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Tender

PFB035 Framework Agreement for Events Management Services

Leeds Trinity University

F02: Contract notice

Notice identifier: 2023/S 000-003200

Procurement identifier (OCID): ocids-h6vhtk-03a233

Published 1 February 2023, 7:05pm

Section I: Contracting authority

I.1) Name and addresses

Leeds Trinity University

Brownberrie Lane

Leeds

LS18 5HD

Email

m.hayter@leedstrinity.ac.uk

Telephone

+44 1132837100

Country

United Kingdom

Region code

UKE42 - Leeds

Internet address(es)

Main address

<https://www.leedstrinity.ac.uk/>

Buyer's address

<https://www.leedstrinity.ac.uk/>

I.3) Communication

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

<https://www.delta-esourcing.com/tenders/UK-UK-Leeds:-Event-services./R39CYCQ42Z>

Additional information can be obtained from the above-mentioned address

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

PFB035 Framework Agreement for Events Management Services

Reference number

PFB035LTU

II.1.2) Main CPV code

- 79952000 - Event services

II.1.3) Type of contract

Services

II.1.4) Short description

Leeds Trinity University is currently undergoing a substantial campus redevelopment, that is likely to endure for at least the next five years. The very nature of construction and refurbishment projects, together with sustained market volatility, means that on-going uncertainty persists regarding the availability and feasibility of our usual event venues.

As such the university seeks to award an enduring framework agreement of suppliers, that will provide expertise and resources to enable university events to proceed with the optimum positive experience for their respective delegations.

II.1.5) Estimated total value

Value excluding VAT: £250,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKE42 - Leeds

Main site or place of performance

Leeds

II.2.4) Description of the procurement

Leeds Trinity University is currently undergoing a substantial campus redevelopment, that is likely to endure for at least the next five years. The very nature of construction and refurbishment projects, together with sustained market volatility, means that on-going uncertainty persists regarding the availability and feasibility of our usual event venues.

As such the university seeks to award an enduring framework agreement of suppliers, that will provide expertise and resources to enable university events to proceed with the optimum positive experience for their respective delegations.

The university's flagship events are its graduation ceremonies. At the time of inviting tenders, campus redevelopment plans strongly indicate (but are unable to definitively confirm) that our usual venue, the Chapel, is unavailable due to surrounding building works. Our contingency plan is for the the 2023 graduation ceremonies in July and December to take place in the Sports Hall at the university's Horsforth campus.

The university is inviting tenders based upon the contingency requirements for Graduations of July 2023. The three highest scoring tenderers will be awarded a place on the framework agreement. The highest scoring tenderer will be awarded the contract for Graduations held July and December 2023.

The framework agreement will be effective immediately upon award and will initially be of three years duration. Subject to satisfactory performance and continued demand, the framework agreement may be extended annually for a further 12month period, a maximum of three times.

Subsequently, call-off contracts from the framework agreement will be awarded via one of the following permissible methods:

- Direct award (by framework ranking)
- Competitive Quotation
- Mini Tender

Call-off Contracts:

- 1.The call-off contracts will be effective immediately upon award.
- 2.Works on site will commence and complete by agreement with the university.
- 3.The tendered Contract Price is to be a fixed contract sum inclusive of all costs, delivered to the address(es) specified in the tender documents.
- 4.The prices must be quoted in Pounds Sterling and should exclude VAT where applicable.

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: £250,000

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

Duration in months

72

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The framework agreement will be effective immediately upon award and will initially be of three years duration. Subject to satisfactory performance and continued demand, the framework agreement may be extended annually for a further 12month period, a maximum of three times.

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.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

In the case of framework agreements, provide justification for any duration exceeding 4 years:

Campus development (construction and refurbishment) is to be undertaken in phases through to 2035. The awarded contractors will need to work in partnership with the professional services and construction contractors for much of that period, and may be called upon at short notice.

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

8 March 2023

Local time

10:00am

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

8 March 2023

Local time

10:00am

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

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://neupc.delta-esourcing.com/tenders/UK-UK-Leeds:-Event-services./R39CYCQ42Z>

To respond to this opportunity, please click here:

<https://neupc.delta-esourcing.com/respond/R39CYCQ42Z>

GO Reference: GO-202321-PRO-22022890

VI.4) Procedures for review

VI.4.1) Review body

Leeds Trinity University

Brownberrie Lane

Leeds

LS18 5HD

Telephone

+44 1132837100

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

Leeds Trinity University

Brownberrie Lane

Leeds

LS18 5HD

Telephone

+44 1132837100

Country

United Kingdom

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

Leeds Trinity University

Brownberrie Lane

Leeds

LS18 5HD

Telephone

+44 1132837100

Country

United Kingdom