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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): ocds-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

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

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

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

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..