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Tender

Graduation Venue and Services

London School of Hygiene & Tropical Medicine

F02: Contract notice

Notice identifier: 2024/S 000-002913

Procurement identifier (OCID): ocids-h6vhtk-043567

Published 29 January 2024, 1:19pm

Section I: Contracting authority

I.1) Name and addresses

London School of Hygiene & Tropical Medicine

Keppel Street,

London

WC1E 7HT

Contact

Imoudu Idornigie

Email

Imoudu.Idornigie@lshtm.ac.uk

Telephone

+44 2079588328

Country

United Kingdom

Region code

UKI - London

National registration number

RC000330

Internet address(es)

Main address

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

Buyer's address

<https://uk.eu-supply.com/ctm/Company/CompanyInformation/Index/104519>

I.3) Communication

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

https://uk.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=77566&B=LSHTM

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

https://uk.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=77566&B=LSHTM

Tenders or requests to participate must be submitted to the above-mentioned address

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Graduation Venue and Services

Reference number

LSHTM-2023-41

II.1.2) Main CPV code

- 79952000 - Event services

II.1.3) Type of contract

Services

II.1.4) Short description

LSHTM proposes to enter a contract for an initial period of 3 years with an option to extend for two periods of 12 months each (3+1+1). The Supplier must be located in Central London and the services required are a suitable venue with all necessary IT/AV accessories available for hire which can host our ceremony and has the capacity to accommodate the number of students and guests as stated in the specification. The supplier will also be required to provide catering services to be delivered by a suitably qualified and experienced team as well as a dedicated events manager. The requirement will be awarded as a single contract to one successful bidder. The event comprises two graduation ceremonies, each followed by a reception to take place annually on one day normally in early March. However, the date and number of ceremonies are subject to change.

II.1.5) Estimated total value

Value excluding VAT: £725,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 55120000 - Hotel meeting and conference services
- 55520000 - Catering services

II.2.3) Place of performance

NUTS codes

- UKI - London

Main site or place of performance

Central London

II.2.4) Description of the procurement

LSHTM proposes to enter a contract for an initial period of 3 years with an option to extend for two periods of 12 months each (3+1+1). The Supplier must be located in Central London and the services required are a suitable venue with all necessary IT/AV accessories available for hire which can host our ceremony and has the capacity to accommodate the number of students and guests as stated in the specification. The supplier will also be required to provide catering services to be delivered by a suitably qualified and experienced team as well as a dedicated events manager. The requirement will be awarded as a single contract to one successful bidder. The event comprises two graduation ceremonies, each followed by a reception to take place annually on one day normally in early March. However, the date and number of ceremonies are subject to change. The supplier is expected to be flexible as there may be a need to re-schedule ceremonies or to have ceremonies outside of the stated period and this will be negotiated between the University and Supplier to arrive at a fair and mutually agreed solution.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: £725,000

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

Option to extend for 2 periods of 12 months each.

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

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

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

28 February 2024

Local time

1:00pm

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

28 February 2024

Local time

1:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

The Royal Courts of Justice

The Strand

London

WC2A 2LL

Country

United Kingdom

VI.4.4) Service from which information about the review procedure may be obtained

London School of Hygiene & Tropical Medicine

Keppel Street

London

WC1E 7HT

Country

United Kingdom