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Tender

Graduation Event Management Services - University of Aberdeen

University of Aberdeen

F02: Contract notice

Notice identifier: 2024/S 000-010220

Procurement identifier (OCID): ocds-h6vhtk-044e0f

Published 28 March 2024, 11:02am

Section I: Contracting authority

I.1) Name and addresses

University of Aberdeen

University Office, King's College

Aberdeen

AB24 3FX

Email

e-sourcing@abdn.ac.uk

Country

United Kingdom

NUTS code

UKM50 - Aberdeen City and Aberdeenshire

Internet address(es)

Main address

<http://www.abdn.ac.uk/procurement>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00102

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

Graduation Event Management Services - University of Aberdeen

Reference number

AU23/60

II.1.2) Main CPV code

- 79952000 - Event services

II.1.3) Type of contract

Services

II.1.4) Short description

We require a main contractor who, working alongside the marquee provider, will deliver an event which conveys the same high levels of experience, as can be provided in our established venues, fully befitting the profile of the event and its importance in the University academic year.

The summer graduations this year will be hosted between the 24th and 28th of June 2024.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79952000 - Event services
- 79952100 - Cultural event organisation services

II.2.3) Place of performance

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

II.2.4) Description of the procurement

Due to the decision to move graduations back on campus, to a marquee setting on King's Lawn we require a main contractor who, working alongside the marquee provider, will deliver an event which conveys the same high levels of experience, as can be provided in our established venues, fully befitting the profile of the event and its importance in the University academic year.

The summer graduations this year will be hosted between the 24th and 28th of June 2024.

II.2.5) Award criteria

Quality criterion - Name: Service Delivery / Weighting: 45

Quality criterion - Name: Personnel / Weighting: 10

Quality criterion - Name: Contract Management / Weighting: 5

Quality criterion - Name: Social Responsibility, Workforce Matters & Sustainability / Weighting: 5

Quality criterion - Name: Continuous Improvement & Innovation / Weighting: 5

Price - Weighting: 30

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

Duration in months

12

This contract is subject to renewal

Yes

Description of renewals

We anticipate the contract to be for a period of 1 year beginning 1st June 2024. Subject to performance and mutual agreement, 3 further extension periods, each of 1 year may be

available.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

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

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

29 April 2024

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: 3 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

29 April 2024

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 26412. For more information see:

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

(SC Ref:762322)

VI.4) Procedures for review

VI.4.1) Review body

Aberdeen Sheriff Court

Aberdeen

Country

United Kingdom