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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

Telephone

+44 1473338350

Country

United Kingdom

Region code

UKH14 - Suffolk

Internet address(es)

Main address

www.uos.ac.uk

Buyer's address

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

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

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

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

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