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Tender

## **Graduation Venue and Associated Services**

Robert Gordon University

F02: Contract notice

Notice identifier: 2025/S 000-002460

Procurement identifier (OCID): ocds-h6vhtk-04d5e7

Published 24 January 2025, 8:42am

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Robert Gordon University

Central Services Building, Garthdee Road

Aberdeen

AB10 7FY

#### **Email**

[procurement@rgu.ac.uk](mailto:procurement@rgu.ac.uk)

#### **Telephone**

+44 1224262000

#### **Fax**

+44 1224262660

## **Country**

United Kingdom

## **NUTS code**

UKM50 - Aberdeen City and Aberdeenshire

## **Internet address(es)**

Main address

<http://www.rgu.ac.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00399](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00399)

## **I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

## **I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.publiccontractsscotland.gov.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publiccontractsscotland.gov.uk/>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://www.publiccontractsscotland.gov.uk/>

## **I.4) Type of the contracting authority**

Body governed by public law

## **I.5) Main activity**

Education

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Graduation Venue and Associated Services

Reference number

006/24/CW

#### **II.1.2) Main CPV code**

- 79950000 - Exhibition, fair and congress organisation services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

The University seeks a venue(s) for the hosting of annual graduation ceremonies

#### **II.1.5) Estimated total value**

Value excluding VAT: £311,736

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 79952000 - Event services
- 79956000 - Fair and exhibition organisation services
- 79953000 - Festival organisation services

### **II.2.3) Place of performance**

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

Main site or place of performance

Aberdeen City or immediate surrounding area

### **II.2.4) Description of the procurement**

The University seeks a venue(s) in Aberdeen City or immediate surrounding area to host annual summer and winter graduation ceremonies.

### **II.2.5) Award criteria**

Quality criterion - Name: Quality of Service / Weighting: 25

Quality criterion - Name: Sustainability / Weighting: 5

Price - Weighting: 70

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

Up to two years

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

### **III.2) Conditions related to the contract**

#### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

#### **IV.2) Administrative information**

##### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

24 February 2025

Local time

12:00pm

##### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

##### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 3 (from the date stated for receipt of tender)

##### **IV.2.7) Conditions for opening of tenders**

Date

24 February 2025

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

## **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

## **VI.3) Additional information**

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

[https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=788450](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=788450).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

(SC Ref:788450)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=788450](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=788450)

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

Aberdeen Sheriff Court

Aberdeen

Country

United Kingdom