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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](mailto: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

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## **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

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## **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

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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: 36 months

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

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

Legal Department

Coventry

CV1 5FB

Email

[Procurement@coventry.ac.uk](mailto: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.