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# Halloween Event in Omagh

Guidance & Expression of Interest



Fermanagh & Omagh  
District Council  
Comhairle Ceantair  
Fhear Manach agus na hÓmaí

April 2026  
Reference: 2627 CW EOI 002

## **1. Introduction**

Fermanagh and Omagh District Council invite Expressions of Interest (EOI) from suitably qualified and experienced providers for the design, management and delivery of a Halloween event in Omagh Town Centre on Saturday 31 October 2026. The Council is seeking proposals for a free, family-friendly town centre event which may include entertainment, animation, programming and, where appropriate and complementary to the overall concept, a fireworks display.

The event should attract visitors to Omagh Town Centre, increase footfall, encourage longer dwell time, create a strong sense of place, and deliver a positive experience for attendees. The Council's indicative planning budget for this event is £25,000.

Applicants should submit proposals that are realistic, proportionate and represent value for money. The Council is not obliged to accept proposals up to this value.

Stage 1 is a pre-selection stage only and does not constitute an invitation to Stage 2, an offer, or any commitment by the Council to award a contract. Applicants should read this document carefully before submitting an Expression of Interest.

## **2. Process**

This process will be undertaken in two stages.

### **Stage 1 – Expression of Interest**

Stage 1 is intended to identify suitably experienced providers with credible and deliverable proposals.

Applicants are required to submit:

- ✓ details of relevant experience in delivering comparable public events
- ✓ a high-level proposal outlining the event concept, programming and delivery approach
- ✓ details of any proposed partners, businesses or groups

- ✓ an outline budget showing anticipated income and expenditure, including the overall estimated event cost

Stage 1 submissions will be assessed on a Pass / Fail basis against the following criteria:

- **Capability:** Applicants must demonstrate sufficient relevant experience, resources and capacity to design, manage and deliver an event of a similar nature, scale or complexity.
- **Concept:** Applicants must submit a high-level proposal that is suitable to the brief, family-friendly, achievable within the town centre setting, suitable for an anticipated audience of approximately 5,000 to 7,000 attendees, and capable of delivery within the required timeframe.
- **Cost:** Applicants must provide an indicative budget that is realistic, proportionate and demonstrates reasonable value for money.

Following assessment, shortlisted applicants may be invited to attend a clarification meeting and, where required, a site visit to discuss their proposal in further detail.

## **Stage 2 - Invitation to Submit Detailed Bid**

Only applicants shortlisted from Stage 1 will be invited to progress to Stage 2. Stage 2 will require a more detailed submission, including (but not limited to):

- ✓ Event Management Plan, setting out delivery, operations and planning arrangements
- ✓ Risk Assessment
- ✓ detailed event budget
- ✓ marketing and communications
- ✓ sustainability and social value commitments
- ✓ any additional information considered necessary by the Council

## STAGE 1 EOI SUBMISSION

Reference: 2627 CW EOI 002

This Expression of Interest relates to the development and delivery of a Halloween event in Omagh.

Applicants must complete the online Expression of Interest via the link below – click [Apply Here](#)



Closing date for receipt of submissions: no later than  
**12 noon Tuesday 12 May 2026**

**Late submissions will not be accepted.**

For queries please email: [events@fermanaghomagh.com](mailto:events@fermanaghomagh.com)

## STAGE 2 REQUIREMENTS

**The information below is indicative of the likely Stage 2 requirements and is provided for guidance only. No Stage 2 submission is required at this time.**

Applicants shortlisted from Stage 1 may be invited to participate in Stage 2 and will receive the relevant documentation at that stage.

Applicants that progress to Stage 2 must successfully complete all forms in this stage to enable their submission to be assessed. This includes compliance criteria below:

- |                           |               |                                |               |
|---------------------------|---------------|--------------------------------|---------------|
| a) Mandatory Exclusion    | - Pass / Fail | f) Insurance (PL £5M EL £10M)* | - Pass / Fail |
| b) Fair Employment        | - Pass / Fail | g) Safeguarding                | - Pass / Fail |
| c) Bona Fide Submission   | - Pass / Fail | h) Bribery Act 2010            | - Pass / Fail |
| d) Equality Declaration   | - Pass / Fail | i) Modern Slavery Act 2015     | -Pass / Fail  |
| e) Freedom of Information | - Pass / Fail |                                |               |

\*Fireworks / pyrotechnics specialist insurance may be required if relevant.

Fermanagh & Omagh District Council Procurement Terms & Conditions are available to view [here](#)

You will then be asked to provide more information

- ✓ submission of a high-level Event Management Plan, including further details on delivery, operations, and event planning considerations
- ✓ Risk Assessment
- ✓ Event budget

### Quality: (50%)

Applicants shortlisted to Stage 2 will be required to provide information on their proposed approach to event delivery, operations, marketing and audience engagement. Applicants will also be required to demonstrate how the proposed service aligns with the Council's sustainability objectives and delivers social value

Quality will be assessed using a score out of 5 against the following scoring \*indicators.

Assessment	Score	Indicators
Excellent	5	The submission provided is of excellent relevance and is fully supported by a comprehensive Level of detail No omissions and / or weaknesses identified
Good	4	The submission provided is of good relevance and is well supported by a good level of detail Only minor omissions and / or weaknesses identified
Satisfactory	3	The submission provided is of satisfactory relevance and is supported by an adequate level of detail. Some omissions and / or weaknesses identified
Limited	2	The submission provided of limited relevance and partially detailed Several material omissions and / or weaknesses have been identified
Poor	1	The submission provided is of poor relevance and is inadequately detailed Major omissions and / or weaknesses have been identified
Nil response/ Very Poor	0	No response or unacceptable information provided.

Those submitting an opportunity to bid must achieve a minimum of 3 against the scoring indicators for each quality criteria; any submission which achieves less than a score of 3 against the scoring indicators will be considered unsatisfactory & will be excluded from the assessment process.

### Cost: (50%)

Applicants will also be asked to include a cost.

The maximum mark will be awarded to the bidder submitting the lowest acceptable price. Other suppliers will then be awarded a pro rata percentage using the following formula:

$$\frac{\text{Available marks [50\%]} \times \text{Lowest acceptable price}}{\text{Bidder's price}}$$

This score will be added to that obtained for Quality and the bidder with the highest overall score will be awarded the contract.

## **Award**

The bidder with the highest overall scoring bid (out of 100%) will be awarded the contract.

## **Important Information**

- All prices must be submitted in Pounds Sterling (GBP) and exclusive of VAT.
- Any costs not identified within the Stage 2 submission will be deemed included and will not be considered separately by the Council.
- The Council reserves the right not to award arising from this process.
- Participation in Stage 1 or Stage 2 does not create any contractual commitment on the part of the Council.



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