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Tender

Provision of a Professional Conference Organiser for the Delivery of One Young World, Belfast 2023

Belfast City Council

F02: Contract notice

Notice identifier: 2022/S 000-007486

Procurement identifier (OCID): ocds-h6vhtk-0323d8

Published 18 March 2022, 10:44pm

Section I: Contracting authority

I.1) Name and addresses

Belfast City Council

9 - 21 Adelaide Street

Belfast

BT2 8DJ

Email

crothersr@belfastcity.gov.uk

Country

United Kingdom

NUTS code

UKN06 - Belfast

Internet address(es)

Main address

www.belfastcity.gov.uk

I.3) Communication

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

www.e-sourcingni.bravosolution.co.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.e-sourcingni.bravosolution.co.uk

Tenders or requests to participate must be submitted to 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

Provision of a Professional Conference Organiser for the Delivery of One Young World, Belfast 2023

Reference number

T2210

II.1.2) Main CPV code

- 79952000 - Event services

II.1.3) Type of contract

Services

II.1.4) Short description

Belfast City Council invites tenders from suitably qualified and experienced Contractors to work with Council's Culture & Tourism team, Visit Belfast, and One Young World to lead on the development and delivery of Belfast's responsibilities as host city to One Young World in 2023.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79952100 - Cultural event organisation services

II.2.3) Place of performance

NUTS codes

- UKN06 - Belfast

Main site or place of performance

Belfast

II.2.4) Description of the procurement

Belfast City Council invites tenders from suitably qualified and experienced Contractors to work with Council's Culture & Tourism team, Visit Belfast, and One Young World to lead on the development and delivery of Belfast's responsibilities as host city to One Young World in 2023.

The purpose of the role will be to:

Purpose of successful contractor will be:

- To work with Belfast City Council, Visit Belfast, and One Young World to plan and deliver key responsibilities of the host city including opening and closing ceremony, counsellor dinner, night summit, social programme, and cultural programme elements.
- To work alongside the Professional Conference Organiser appointed to deliver One Young World led areas of responsibilities.
- To lead, manage and co-ordinate all host city elements of the programme and report into agreed management and governance structure in agreed areas and targets including programme, budget, operations, marketing, evaluation, sustainability, impact, and legacy.
- To develop and manage host city sponsorship strategy to deliver income and in-kind sponsorship from private sector partners to agreed targets.

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: £250,000

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

Duration in months

20

This contract is subject to renewal

Yes

Description of renewals

The contract will be reviewed in December 2022 and, provided the successful Contractor has secured 50% of the total sponsorship required, will progress to the full 20 months .

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

See tender documents.

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

The successful contractor will be entitled to a maximum management fee (including all onsite staffing fees) of £250k, but will be responsible for managing the overall budget for the event. The overall budget will come from public funding (from Belfast City Council, the Northern Ireland Executive and private sponsorship with an approximate 50/50 split).

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

22 April 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

22 April 2022

Local time

12:00pm

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

Royal Courts of Justice

Chichester Street

Belfast

BT1 3JY

Country

United Kingdom