



REQUEST FOR QUOTE (RFQ) FOR THE PROVISION OF EVENT MANAGEMENT SERVICES FOR THE:

**2026 PARA FENCING EUROPEAN
CHAMPIONSHIPS, CARDIFF**

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Event title:	2026 Para Fencing European Championships
Event date:	6 th October – 11 th October 2026
Event location:	Sport Wales National Centre, Sofia Garden, Cardiff
Event duration:	4 pre comp days, up to 6 competition days, 1 de-rig day
Number of athletes:	150 estimated
Number of competing nations:	15 estimated
Number of volunteers:	100 estimated across length of event
Budget scope:	Circa £600,000

1. EVENT OVERVIEW

World Abilitysport has confirmed British Fencing (BF) as the host for the 2026 Para Fencing European Championships (PFEC26) which will take place in Cardiff, Wales. BF has been awarded the opportunity to host this event for the first time, having previously hosted the [Cardiff Wheelchair Fencing World Cup in 2024](#).

The October 2026 Cardiff event will be the first European-based qualification fixture for the Los Angeles 2028 Paralympic Games. Work is already underway to ensure a world-class experience is delivered for athletes from both the UK and the rest of the world.

BF recently took over the responsibility of the [GBR Wheelchair Fencing World Class Programme](#) and is now the national governing body for Para Fencing in the UK.

BF's CEO, Georgina Usher said: "We are looking forward to once again welcoming athletes from the UK and across the world as they set out on their journey towards LA 2028 Paralympic qualifications. We look forward to building on the success of the Cardiff 2024 Wheelchair World Cup. This is another fantastic opportunity for us to inspire the next generation of athletes, officials and volunteers from Wales and the UK."

1.1 EVENT PARTNERS

- World Abilitysport
- UK Sport / The National Lottery
- Welsh Assembly Government
- Sport Wales
- Disability Sport Wales
- Welsh Fencing

1.2 OUR EVENT DELIVERY PRIORITIES

- Deliver a world class sporting environment that enables athletes to perform to their full potential.
- Place accessibility for athletes, spectators and volunteers at the heart of the championships, not just to allow access to but to ensure a seamless and enjoyable experience.
- Well managed, on-budget event delivery, with all our funding partners fully engaged and collaborating.
- Work with local partners to deliver meaningful social impacts, and deliver and environmentally responsible event.

- Grow the profile of Para Fencing in the UK

We aim to deliver the event in line with the BF's strategy & values which can be viewed [here](#). The values that underpin everything we do are: Respect – Honesty – Excellence.

2. REQUEST FOR QUOTE – EVENT MANAGEMENT SERVICES

BF is seeking to appoint an individual, consortium of individuals or an event management company to lead on the delivery of the European Championships, reporting to the event Steering Group.

As such, this RFQ provides prospective companies/individuals the opportunity to submit proposals for either of the following two options:

1. Event Director
2. Event Director & wider Event Management Services

The core element of both options is the Event Director role, for which the core deliverables are:

- To lead the delivery of PFEC26, leading on event governance including reporting on the event to the Event Steering Group and Chair, Sub groups and chairing the Local Organising Committee (LOC).
- Provide bi-monthly reports as required to the Event Steering Group, including attendance at all meetings and as required sub-group meetings.
- As chair of the LOC, manage and coordinate all functional areas, ensuring full integration of all functional areas under one project management approach.
- Work with the BF Finance Director, to oversee the event budget and audit and to make key operational and financial decisions in line with agreed budget tolerances; where necessary consulting with the Stakeholders.
- To oversee the identification, mitigation and management of risk and take ownership of the overall event risk register, overseeing readiness and contingency planning.
- To set and manage key project milestones and deliverables and report on these at Steering Group at the earliest possible opportunity.
- Work closely with UK Sport & Welsh Government to ensure the event is delivered in line with their key deliverables and in line with the conditions of their grant award towards the event.
- Maintain relationships with key stakeholders including but not limited to the venue.
- Ensure the championships are delivered in line with objectives as set by the Event Steering Group, and in compliance with the delivery requirements as stipulated by World Abilitysport. This includes sustainability and social impacts objectives.
- Coordinate the production of all required post event reports to include finalised accounts.

The appointed company / individual will be expected to work in line with BF's policies and procedures, including but not limited to Data Protection and Safeguarding. Where reasonably requested, BF may require proof of compliance for audit and monitoring purposes.

3. RFQ TENDER OPTIONS:

Option 1 – Event Director	
Responsibilities	Governance & Partner management Reports for steering group Financial management (supported by BF) Risk Management Chair of Local Organising committee Project management Procurement Commercial opportunities integration Recruitment of additional roles as required Significant amount of hands on delivery across all functional areas.
Additional recruitment required	Operations Manager Event Coordinator / Administrator
Budget scope	£30,000-£40,000 dependent on experience

Option 2 – Event Management services	
Responsibilities	Governance & Partner management Reports for steering group Financial management (supported by BF) Risk Management Chair of Local Organising committee Project Management Procurement Venue liaison Event design Look & Feel Accreditation & Security Volunteer requirements & deployment Catering Commercial opportunities integration Ticketing Sports Presentation Protocol (Hospitality & Ceremonies) Medical & anti-doping General event administration including secretariat for Steering Group.
Roles expected within structure (subject to review)	Event Director Operations Manager Event Administrator / Co-ordinator
Budget scope	£60,000 - £70,000 dependent on experience

Responsibilities not included in these roles which will be sourced either through specialist appointments or delivered by partner organisations include:

- Financial accountancy
- Legal support
- Volunteer recruitment
- Social impacts delivery

- Travel & Accommodation
- Health & Safety
- Competition Manager
- Commercial
- Marketing & PR
- Safeguarding

The appointed individual/company would be expected to work in collaboration with each of these areas, and ensure their integration into overall project management.

If you feel your proposal could include some of the above please include details of this in your proposal.

4. KEY COMPETENCIES &/OR EXPERIENCE

We are seeking individuals / companies who can demonstrate the following:

- Experience of delivering high quality international sports competitions. Experience of Para Sport event delivery is considered essential.
- Knowledge of sports event governance, finance and risk management.
- Experience of working with public funding bodies.
- Strong operational experience, including management of large paid and voluntary workforces.
- Previous experience of working in Cardiff and/or Sofia Gardens is considered an advantage, as is experience of delivering Fencing or Para Fencing events.
- Commitment to ethical event delivery, including Equality, Diversity & Inclusion and Environmental Impact.

5. ROLE TYPE

The appointment made via this process is not intended to constitute any form of employment with BF. Individuals / companies shall be considered contractors, and as such shall be responsible for their own business costs (except where agreed otherwise), tax and insurance. The role is considered as remote working, with attendance at meetings in Cardiff as required.

6. RFQ TIMELINE

RFQ process open	20.01.2026
Expression of interest submitted	20.01.2026 – 26.01.2026
RFQ submission deadline	02.02.2026
Notification of decision	06.02.2026
Contract commences	16.02.2026

Please note, we may choose to interview potential companies/individuals prior to appointment.

7. RFQ RESPONSES

7.1 EXPRESSION OF INTEREST

In order to track interest in this opportunity, we would appreciate it if interested companies / individuals notified us by email at events@britishfencing.com including in the subject of the email “EOI EMS 2026 Para Fencing Champs” – you do not need to provide any information at this stage. Submitting an EOI is not compulsory.

7.2 QUOTE SUBMISSION

Please include the following in your quote:

- Clearly identify which option you are proposing against (1 or 2)
- Itemised breakdown of the proposed services
- Itemised financial breakdown including any applicable taxes, expenses
- Summary of relevant company and individuals experience
- Details of relevant insurance policies held
- Any additional company / individual information you feel may be relevant e.g. Environmental Sustainability information.

Additionally, if you would like to propose any kind of partnership proposal in exchange for marketing/branding rights at the event please include those in your proposal.

8. EVALUATION OF PROPOSALS

Our decision will be based on the following criteria:

- Cost
- Quality & innovation
- People & experience
- Sustainability credentials

9. SUBMISSION AND QUESTIONS

To submit questions and your proposal please email events@britishfencing.com

Note, for any questions submitted, the response may be shared with other interested parties.