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Tender

Provision of Provision of Events Services Framework Agreement for NMIS Group and IBioIC

University of Strathclyde

F02: Contract notice

Notice identifier: 2023/S 000-007758

Procurement identifier (OCID): ocds-h6vhtk-03b3a6

Published 16 March 2023, 5:00pm

Section I: Contracting authority

I.1) Name and addresses

University of Strathclyde

40 George Street, Procurement Department

Glasgow

G1 1QE

Email

jemma.wylie@strath.ac.uk

Telephone

+44 7811592949

Country

United Kingdom

NUTS code

UKM82 - Glasgow City

Internet address(es)

Main address

<http://www.strath.ac.uk/>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00113

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

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

Provision of Provision of Events Services Framework Agreement for NMIS Group and IBioIC

Reference number

UOS-23988-2022

II.1.2) Main CPV code

- 79952000 - Event services

II.1.3) Type of contract

Services

II.1.4) Short description

On behalf of the National Manufacturing Institute Scotland (NMIS) Group and the Industrial Biotechnology Innovation Centre (IBioIC), the University of Strathclyde is putting in place a multi-lot, multi-supplier Framework Agreement for Event Services.

This framework will cover the following:

- Fully Managed Events Service (NMIS)
- Fully Managed Events Service (IBioIC)
- Stand Design and Build
- Event Staging

It should be noted whilst this framework is intended to be used primarily by NMIS Group and IBioIC, it will be available for other areas of the University to use if their requirements fit within the framework.

II.1.5) Estimated total value

Value excluding VAT: £1,580,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

II.2) Description

II.2.1) Title

Exhibition Stand Design and Build

Lot No

3

II.2.2) Additional CPV code(s)

- 39154100 - Exhibition stands
- 79952000 - Event services

II.2.3) Place of performance

NUTS codes

- UKM82 - Glasgow City

II.2.4) Description of the procurement

This Lot will focus on the stands utilised for events and is anticipated to cover third party events such as exhibitions

For this Lot, the client organising the event will facilitate the event management.

This Lot will include, but not be limited to:

- Stand design
- Stand delivery
- Logistics, Stand Delivery and Decommission
- Stand dismantle, storage and disposal

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 70

Cost criterion - Name: Cost / Weighting: 30

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

The duration is inclusive of the contract extension period. The contracting authority exercises the right to extend this contract by 2 x 12-month periods. The extension will be utilised at the sole discretion of the contracting authority.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The Contracting Authority reserves the right to request additional deliveries by the successful tenderer either intended as partial replacement of the supplies or installations or as the extension of existing supplies or installations. The Contracting Authority may at its sole discretion exercise this option. Interested Parties should note that should the Contracting Authority exercise this option the estimated total framework value may increase by up to an additional 50%.

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

Economic operators may be excluded from the competition if they are in any of the situations referred to in Regulation 58 of the Public Contracts (Scotland) Regulations 2015. Please see the ITT contained on the PCS-Tender project relevant to the procurement and the other Tender documents for further information.

II.2) Description

II.2.1) Title

Event Staging

Lot No

4

II.2.2) Additional CPV code(s)

- 79952000 - Event services
- 39154100 - Exhibition stands
- 45237000 - Stage construction works

II.2.3) Place of performance

NUTS codes

- UKM82 - Glasgow City

II.2.4) Description of the procurement

The clients require a suitably qualified supplier to provide staging for events held in-house. It is anticipated that the events will host between 50-150 people and be held in a theatre or banquet/cabaret style for an academic or industrial audience.

Lot 3 will include, but is not limited to:

- Provision and set up of audio-visual equipment
- Provision and set up of furniture
- Provision and set up of stage
- Provision and set up of draping
- Logistics, project management and health and safety

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 70

Cost criterion - Name: Cost / Weighting: 30

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

The duration is inclusive of the contract extension period. The contracting authority exercises the right to extend this contract by 2 x 12-month periods. The extension will be utilised at the sole discretion of the contracting authority.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The Contracting Authority reserves the right to request additional deliveries by the successful tenderer either intended as partial replacement of the supplies or installations or as the extension of existing supplies or installations. The Contracting Authority may at its sole discretion exercise this option. Interested Parties should note that should the Contracting Authority exercise this option the estimated total framework value may increase by up to an additional 50%.

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II.2) Description

II.2.1) Title

Fully Managed Event Service (IBioIC)

Lot No

2

II.2.2) Additional CPV code(s)

- 79952000 - Event services

II.2.3) Place of performance

NUTS codes

- UKM82 - Glasgow City

II.2.4) Description of the procurement

This Lot will be for smaller events for IBioIC.

This Lot will provide a fully managed event service for requirements estimated to be budgeted below 30,000.00GBP annually.

This Lot will cover fully managed event service for events estimated 200-500 delegates.

This Lot will include, but not be limited to:

- Fully managed events service for events estimated to be for 200-500 delegates
- Project management
- Both online and in-person events
- Host and speaker management
- Delegate management

- Exhibitor management
- Onsite support
- Venue sourcing and management
- Marketing communications for event
- Video production

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 70

Cost criterion - Name: Cost / Weighting: 30

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

The duration is inclusive of the contract extension period. The contracting authority exercises the right to extend this contract by 2 x 12 month periods. The extension will be utilised at the sole discretion of the contracting authority

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The Contracting Authority reserves the right to request additional deliveries by the successful tenderer either intended as partial replacement of the supplies or installations or as the extension of existing supplies or installations. The Contracting Authority may at

its sole discretion exercise this option. Interested Parties should note that should the Contracting Authority exercise this option the estimated total framework value may increase by up to an additional 50%.

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The procurement is related to a project and/or programme financed by European Union funds: No

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Economic operators may be excluded from the competition if they are in any of the situations referred to in Regulation 58 of the Public Contracts (Scotland) Regulations 2015. Please see the ITT contained on the PCS-Tender project relevant to the procurement and the other Tender documents for further information.

II.2) Description

II.2.1) Title

Fully Managed Event Service (NMIS)

Lot No

1

II.2.2) Additional CPV code(s)

- 79952000 - Event services

II.2.3) Place of performance

NUTS codes

- UKM82 - Glasgow City

II.2.4) Description of the procurement

This Lot will provide a fully managed event service for requirements estimated to be budgeted between 50,000.00GBP- 250,000.00 GBP

This Lot will cover fully managed event service for events estimated up to 500 delegates; plus exhibitors and speakers.

This Lot will include, but not be limited to:

- Project management
- Design and provision of staging and rigging and furniture
- Provision of hybrid AV and in person AV/production equipment and services
- Host and speaker management
- Delegate management
- Exhibitor management
- Onsite support
- Catering
- Venue sourcing
- Marketing communications for event

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 70

Cost criterion - Name: Cost / Weighting: 30

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

Duration in months

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This contract is subject to renewal

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Variants will be accepted: No

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Economic operators may be excluded from the competition if they are in any of the situations referred to in Regulation 58 of the Public Contracts (Scotland) Regulations 2015. Please see the ITT contained on the PCS-Tender project relevant to the procurement and the other Tender documents for further information.

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

List and brief description of selection criteria

4B1.2

4B.5.1 – 4B.5.3

Minimum level(s) of standards possibly required

4B1.2 Bidders are required to have an general yearly turnover of a minimum of 400,000.00 GBP for the last 3 years.

4B.5.1 – 4B.5.3 It is a requirement of this contract that bidders can hold or commit to obtain prior to the commencement of any subsequently awarded contract, the types of insurance indicated below

Employer's (Compulsory) Liability Insurance = 5,000,000.00m GBP

Public and Product Liability Insurance = 5,000,000.00m GBP

Professional Risk Indemnity Insurance = 2,000,000.00 GBP

In respect of any one incident and unlimited as to number of claims, and adequate insurances covering all the Contractor's other liabilities in terms of the Contract.

III.1.3) Technical and professional ability

List and brief description of selection criteria

4C.1.2

4D.1.4

Minimum level(s) of standards possibly required

4C.1.2 Bidders will be required to provide examples that demonstrate that they have the relevant experience to deliver the services/supplies as described in par II.2.4 of the Contract Notice or the relevant section of the Site Notice.

For each Lot the tenderer is bidding for, they have to provide a minimum of three (3)

examples of experience of supply and delivery of the offered solution as detailed within the specification over the last three (3) years.

This will be scored in accordance with the scoring matrix as detailed in the ITT.

4D.1.4 (a) The bidder must have a regularly reviewed and documented policy for Health and Safety (H&S) management, endorsed by the Chief Executive Officer, or equivalent. The policy must be relevant to the nature and scale of the work and set out responsibilities for H&S management at all levels within the organisation. The policy must be relevant to the nature and scale of your operations and set out your company's responsibilities of health and safety management and compliance with legislation.

OR where the organisation is not required to have a documented policy statement by law:

(b) A documented process demonstrating the bidder's arrangements for ensuring that H&S measures are effective in reducing/preventing incidents, occupational ill-health and accidents. This must provide details of the arrangements for H&S management that are relevant to the nature and scales of the requirement.

(d). Documented arrangements for providing the bidder's workforce with training and information appropriate to the type of work of which the organisation is likely to bid. This must provide evidence that the bidder has in place, and implements, training arrangements to ensure that its workforce has sufficient skills and understanding to discharge the various duties. This will provide details of staff health and safety training arrangements and how relevant information is communicated to staff. This must also include a description of arrangements for keeping the workforce updated on legislation and good H&S practice applicable throughout the organisation.

(e) A documented procedure describing what H&S or other relevant qualifications and experience the bidder's workforce has, in order to implement the H&S policy to a standard appropriate for the work for which the organisation is likely to bid. This must demonstrate that the workforce possesses suitable qualifications and experience for the tasks assigned to them, unless there are specific situations where they need to work under controlled and competent supervision, e.g. trainees.

(j) Documented arrangements for carrying out risk assessments capable of supporting safe methods of work and reliable contract delivery where necessary. This must demonstrate that the bidder has in place, and implements, procedures for carrying out risk assessments and for developing and implementing safe systems of work ("method statements"), and be able to provide relevant indicative examples. The identification and control of any significant occupational health issues must be prominent.

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.2.1) Previous publication concerning this procedure

Notice number: [2022/S 022-190506](#)

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

Date

17 April 2023

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

17 April 2023

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

The Contracting Authority reserves the right to award this framework at its sole discretion to a single supplier or multiple suppliers on each Lot. The Contracting Authority reserves the right to award the framework in whole or in part or not at all.

The Contracting Authority offers no guarantee that any level of business or continuity of business will be transacted under the Framework Agreement and the Contracting Authority shall not be bound to place any orders or to provide continuity of orders under the Framework Agreement.

The Contracting Authority reserves the right to award the Lots separately, and to not award the framework in its entirety at the one time.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 48398. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

Community benefits are included in this requirement. For more information see: <https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

Please see ITT for information on Community Benefits.

(SC Ref:720599)

VI.4) Procedures for review

VI.4.1) Review body

Glasgow Sheriff Court

Glasgow

Country

United Kingdom