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Tender

CEFAS25-03 Contract for provision of services for scientific workshop and event facilitation and associated services, in the UK and overseas.

Centre for Environment, Fisheries and Aquaculture Science

F02: Contract notice

Notice identifier: 2025/S 000-006617

Procurement identifier (OCID): ocds-h6vhtk-04e621

Published 21 February 2025, 11:31am

Section I: Contracting authority

I.1) Name and addresses

Centre for Environment, Fisheries and Aquaculture Science

Pakefield Road

Lowestoft

NR33 0HT

Contact

Holly Power

Email

procure@cefas.co.uk

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

<https://www.cefas.co.uk/>

Buyer's address

<https://defra-family.force.com/s/Welcome>

I.3) Communication

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

<https://defra-family.force.com/s/Welcome>

Additional information can be obtained from the above-mentioned address

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

Environment

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

CEFAS25-03 Contract for provision of services for scientific workshop and event facilitation and associated services, in the UK and overseas.

II.1.2) Main CPV code

- 79952000 - Event services

II.1.3) Type of contract

Services

II.1.4) Short description

Cefas require provision of facilitation and associated services for scientific workshops and events, both in the UK and overseas.

II.1.5) Estimated total value

Value excluding VAT: £600,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 30211300 - Computer platforms

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

Main site or place of performance

UK

II.2.4) Description of the procurement

Cefas requires support, both UK based and internationally, for the facilitation and delivery of a variety of workshops, conferences and events across many of its programmes, as well as internal and cross-organisational workshops aligned with the Cefas Science, Evidence and Advice Strategy (CEAS). Additionally, Cefas may require support with the design and set-up of bespoke web platforms which contribute to our programme delivery or communication commitments.

Cefas' portfolio of programmes includes work with many overseas territories and Small Island Developing States (SIDS) across the globe, and several countries in Africa, South-East Asia, the Middle East and beyond.

See the Cefas website for further detail on where we work and the programmes Cefas is currently involved in.

The Contract will be awarded as a Call-Off Contract, up to a maximum value of £600,000 over the full Contract period. Cefas is unable to guarantee the value of work that will be awarded within that maximum value. Cefas is unable to confirm the number or scale of events that may be required, but we will endeavour to notify the awarded Supplier as far in advance as is possible, and will avoid running events concurrently, where possible.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 60

Quality criterion - Name: Social Value / Weighting: 10

Cost criterion - Name: Cost / Weighting: 30

II.2.6) Estimated value

Value excluding VAT: £600,000

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

Start date

28 April 2025

End date

27 April 2027

This contract is subject to renewal

Yes

Description of renewals

Option of extension for two further periods of 12 months each.

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

II.2.14) Additional information

To view this opportunity please go to <https://defra-family.force.com/s/Welcome>
You will need to log in or create a new supplier account. The opportunity can then be found searching 'CEFAS25-03 ITT for scientific event facilitation services in the UK and overseas'.

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: No

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

26 March 2025

Local time

12:00pm

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: 24 June 2025

IV.2.7) Conditions for opening of tenders

Date

21 February 2025

Local time

3:00pm

Place

<https://defra-family.force.com/s/Welcome>

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

Public Procurement Review Body

N/A

N/A

N/A

Email

publicprocurementreview@cabinetoffice.gov.uk

Country

United Kingdom

Internet address

<https://www.gov.uk/government/publications/public-procurement-review-service-scope-and-remit>