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Tender

## **UOS-S00927 Marquee Hire**

University of Suffolk

F02: Contract notice

Notice identifier: 2025/S 000-006017

Procurement identifier (OCID): ocds-h6vhtk-04e47e

Published 19 February 2025, 7:05pm

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

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

University of Suffolk

Waterfront Building, Neptune Quay

Ipswich

IP4 1QJ

#### **Contact**

Nigel Hopgood

#### **Email**

[n.hopgood@uos.ac.uk](mailto:n.hopgood@uos.ac.uk)

#### **Telephone**

+44 1473338350

#### **Country**

United Kingdom

**Region code**

UKH14 - Suffolk

**Internet address(es)**

Main address

[www.uos.ac.uk](http://www.uos.ac.uk)

Buyer's address

[www.uos.ac.uk](http://www.uos.ac.uk)

**I.3) Communication**

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

<https://www.delta-esourcing.com/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.delta-esourcing.com/>

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**

UOS-S00927 Marquee Hire

Reference number

UOS-S00927

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

- 79952000 - Event services

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

Services

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

The University of Suffolk require a suitably experienced and capable supplier to provide hire of a marquee and luxury portable toilet facilities for the University's graduation ceremonies in October 2025, with a University only option to extend the contract on four occasions, each extension being for one additional year, making the maximum contract length 5 years in total.

The maximum estimated total value in II 1.5 only applies if the contract is extended and is subject to inflationary increase after the initial 12 months.

The graduation ceremonies will take place from Saturday 18 to Wednesday 22 October 2025 at the University of Suffolk on the Ipswich waterfront. The marquee and toilet facilities will be positioned in the Wharf car park (Orwell Quay, Ballast Wharf Walk, Wykes Bishop St, Ipswich, IP3 0DT).

Delta E-Sourcing Access Code 5CSD87A836

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

Value excluding VAT: £750,000

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

This contract is divided into lots: No

## **II.2) Description**

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

- 79952000 - Event services

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

NUTS codes

- UKH14 - Suffolk

Main site or place of performance

Suffolk

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

The University of Suffolk require a suitably experienced and capable supplier to provide hire of a marquee and luxury portable toilet facilities for the University's graduation ceremonies in October 2025, with a University only option to extend the contract on four occasions, each extension being for one additional year, making the maximum contract length 5 years in total.

The graduation ceremonies will take place from Saturday 18 to Wednesday 22 October 2025 at the University of Suffolk on the Ipswich waterfront. The marquee and toilet facilities will be positioned in the Wharf car park (Orwell Quay, Ballast Wharf Walk, Wykes Bishop St, Ipswich, IP3 0DT).

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### **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: £750,000

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

There is a University only option to extend the contract on four occasions, each extension being for one additional year, making the maximum contract length 5 years in total.

#### **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.1.2) 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

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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

24 March 2025

Local time

5:00pm

#### **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**

Duration in months: 3 (from the date stated for receipt of tender)

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

Date

24 March 2025

Local time

5:00pm

Place

Ipswich, Suffolk, UK

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-Ipswich:-Event-services./5CSD87A836>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/5CSD87A836>

GO Reference: GO-2025219-PRO-29478175

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

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

Royal Courts of Justice

Strand

London

WC2A 2LL

Country

United Kingdom