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Tender

## **ID 3801617 DfE Invest NI - Event Management Services**

Department for the Economy - Invest Northern Ireland

F02: Contract notice

Notice identifier: 2022/S 000-005600

Procurement identifier (OCID): ocds-h6vhtk-031c7c

Published 1 March 2022, 3:54pm

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

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

Department for the Economy - Invest Northern Ireland

Bedford Square, 1 Bedford Street

BELFAST

BT2 7ES

#### **Contact**

SSDAdmin.CPDfinance-ni.gov.uk

#### **Email**

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

#### **Country**

United Kingdom

#### **NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

<https://www.economy-ni.gov.uk>

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 electronically via

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

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**

Economic and financial affairs

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**Section II: Object**

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

**II.1.1) Title**

ID 3801617 DfE Invest NI - Event Management Services

Reference number

ID 3801617

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

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

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

Services

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

Invest NI wishes to appoint a suitable Contractor to manage and deliver the full annual events portfolio which plays a vital role in engaging with and communicating their messages to target audiences providing a strategic platform to promote its programmes and advisory services to ultimately facilitate annual programme referral and participation targets, help identify and build a pipeline of potential customers and support and encourage linkage of the Client's core customer segments. Delivery includes provision of management and logistical support services with a mix of face to face, online and hybrid events; promotion, registration and management of delegate bookings; design, production, storage, cataloguing, delivery and installation of set, staging and display stand requirements and promotional materials; and to provide and manage an online conference solution which can deliver virtual, hybrid and in-person events. Submissions are welcomed from both agencies and consortiums.

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

Value excluding VAT: £5,000,000

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

This contract is divided into lots: No

## **II.2) Description**

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

- 79342200 - Promotional services
- 79900000 - Miscellaneous business and business-related services
- 79933000 - Design support services
- 79950000 - Exhibition, fair and congress organisation services

- 79951000 - Seminar organisation services
- 79952000 - Event services
- 79956000 - Fair and exhibition organisation services
- 79995200 - Cataloguing services
- 79996000 - Business organisation services
- 55120000 - Hotel meeting and conference services
- 63121100 - Storage services

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

NUTS codes

- UKN0 - Northern Ireland

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

Invest NI wishes to appoint a suitable Contractor to manage and deliver the full annual events portfolio which plays a vital role in engaging with and communicating their messages to target audiences providing a strategic platform to promote its programmes and advisory services to ultimately facilitate annual programme referral and participation targets, help identify and build a pipeline of potential customers and support and encourage linkage of the Client's core customer segments. Delivery includes provision of management and logistical support services with a mix of face to face, online and hybrid events; promotion, registration and management of delegate bookings; design, production, storage, cataloguing, delivery and installation of set, staging and display stand requirements and promotional materials; and to provide and manage an online conference solution which can deliver virtual, hybrid and in-person events. Submissions are welcomed from both agencies and consortiums.

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

Quality criterion - Name: Methodology and Resource Management / Weighting: 24

Quality criterion - Name: Core Event Delivery Team Experience / Weighting: 12

Quality criterion - Name: Event Director / Manager Experience / Weighting: 12

Quality criterion - Name: Display Stand Requirements / Weighting: 6

Quality criterion - Name: Provision and Management of an online conference solution which can also be used to deliver hybrid events / Weighting: 6

Cost criterion - Name: Scenario Cost 1 / Weighting: 6.8

Cost criterion - Name: Scenario Cost 2 / Weighting: 6.8

Cost criterion - Name: Scenario Cost 3 / Weighting: 6.8

Cost criterion - Name: Scenario Cost 4 / Weighting: 6.8

Cost criterion - Name: Scenario Cost 5 / Weighting: 6.8

Cost criterion - Name: Storage Facility Cost (per annum cost) / Weighting: 4

Cost criterion - Name: Online conference solution which can also be used to deliver hybrid events (per annum cost) / Weighting: 2

#### **II.2.6) Estimated value**

Value excluding VAT: £5,000,000

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Prior to expiry of contract anticipated to be April 2026.

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

List and brief description of selection criteria

Previous Company Experience. Secure Storage Facility (post award)

Minimum level(s) of standards possibly required

Pass/Fail

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

#### **III.2.2) Contract performance conditions**

The Client will monitor the Contractor's performance against the specified KPIs and as detailed in the Commercial Conditions of Contract Schedule 3 Contract Management/Monitoring Schedule.

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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

4 April 2022

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 July 2022

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

Date

4 April 2022

Local time

3:30pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 3 months prior to expiry of this contract anticipated to be February 2026.

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

Contract Monitoring. The Contractor's performance on the contract will be regularly monitored. 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 Certificate of Unsatisfactory Performance and the contract may be terminated. The issue of a Certificate of Unsatisfactory Performance will 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 twelve months from the date of issue of the certificate." This project will be used to progress the Government's wider social, economic and environmental objectives.

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

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

The UK does not have any such bodies with responsibility for appeal/mediation procedures.

As above

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.