inviting shortlisted organisations to discuss their proposals in more detail. Site visits can be arranged on Monday the 15th and Wednesday the 17th of April between 1pm and 4pm. Please submit expressions of interest – you will be provided with a link to detailed drawings and scope of work.

Please contact us by email at procurement@bradford2025.co.uk.