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Tender

## **ID 5422287 - DfE - InterTradelreland - Event Management Services**

InterTradelreland

F02: Contract notice

Notice identifier: 2025/S 000-003608

Procurement identifier (OCID): ocids-h6vhtk-04db63

Published 4 February 2025, 11:26am

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

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

InterTradelreland

InterTradelreland, Kilmorey Street

Newry

BT34 2DE

#### **Email**

[SSDAdmin.CPD@finance-ni.gov.uk](mailto:SSDAdmin.CPD@finance-ni.gov.uk)

#### **Country**

United Kingdom

#### **Region code**

UK - United Kingdom

#### **Internet address(es)**

Main address

<https://intertradeireland.com/>

Buyer's address

<https://etendersni.gov.uk/epps>

### **I.3) Communication**

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

<https://etendersni.gov.uk/epps>

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**

General public services

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## **Section II: Object**

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

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

ID 5422287 - DfE - InterTradeIreland - Event Management Services

Reference number

ID 5422287

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

- 79951000 - Seminar organisation services

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

## Services

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

InterTradelreland requires a supplier to provide strategic event management services and to support the delivery of its programme of events in both Northern Ireland and Ireland. InterTradelreland holds a number of events each year, ranging from small workshops, webinars, larger conferences, networking events and award dinners. These events are not only an essential part of programme delivery, but also assist InterTradelreland in achieving the necessary levels of awareness, engagement and credibility amongst key audiences and meet annual brand awareness, pipeline and programme participation targets. Tenderers should refer to the Specification for further details on the services required.

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

Value excluding VAT: £1,600,000

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

This contract is divided into lots: No

## **II.2) Description**

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

- 79950000 - Exhibition, fair and congress organisation services
- 79952000 - Event services
- 79956000 - Fair and exhibition organisation services

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

NUTS codes

- UKN - Northern Ireland

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

InterTradelreland requires a supplier to provide strategic event management services and to support the delivery of its programme of events in both Northern Ireland and Ireland. InterTradelreland holds a number of events each year, ranging from small workshops, webinars, larger conferences, networking events and award dinners. These events are not only an essential part of programme delivery, but also assist InterTradelreland in achieving the necessary levels of awareness, engagement and credibility amongst key

audiences and meet annual brand awareness, pipeline and programme participation targets. Tenderers should refer to the Specification for further details on the services required.

#### **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: £1,600,000

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

Duration in months

24

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

After the initial contract period, there are two options to extend the contract by up to one year each.

#### **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 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

5 March 2025

Local time

3:00pm

#### **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**

Tender must be valid until: 3 June 2025

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

Date

5 March 2025

Local time

3:30pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

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

The successful contractor's performance on the contract will be regularly monitored in line with the tender documentation. Contractors not delivering on contract requirements is a serious matter. It means the public purse is not getting what it is paying for. If a contractor fails to reach satisfactory levels of contract performance they will be given a specified time to improve. If, after the specified time, they still fail to reach satisfactory levels of contract performance, the matter will be escalated to senior management in CPD for further action. If this occurs and their performance still does not improve to satisfactory levels within the specified period, it may be regarded as an act of grave professional misconduct and they may be issued with a Notice of Unsatisfactory Performance and the contract may be terminated. The issue of a Notice of Unsatisfactory Performance can result in the Contractor being excluded from all procurement competitions being undertaken by Centres of Procurement Expertise on behalf of bodies covered by the Northern Ireland Procurement Policy for a period of three years from the date of issue.

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

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

The UK does not have any such bodies with responsibility for appeal/mediation procedures. Instead; any challenges are dealt with by the High Court, Commercial Division, to which proceedings may be issued regarding alleged breaches of the PCR 2015 as amended.

Belfast

Country

United Kingdom

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

CPD will comply with the Public Contracts Regulations 2015 and, where appropriate, will incorporate a standstill period (i.e. a minimum of 10 calendar days) at the point information on the award of contract is communicated to tenderers. That notification will provide full information on the award decision. This provides time for the unsuccessful tenderers to challenge the award decision before the contract is entered into..