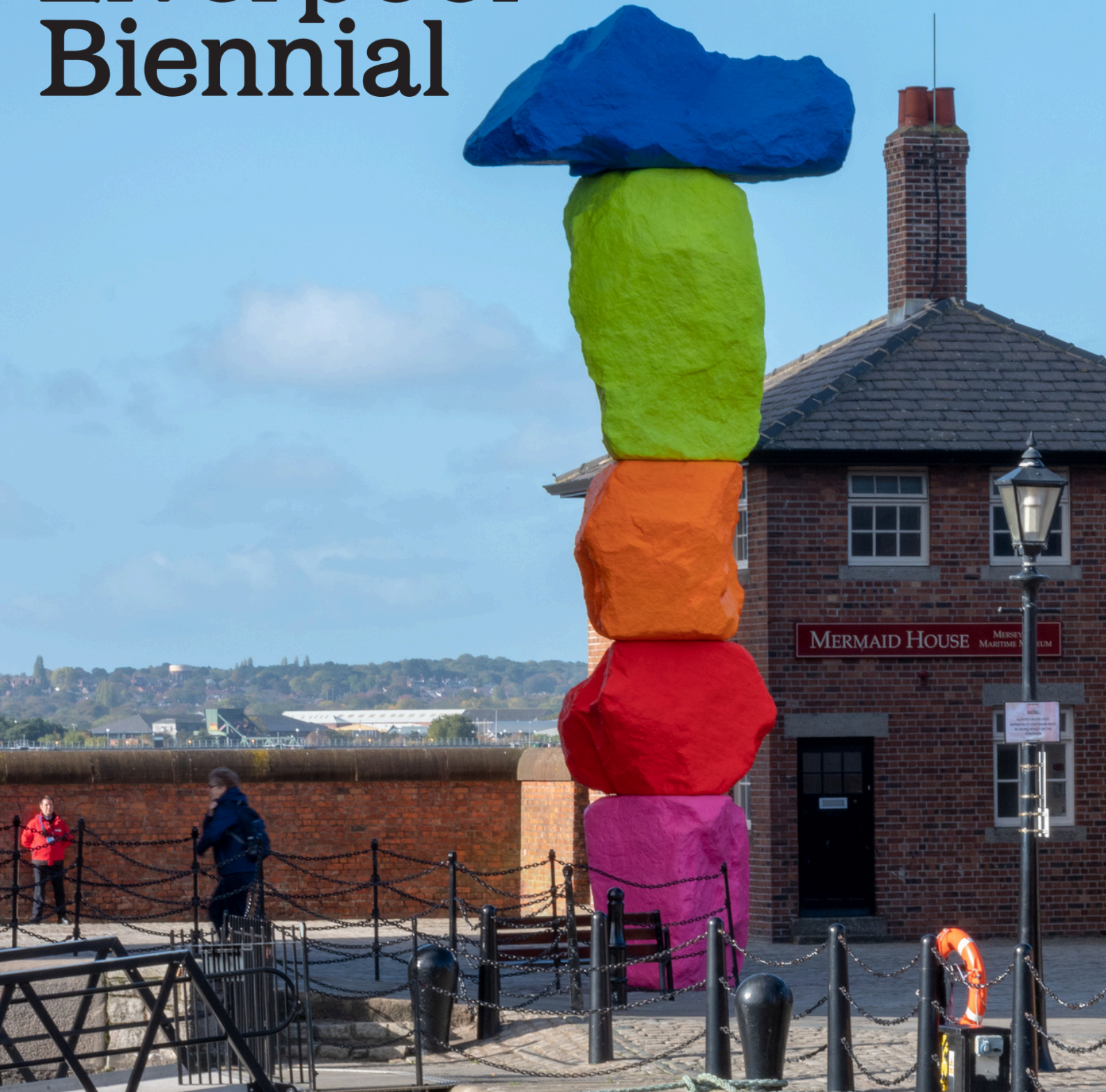


Liverpool Biennial



Production Management
Services Tender

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About Liverpool Biennial

Liverpool Biennial, established in 1998, is the UK's largest free festival of contemporary visual art.

Taking place every two years, Liverpool Biennial connects with artists across the globe, commissioning the best international contemporary art to be shown in an exciting, vibrant, and free festival that takes place across Liverpool in cultural organisations, historic buildings, unexpected places, and outdoor spaces. A dynamic programme of free exhibitions, performances, screenings, community and learning activities and fringe events unfolds over 14 weeks, shining a light on the city's vibrant cultural scene and connecting with audiences locally and globally.

Liverpool Biennial is built on a longstanding commitment to connecting international artists with local practitioners, communities, and the wider public. Since its inception, the Biennial has commissioned 414 new artworks, presented work by over 590 leading artists, delivered 39 collaborative neighbourhood projects, and received over 50 million visits. Permanent public artworks commissioned by Liverpool Biennial include 'Ngialibalibade – to the Lost Myth' by Eleng Luluan (2023), 'Liverpool Mountain' by Ugo Rondinone (2018) and 'Everybody Razzle Dazzle' by Sir Peter Blake (2015).

The 14th edition of Liverpool Biennial will take place from 5 June to 12 September 2027 and will be co-curated by Lucía Sanromán and Aimee Harrison. Bringing together artists and collectives from across the world, the programme will include newly commissioned artworks, loans, performances, participatory projects and public realm installations presented across galleries, museums, outdoor sites and non-traditional venues throughout Liverpool.



Working with us

The appointed supplier will work closely with Liverpool Biennial's Programme Team, which is responsible for the development and delivery of the Biennial festival, year-round commissions, publications and public programme activity.

The Programme Team brings together colleagues working across Programme, Learning and Front of House and collaborates closely with artists, curators, venue partners, contractors and communities to realise ambitious artistic projects across Liverpool and beyond.

As a small and collaborative organisation, Liverpool Biennial works closely with a wide range of local, national and international partners. The successful supplier will be expected to work as an integrated member of the wider project team, collaborating closely with Liverpool Biennial staff, artists, curators, venue partners and external stakeholders throughout the planning, delivery and deinstallation phases of the festival.

The contract will initially be managed by the Head of Programme & Partnerships. Responsibility for the contract will transfer to the Director of Programme & Partnerships in October 2026.



Scope of Works

The appointed supplier will provide production management services to support the planning, delivery, maintenance and deinstallation of Liverpool Biennial 2027. Working closely with Liverpool Biennial staff, artists, curators, venue partners and contractors, the supplier will oversee the technical, operational and health and safety aspects of the festival programme.

The successful supplier will be expected to provide strategic advice, project management and practical delivery support across multiple venues and projects simultaneously.

Works will include, but are not limited to:

Exhibition Planning and Artwork Production

- Providing production management support across all aspects of Liverpool Biennial 2027, including new commissions, artwork loans, public realm installations, performances and events.
- Advising Liverpool Biennial, artists and curators on the feasibility, fabrication and installation of artworks and exhibitions.
- Developing technical solutions for gallery, public realm and found venue installations.
- Supporting project planning, scheduling and delivery across multiple sites.
- Supporting the development and management of production budgets.
- Coordinating production requirements with venue partners, artists and other stakeholders.
- Procuring, appointing and managing specialist contractors and suppliers, including fabricators, technicians, engineers, art handlers and AV providers.
- Advising on sustainable and accessible approaches to production and delivery.

Health and Safety

- Leading on health and safety planning for production and installation activity.
- Preparing and reviewing risk assessments, method statements and associated documentation.
- Ensuring compliance with relevant legislation, regulations and industry best practice.
- Advising on safe working practices across gallery, public realm and non-traditional venues.
- Supporting licensing, permissions and statutory approvals where required.

Installation and Deinstallation

- Planning and coordinating installation and deinstallation activity across all Biennial venues.
- Managing technical and AV requirements for exhibitions, performances and events.
- Coordinating contractors, technicians and specialist suppliers.
- Supervising on-site activity and ensuring safe systems of work are maintained.
- Troubleshooting technical and operational challenges throughout delivery.

Exhibition Maintenance and Operations

- Supporting the development of maintenance plans for commissioned and loaned artworks.
- Advising on operational requirements during the exhibition period.
- Supporting training and briefing of Liverpool Biennial staff and contractors where required.
- Monitoring technical installations and supporting ongoing maintenance throughout the festival.

General Project Management

- Attending planning meetings, site visits and production workshops.
- Maintaining project schedules and production documentation.
- Liaising with artists, artist representatives, lenders, venue partners and other stakeholders.
- Working in accordance with Liverpool Biennial's Equality, Diversity and Inclusion policies, Sustainability Policy and other organisational policies.

Contract Period and Timeline

The contract period will run from September 2026 to October 2027.

The successful supplier will be expected to provide support throughout the planning, delivery and deinstallation phases of Liverpool Biennial 2027.

Liverpool Biennial anticipates that the level of support required will vary throughout the contract period. The anticipated level of resource is currently estimated below with an indicative timeline:

Period	Commitment	Key Activities
Sept 2026 – Jan 2027 (22 weeks)	Approx. 3 days per week	Artist development, venue planning, technical feasibility, budgeting and programme development
Feb 2027 – June 2027 (19 weeks)	Approx. 5 days per week	Procurement, fabrication, contractor management, installation planning and exhibition delivery
June 2027 – Sept 2027 (Festival period)	Approx. 2 days per week	Exhibition maintenance, troubleshooting, event delivery and operational support
Sept 2027 – Oct 2027 (9 weeks)	Approx. 3 days per week	Deinstallation, returns, project close-out and reporting

These figures are provided as an indication of the anticipated level of support required and are intended to assist suppliers in preparing their submissions. They should not be considered a guaranteed commitment.

Suppliers should outline in their submission how they would resource the contract across these phases and ensure continuity of service throughout the project period.

How to respond

Statement

Please provide a statement (maximum four sides of A4) outlining:

- Your organisation's experience delivering production management services for major visual arts exhibitions, festivals, public realm projects or comparable cultural programmes.
- Your experience of working with artists, curators, venues and multiple stakeholders to realise ambitious artistic projects.
- Your experience of managing complex projects across multiple sites simultaneously.
- Your approach to health and safety management.
- Your approach to accessibility and environmental sustainability.
- Your approach to contractor procurement and management.
- Your organisation's capacity to deliver the scope of works during the proposed contract period.
- Details of the proposed team who would be assigned to the contract.
- Up to three relevant case studies.

Supporting Information

Please also provide:

- Examples of relevant previous projects.
- Details of two referees who can comment on your organisation's delivery of comparable projects.
- Evidence of Public Liability Insurance and Professional Indemnity Insurance.

Budget

Liverpool Biennial has allocated a maximum budget of £50,000 (inclusive of VAT) for the delivery of Production Management Services outlined in this tender.

Suppliers are asked to submit their most competitive quotation within this budget envelope and demonstrate how the contract will be resourced throughout the project period.

Your quotation should include:

- Proposed fee structure.
- Day rates for key personnel (where applicable).
- Estimated total contract value.
- Details of any anticipated expenses or additional costs.
- Confirmation of VAT status.

Where VAT is applicable, please present all costs inclusive of VAT.

Liverpool Biennial does not guarantee the volume of work indicated within this specification and reserves the right to amend the scope of services as programme development progresses.

Timeline

Activity	Date
Tender issued	Friday 19 June, 2026
Deadline for clarification questions	Wednesday 15 July, 2026
Tender submission deadline	Midnight Sunday 19 July, 2026
Shortlisted suppliers notified	Thursday 23 July, 2026
Supplier presentations	Wednesday 29 July, 2026
Contract award	Monday 3 August, 2026
Contract commencement	Tuesday 1 September, 2026

Please submit your response and supporting documents to emma@biennial.com by midnight on Sunday 19 July 2026. Shortlisted suppliers will be invited to give a presentation to the Liverpool Biennial team on Wednesday 29 July 2026.

For any queries or clarifications regarding the tender process or scope of works, please contact Emma Sumner, Head of Programmes and Partnerships, emma@biennial.com by Wednesday 15 July 2026. Please note that Emma will be on annual leave from 26 June to 5 July 2026 inclusive and will return to the office on 6 July 2026. Responses may be delayed during this period.

Liverpool Biennial reserves the right to seek clarification on any submission, negotiate elements of the proposed contract, appoint a single supplier, appoint suppliers for discrete elements of the scope, or choose not to award the contract.

Evaluation Process

Tenders will be evaluated against the award criteria detailed below:

Award Criterion	Percentage Weighting
Relevant production management experience	25%
Quality and experience of proposed team	20%
Approach to project delivery and partnership working	15%
Technical and health and safety expertise	15%
Sustainability and accessibility approach	10%
Price	15%