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Planning

## **EC1019 – Catering, Hospitality and Events Temporary Agency and Interim Staff**

The University of Edinburgh

F01: Prior information notice

Prior information only

Notice identifier: 2024/S 000-009571

Procurement identifier (OCID): ocds-h6vhtk-044c45

Published 25 March 2024, 11:45am

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

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

The University of Edinburgh

University of Edinburgh, Charles Stewart House, 9-16 Chambers St

Edinburgh

EH1 1HT

#### **Contact**

Hayley Bell

#### **Email**

[hayley.bell@ed.ac.uk](mailto:hayley.bell@ed.ac.uk)

#### **Country**

United Kingdom

**NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00107](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00107)

**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**

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**

EC1019 – Catering, Hospitality and Events Temporary Agency and Interim Staff

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

- 79600000 - Recruitment services

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

Services

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

Catering, Hospitality and Events Temporary Agency and Interim Staff

### **II.1.6) Information about lots**

This contract is divided into lots: No

## **II.2) Description**

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

- 79600000 - Recruitment services

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

NUTS codes

- UKM75 - Edinburgh, City of

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

Catering, Hospitality and Events Temporary Agency and Interim Staff

## **II.3) Estimated date of publication of contract notice**

3 June 2024

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## 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

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## Section VI. Complementary information

### VI.3) Additional information

The publication of a PIN will be used to undertake preliminary market consultation and inform the market of the University's intention to develop a framework for securing short term resource for catering, hospitality and events.

This PIN is intended to gauge interest from suppliers in order to identify suitable suppliers that ACE can engage with further to explore options. A set of preliminary market consultation/research questions has been created to understand the level of interest within the market in working with UoE to develop this new recruitment framework.

#### Preliminary Market Consultation/Research

As part of the expression of interest process, suppliers are asked to also submit the following information/documentation. Note the provision of this additional information is optional;

- Case studies / provide example of participation in similar arrangements, ideally within the Higher Education sector (e.g. Master vendor / Neutral Vendor / talent pool, etc)
- Confirmation of access to resource in any or all of the job descriptions as specified above
- Confirmation of ownership of the vetting process of resource to ensure only skilled resource able to carry out the roles are presented to the University
- Awareness of and ability to comply with the relevant information security and data protection and security protocols
- Cost model (e.g., time and materials / fixed annual or monthly service or framework cost, etc) or Indicative day rates for each of the roles that the supplier feels they can resource

This information will be reviewed by the University. Please note that this is not a pre-qualification, selection or a shortlisting process.

Suppliers should send their expressions of interest and above information to:

Hayley Bell, Procurement Manager

Email: [Hayley.Bell@ed.ac.uk](mailto:Hayley.Bell@ed.ac.uk)

Suppliers should mark their email with 'EC1019 – Catering, Hospitality and Events Temporary Agency and Interim Staff - Expression of Interest.' The deadline for Expressions of Interest & submission of Information/Documentation is 15th April 2024

For further details please see additional information within the documents section.

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at [https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=761942](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=761942).

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