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Tender

AV Support Tender

Coventry University

F02: Contract notice

Notice identifier: 2022/S 000-005723

Procurement identifier (OCID): ocds-h6vhtk-031cf4

Published 2 March 2022, 2:24pm

Section I: Contracting authority

I.1) Name and addresses

Coventry University

Priory Street

Coventry

CV1 5FB

Email

Procurement@coventry.ac.uk

Country

United Kingdom

NUTS code

UKG33 - Coventry

Internet address(es)

Main address

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

Buyer's address

<https://www.coventry.ac.uk/the-university/financial-information/procurement/>

I.3) Communication

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

<https://in-tendhost.co.uk/coventryuniversity.aspx/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/coventryuniversity.aspx/Home>

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

AV Support Tender

Reference number

PD-701-SM-22

II.1.2) Main CPV code

- 72220000 - Systems and technical consultancy services

II.1.3) Type of contract

Services

II.1.4) Short description

CUE requires Audio Visual Support for its award-winning Conference Centre located on Coventry University Technology Park and Westwood Heath, located 5 miles away from the Technology Park. The contract shall be for an initial 2 years with the opportunity to extend the agreement for 3 more additional 1-year periods based on contract performance. The service has been outsourced successfully by CUE for the past 10 years. The Audio-Visual Support requirement can be broken down into 3 sections and includes: • on-site presence of an AV technician to provide; meet and greet and general technical support of clients as necessary • problem solving and repair • technical advice to commercial clients and all staff The successful outcome of the tender will be the appointment of a supplier who can successfully deliver all the aspects of the service required by customers and delegates in a cost-effective manner.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKG33 - Coventry

II.2.4) Description of the procurement

CUE requires Audio Visual Support for its award-winning Conference Centre located on Coventry University Technology Park and Westwood Heath, located 5 miles away from the Technology Park. The contract shall be for an initial 2 years with the opportunity to extend the agreement for 3 more additional 1-year periods based on contract performance. The service has been outsourced successfully by CUE for the past 10 years. The Audio-Visual Support requirement can be broken down into 3 sections and includes: • on-site presence of an AV technician to provide; meet and greet and general technical support of clients as necessary • problem solving and repair • technical advice to commercial clients and all staff The successful outcome of the tender will be the appointment of a supplier who can successfully deliver all the aspects of the service required by customers and delegates in a cost-effective manner.

II.2.5) Award criteria

Price

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

Start date

2 May 2022

End date

1 May 2025

This contract is subject to renewal

Yes

Description of renewals

3+1+1

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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

The University's particular requirement will be set out in the Invitation to Tender documentation.

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

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

The University's particular requirement will be set out in the Invitation to Tender documentation.

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

31 March 2022

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

31 March 2022

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 36 months

VI.4) Procedures for review

VI.4.1) Review body

Legal Department

Coventry

CV1 5FB

Email

Procurement@coventry.ac.uk

Country

United Kingdom

Internet address

<https://www.coventry.ac.uk/the-university/financial-information/procurement/>

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

The University will incorporate a minimum 10 calendar day standstill period at the point on the award of the contract is communicated to the tenderers. Applicants who are unsuccessful shall be informed by the Authority as soon as possible after the decision has been made as to the reasons why the applicant was unsuccessful.