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Planning

NEPO529 Events Management & Infrastructure

Association of North East Councils Ltd trading as NEPO

F01: Prior information notice

Prior information only

Notice identifier: 2021/S 000-006883

Procurement identifier (OCID): ocds-h6vhtk-02a254

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Section I: Contracting authority

I.1) Name and addresses

Association of North East Councils Ltd trading as NEPO

Guildhall, Quayside

Newcastle upon Tyne

NE1 3AF

Contact

Carly Ivers

Email

carly.ivers@nepo.org

Telephone

+44 7341115359

Country

United Kingdom

NUTS code

UK - United Kingdom

Internet address(es)

Main address

www.nepo.org

Buyer's address

www.nepo.org

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

Additional information can be obtained from the above-mentioned address

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

NEPO529 Events Management & Infrastructure

Reference number

NEPO529

II.1.2) Main CPV code

- 79952000 - Event services

II.1.3) Type of contract

Services

II.1.4) Short description

NEPO is seeking to establish a Multi-lotted, Multi-supplier framework in relation to the supply of Event Management and Infrastructure. It is anticipated that this multi-supplier framework will encompass a wide range of events suppliers to provide a full suite of events services .

The purpose of the prior information notice (PIN) is to provide advance notice to the marketplace for the future opportunity and the intentions of NEPO to hold market consultation meetings with suppliers to help shape the future framework agreement. NEPO are not advertising this PIN as a mechanism to reduce future procurement timescales.

The market consultation meetings are advertised openly via this PIN but are limited in number. Market consultation meetings are to take place across weeks commencing Monday 19th April 2021 and Monday 26th April 2021. Suppliers wishing to register attendance must do so in writing to Carly Ivers (Carly.Ivers@nepo.org) by no later than 12 p.m. on 14th April 2021. Each appointment will be no longer than 1 hour and NEPO intend to conduct these sessions virtually through online meeting platform applications to ensure the safety of those wishing to attend, taking into account potential social distancing measures, and current Government guidance. NEPO anticipates these virtual meeting sessions will take place on Microsoft Teams or other secure meeting platforms. The time and location of each appointment will be confirmed following the registration deadline and places will be secured on a first come first serve basis. Suppliers wishing to attend the virtual market consultation meetings should be capable of meeting the requirements

under any of the applicable lots as a whole within section 2.1.4 and above. NEPO reserves the right to seek assurances from interested suppliers prior to allocating a place.

Attendance at the market consultation is optional and does not provide suppliers with an advantage in any future related procurement. Attendance also does not constitute as an intention to tender for any future related procurement. Please note the above dates may be subject to change depending on availability and supplier uptake. In addition to the market consultation meetings, NEPO also intends to publish a soft market testing questionnaire via the NEPO eTendering portal. The questionnaire will allow a further opportunity for those suppliers unable to attend the market consultation meetings to contribute towards shaping the future NEPO529 framework agreement design. The soft market testing questionnaire will be made accessible via the NEPO eTenderportal. Suppliers wishing to access and complete must first register on the portal using the following link <https://procontract.due-north.com/register?openform>

II.1.6) Information about lots

This contract is divided into lots: Yes

II.2) Description

II.2.1) Title

Full Managed Service for Events

Lot No

1

II.2.2) Additional CPV code(s)

- 79400000 - Business and management consultancy and related services
- 79952000 - Event services
- 79953000 - Festival organisation services
- 79954000 - Party organisation services
- 79955000 - Fashion shows organisation services
- 79956000 - Fair and exhibition organisation services
- 92622000 - Sports-event organisation services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

NEPO seeks to establish a Managed Service vehicle for the delivery of Events Management & Infrastructure. This could include suppliers that are able to deliver a full wrap-around service from concept to live event delivery.

For avoidance of doubt, within Lot 1, NEPO seeks to procure a single provider solution to manage a perpetual supply chain, capable of delivering a full spectrum of Specialist Services for events requirements.

II.2) Description

II.2.1) Title

Health & Safety

Lot No

2

II.2.2) Additional CPV code(s)

- 33141623 - First-aid boxes
- 71317200 - Health and safety services
- 75241000 - Public security services
- 79952000 - Event services
- 79953000 - Festival organisation services
- 79954000 - Party organisation services
- 79955000 - Fashion shows organisation services
- 79956000 - Fair and exhibition organisation services
- 90500000 - Refuse and waste related services
- 90711100 - Risk or hazard assessment other than for construction
- 92622000 - Sports-event organisation services

II.2.3) Place of performance

NUTS codes

- UKC - North East (England)

II.2.4) Description of the procurement

Health and Safety within the Events sector which may include, but is not limited to - First Aid Provision, Risk Assessments, Waste Disposal and Covid-19 Secure provisions.

II.2) Description

II.2.1) Title

Catering

Lot No

3

II.2.2) Additional CPV code(s)

- 55400000 - Beverage-serving services
- 55520000 - Catering services
- 79952000 - Event services
- 79953000 - Festival organisation services
- 79954000 - Party organisation services
- 79955000 - Fashion shows organisation services
- 79956000 - Fair and exhibition organisation services
- 92622000 - Sports-event organisation services

II.2.3) Place of performance

NUTS codes

- UKC - North East (England)

II.2.4) Description of the procurement

Catering suppliers which may include but are not limited to - Catering Concessions and Bar Operators.

II.2) Description

II.2.1) Title

Transport

Lot No

4

II.2.2) Additional CPV code(s)

- 60170000 - Hire of passenger transport vehicles with driver
- 63520000 - Transport agency services
- 79952000 - Event services
- 79953000 - Festival organisation services
- 79954000 - Party organisation services
- 79955000 - Fashion shows organisation services
- 79956000 - Fair and exhibition organisation services
- 92622000 - Sports-event organisation services

II.2.3) Place of performance

NUTS codes

- UKC - North East (England)

II.2.4) Description of the procurement

Transport operators within the Events sector which may include but are not limited to - Coach hire, Park & Ride operators.

II.2) Description

II.2.1) Title

Event Technology & Entertainment

Lot No

5

II.2.2) Additional CPV code(s)

- 31527260 - Lighting systems
- 32321200 - Audio-visual equipment
- 32321300 - Audio-visual materials
- 32323300 - Video equipment
- 32330000 - Apparatus for sound, video-recording and reproduction
- 32340000 - Microphones and loudspeakers
- 32351200 - Screens
- 39225500 - Pyrotechnics
- 39298900 - Miscellaneous decoration items
- 79952000 - Event services
- 79953000 - Festival organisation services
- 79954000 - Party organisation services
- 79955000 - Fashion shows organisation services
- 79956000 - Fair and exhibition organisation services
- 79961000 - Photographic services
- 92300000 - Entertainment services
- 92622000 - Sports-event organisation services

II.2.3) Place of performance

NUTS codes

- UKC - North East (England)

II.2.4) Description of the procurement

Events Technology & Entertainment which may include but are not limited to - Audio Visual (AV) provisions such as Staging, Lighting, Sound. Video streaming, Photography, and Hybrid Event Technology. Venue Dressing, Pyrotechnics & Special Effects and Entertainment.

II.2) Description

II.2.1) Title

Facilities

Lot No

6

II.2.2) Additional CPV code(s)

- 24955000 - Chemical toilets
- 31120000 - Generators
- 34928300 - Safety barriers
- 34928310 - Safety fencing
- 39100000 - Furniture
- 44211100 - Modular and portable buildings
- 44211110 - Cabins
- 44212310 - Scaffolding
- 44212320 - Miscellaneous structures
- 79952000 - Event services
- 79953000 - Festival organisation services
- 79954000 - Party organisation services
- 79955000 - Fashion shows organisation services
- 79956000 - Fair and exhibition organisation services
- 92622000 - Sports-event organisation services

II.2.3) Place of performance

NUTS codes

- UKC - North East (England)

II.2.4) Description of the procurement

Suppliers of facilities within the Events sector which may include but are not limited to -

Barriers & Fencing, Toilets & Changing Areas, Marquee Hire, Scaffolding, Power/ Generators, Furniture Hire, Display Stands and Storage Units/ Portacabins.

II.2) Description

II.2.1) Title

Marketing

Lot No

7

II.2.2) Additional CPV code(s)

- 79340000 - Advertising and marketing services
- 79800000 - Printing and related services
- 79952000 - Event services
- 79953000 - Festival organisation services
- 79954000 - Party organisation services
- 79955000 - Fashion shows organisation services
- 79956000 - Fair and exhibition organisation services
- 92622000 - Sports-event organisation services

II.2.3) Place of performance

NUTS codes

- UKC - North East (England)

II.2.4) Description of the procurement

Marketing services which may include but are not limited to - Digital/ Social Media Marketing, Email Marketing, Website Design, Printing - Maps, Badges, Literature and Post-Event Evaluation Services.

II.2) Description

II.2.1) Title

Temporary Staffing

Lot No

8

II.2.2) Additional CPV code(s)

- 79620000 - Supply services of personnel including temporary staff
- 79952000 - Event services
- 79953000 - Festival organisation services
- 79954000 - Party organisation services
- 79955000 - Fashion shows organisation services
- 79956000 - Fair and exhibition organisation services
- 92622000 - Sports-event organisation services

II.2.3) Place of performance

NUTS codes

- UKC - North East (England)

II.2.4) Description of the procurement

Temporary staffing for events which may include but are not limited to - Events Management, Stewarding, Security, First Aid, Volunteers.

II.3) Estimated date of publication of contract notice

17 September 2021

Section IV. Procedure

IV.1) Description

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

Section VI. Complementary information

VI.3) Additional information

NEPO is a Central Purchasing Body as defined in the Public Contract Regulations 2015 (PCR15). As a Central Purchasing Body NEPO may provide central purchasing activity on behalf of contracting authorities (as defined by PCR15). NEPO intends to make the future framework agreement available for use by all contracting authorities throughout all administrative regions of the UK including but not limited to: central government departments and their agencies, local government departments and their agencies, non-departmental public bodies, central government, NHS and HSC bodies (including ambulance services), local authorities, emergency services (including police and fire rescue), coastguard emergency services, educational establishments (including academies), registered social landlords, registered charities and any public body established by or under the Scotland Act 1998 or any Act of the Scottish Parliament. Please see the following websites for further details:

<http://www.direct.gov.uk/en/DI1/Directories/Localcouncils/index.htm>

<https://www.gov.uk/government/organisations/department-for-education>

<https://www.gov.uk/check-a-university-is-officially-recognised/recognised-bodies>

<http://www.schoolswebdirectory.co.uk/localauthorities.php>

<http://www.ukschoolsdirectory.net>

<https://www.gov.uk/find-school-in-england>

<https://education.gov.scot/ParentZone>

<http://hwb.wales.gov.uk/>

<https://www.education-ni.gov.uk/>

<https://www.gov.uk/government/publications/open-academies-and-academy-projects-in-development>

<http://unistats.direct.gov.uk/institutions/>

<http://www.hefce.ac.uk/workprovide/unicoll/heis/>

<http://www.hefce.ac.uk/workprovide/unicoll/fecs/>

<http://www.nhs.uk/ServiceDirectories/Pages/AcuteTrustListing.aspx>

<http://www.wales.nhs.uk/nhswalesaboutus/structure>

<http://www.scottishambulance.com/TheService/organised.aspx>

<http://www.hscni.net/index.php?link=trusts>

<http://www.scottishambulance.com/AboutUs/HowWeOrganised.aspx>

<http://www.direct.gov.uk/en/DI1/Directories/A-ZOfCentralGovernment/index.htm>

<https://www.gov.uk/government/organisations>

<http://www.northernireland.gov.uk/gov.htm>

<http://www.nidirect.gov.uk/local-councils-in-northern-ireland>

<http://www.scotland.gov.uk/Publications/2012/02/2421/1>

<https://www.communities-ni.gov.uk/contact>

<https://www.finance-ni.gov.uk/articles/list-public-bodies-which-ni-public-procurement-policy-applies>

<https://www.ons.gov.uk/>

<https://www.police.uk/forces/>

<http://www.police-information.co.uk/index.html>

<http://www.psni.police.uk/index.htm>

<http://www.scotland.police.uk/>

<https://www.gov.uk/government/organisations/maritime-and-coastguard-agency>

<http://www.fireservice.co.uk/information/ukfrs>

<http://www.gov.scot/Topics/archive/law-order/Police/PoliceServiceofScotland>

<http://www.fire.org.uk/fire-brigades.html>

<http://www.nifrs.org/areas-districts/>

<http://www.firescotland.gov.uk/your-area.aspx>

<https://www.gov.uk/government/publications/current-registered-providers-of-social-housing>

<http://directory.scottishhousingregulator.gov.uk/pages/default.aspx>

<https://gov.wales/topics/housing-and-regeneration/publications/registered-social-landlords-in-wales/?lang=en>

<https://www.nidirect.gov.uk/contacts/housing-associations>

http://www.charity-commission.gov.uk/About_us/Regulation/Registering_charities_index.aspx

<http://www.oscr.org.uk/>

<https://idea.org.uk/>

<http://apps.charitycommission.gov.uk/Showcharity/RegisterOfCharities/registerhomepage.aspx>

http://www.sell2wales.gov.uk/Search/search_Auth.aspx

<http://www.communities.gov.uk/newsroom/factsandfigures/housingplanning1/facts/socialhousing/?id=1822644>

A complete list of permissible users is shown on the NEPO website below:

<http://www.nepo.org/associate-membership/permissable-users>

Organisations wishing to access the NEPO agreement will be required to register as a NEPO Associate Member in the first instance. Further information can be found at:

www.nepo.org