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Tender

## **Events and exhibition services framework**

Jisc

F02: Contract notice

Notice identifier: 2023/S 000-007784

Procurement identifier (OCID): ocds-h6vhtk-03b3ba

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### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Jisc

4 Portwall Lane

Bristol

BS1 6NB

#### **Contact**

Procurement

#### **Email**

[procurement@jisc.ac.uk](mailto:procurement@jisc.ac.uk)

#### **Telephone**

+44 2081482444

#### **Country**

United Kingdom

**Region code**

UK - United Kingdom

**National registration number**

1149740

**Internet address(es)**

Main address

<https://www.jisc.ac.uk>

Buyer's address

<https://uk.eu-supply.com/ctm/Company/CompanyInformation/Index/87175>

**I.3) Communication**

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

[https://uk.eu-supply.com/app/rfq/rwlenrance\\_s.asp?PID=57828&B=JISC](https://uk.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=57828&B=JISC)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[https://uk.eu-supply.com/app/rfq/rwlenrance\\_s.asp?PID=57828&B=JISC](https://uk.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=57828&B=JISC)

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

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Events and exhibition services framework

Reference number

Proc1794

#### **II.1.2) Main CPV code**

- 79950000 - Exhibition, fair and congress organisation services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

The scope of the framework will cover a range of frequently required services such as the supply of exhibition stands, AV and streaming services, furniture hire, and creative set design and build services. The framework will cover multiple events that happen each year, significantly reducing resources associated with procurement processes.

#### **II.1.5) Estimated total value**

Value excluding VAT: £1,500,000

#### **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**

Shell scheme exhibitor stands

Lot No

1

### **II.2.2) Additional CPV code(s)**

- 79956000 - Fair and exhibition organisation services
- 79950000 - Exhibition, fair and congress organisation services

### **II.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

### **II.2.4) Description of the procurement**

“Shell scheme” – this is a common type of stand or booth used by event hosts to assign a designated space for exhibitors use. We are utilising the term “Shell scheme” as a term commonly used in the exhibition industry, to define our requirements for Lot 1. We consider this to be a traditional style of exhibitor display structure.

### **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: £110,000

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

Start date

4 July 2023

End date

3 July 2025

This contract is subject to renewal

No

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

The Framework will be for an initial period of 3 years with the option to extend for a further 2 years in total.

### **II.2.12) Information about electronic catalogues**

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

### **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**

We intend to award Lot 1 to multiple suppliers, for the duration of the framework. Where the bidder offers multiple variants that meet the core structure, the award will be made to the bidder and not any specific structure dimensions.

The intention is to award this lot (Lot 1) to a minimum of 3 suppliers (maximum of 5).

## **II.2) Description**

### **II.2.1) Title**

Complete exhibitor packages

Lot No

2

### **II.2.2) Additional CPV code(s)**

- 79950000 - Exhibition, fair and congress organisation services
- 79956000 - Fair and exhibition organisation services

### **II.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

#### **II.2.4) Description of the procurement**

For some of our events we require a complete 'turnkey' exhibitor offering. We have achieved this through solutions that offer the exhibitor a stand backdrop with an integrated screen and a standalone cabinet, all of which can be custom branded.

We are looking for a range of similar and alternative solutions to this, which can be a single facing stand or a back to back offering.

#### **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: £144,000

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

Start date

4 July 2023

End date

3 July 2025

This contract is subject to renewal

No

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

The Framework will be for an initial period of 3 years with the option to extend for a further

2 years in total.

#### **II.2.12) Information about electronic catalogues**

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

#### **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**

We intend to award Lot 2 a minimum of 3 suppliers (maximum of 5) for the duration of the framework.

### **II.2) Description**

#### **II.2.1) Title**

Bespoke stands and bespoke space builds

Lot No

3

#### **II.2.2) Additional CPV code(s)**

- 79950000 - Exhibition, fair and congress organisation services
- 79956000 - Fair and exhibition organisation services

#### **II.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

#### **II.2.4) Description of the procurement**

All bidders are invited to offer services to create bespoke stands and bespoke space builds using a varied collection of off the shelf, core structural components that can be tailored to the event theme, and/or with branding to the feature or exhibitor.

#### **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: £436,000

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

Start date

4 July 2023

End date

3 July 2025

This contract is subject to renewal

No

**II.2.10) Information about variants**

Variants will be accepted: No

**II.2.11) Information about options**

Options: Yes

Description of options

The Framework will be for an initial period of 3 years with the option to extend for a further 2 years in total.

**II.2.12) Information about electronic catalogues**

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

**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**



We intend to award Lot 3 a minimum of 3 suppliers (maximum of 5) for the duration of the framework. To facilitate creativity and flexibility, the successful bidder will be able to offer both off-the-shelf solutions that meet the broad requirements under Lot 3 and bespoke stands; Award will be made to the bidder and not any specific structure or range.

## **II.2) Description**

### **II.2.1) Title**

Audio visual (AV) equipment and associated services

Lot No

4

### **II.2.2) Additional CPV code(s)**

- 79952000 - Event services
- 92370000 - Sound technician
- 79950000 - Exhibition, fair and congress organisation services

### **II.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

### **II.2.4) Description of the procurement**

We are looking to establish a single contractor under the framework to provide a core suite of AV equipment and associated services required to deliver physical (in-person), online only and hybrid (mix online and in-person) events. This will include but is not limited to traditional AV screen hire, live streaming/ recording, content projection and sound, and portable device hire (for various purposes). It will also include lighting and flooring provisions where required. Requirements will be on an event-by-event basis, Whilst the format of our main events isn't scheduled to change in the immediate future, we want to be able to have some flexibility in looking at alternative innovative solutions.

### **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: £400,000

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

Start date

4 July 2023

End date

3 July 2025

This contract is subject to renewal

No

**II.2.10) Information about variants**

Variants will be accepted: No

**II.2.11) Information about options**

Options: Yes

Description of options

The Framework will be for an initial period of 3 years with the option to extend for a further 2 years in total.

**II.2.12) Information about electronic catalogues**

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

**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**

Single contractor awarded for this Lot.

**II.2) Description**

### **II.2.1) Title**

Furniture

Lot No

5

### **II.2.2) Additional CPV code(s)**

- 79950000 - Exhibition, fair and congress organisation services
- 79956000 - Fair and exhibition organisation services

### **II.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

### **II.2.4) Description of the procurement**

We are looking to establish a single contractor under the framework to provide furniture direct and maintain a collaborative relationship with other contractors awarded under this framework, as well as the Jisc events and production teams respectively. There may be a requirement to bundle services with the exhibitor sponsorship package via the exhibition builder or the Jisc events team.

### **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: £76,000

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

Start date

4 July 2023

End date

3 July 2025

This contract is subject to renewal

No

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

The Framework will be for an initial period of 3 years with the option to extend for a further 2 years in total.

#### **II.2.12) Information about electronic catalogues**

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

#### **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**

Single contractor will be awarded to this lot.

### **II.2) Description**

#### **II.2.1) Title**

Creative set design and build

Lot No

6

#### **II.2.2) Additional CPV code(s)**

- 79952000 - Event services

- 79950000 - Exhibition, fair and congress organisation services
- 79956000 - Fair and exhibition organisation services

### **II.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

### **II.2.4) Description of the procurement**

This is the most 'creative' lot within the framework, whereby the solution will be something built from a concept/ design provided by Jisc.

Typically, this lot will be used to furnish the requirements of our annual Digifest event, however there is the potential for wider use in the future as creative direction across Jisc may change. Video links, images and floor plans of our previous Digifest events is available in Appendix 1 below for bidders to become familiar with the event and the requirements of this lot.

We require a build contractor who can transpose Jisc designs into physical builds meeting the requirements of the brief or concept. The supplier may be required to input on the originating design (concept), and then build/ construct. This is completely bespoke design, although where possible, materials and components should be re-usable. Minimising negative environmental impact is a key objective of Jisc in delivering our events. Third parties (managed by the stand supplier (primary supplier) can be used to fulfil any part of the requirement. The primary supplier will remain responsible for all health and safety aspects of the build, live event, and take-down.

### **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**

Start date

4 July 2023

End date

3 July 2025

This contract is subject to renewal

No

**II.2.10) Information about variants**

Variants will be accepted: No

**II.2.11) Information about options**

Options: Yes

Description of options

The Framework will be for an initial period of 3 years with the option to extend for a further 2 years in total.

**II.2.12) Information about electronic catalogues**

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

**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 intention is to award this lot to a minimum of three, maximum of five suppliers.

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## **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

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 27

#### **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

17 April 2023

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**

Duration in months: 6 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

17 April 2023

Local time

12:00pm

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## **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**

Jisc

4 Portwall Lane

Bristol

BS1 6NB

Email

[procurement@jisc.ac.uk](mailto:procurement@jisc.ac.uk)

Country

United Kingdom



