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Contract

## **ID 3801617 DfE Invest NI - Event Management Services**

Department for the Economy - Invest Northern Ireland

F03: Contract award notice

Notice identifier: 2022/S 000-010967

Procurement identifier (OCID): ocds-h6vhtk-031c7c

Published 28 April 2022, 2:22pm

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

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

Department for the Economy - Invest Northern Ireland

Bedford Square, 1 Bedford Street

BELFAST

BT2 7ES

#### **Contact**

SSDAdmin.CPDfinance-ni.gov.uk

#### **Email**

[SSDAdmin.CPD@finance-ni.gov.uk](mailto:SSDAdmin.CPD@finance-ni.gov.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

<https://event-ful.co.uk/>

Buyer's address

<https://etendersni.gov.uk/epps>

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

Economic and financial affairs

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## **Section II: Object**

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

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

ID 3801617 DfE Invest NI - Event Management Services

Reference number

ID 3801617

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

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

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

Services

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

Invest NI wishes to appoint a suitable Contractor to manage and deliver the full annual events portfolio which plays a vital role in engaging with and communicating their messages to target audiences providing a strategic platform to promote its programmes and advisory services to ultimately facilitate annual programme referral and participation targets, help identify and build a pipeline of potential customers and support and encourage linkage of the Client's core customer segments. Delivery includes provision of management and logistical support services with a mix of face to face, online and hybrid events; promotion, registration and management of delegate bookings; design, production, storage, cataloguing, delivery and installation of set, staging and display stand requirements and promotional materials; and to provide and manage an online conference solution which can deliver virtual, hybrid and in-person events. Submissions are welcomed from both agencies and consortiums.

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

This contract is divided into lots: No

#### **II.1.7) Total value of the procurement (excluding VAT)**

Value excluding VAT: £5,000,000

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

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

- 79342200 - Promotional services
- 79900000 - Miscellaneous business and business-related services
- 79933000 - Design support services
- 79950000 - Exhibition, fair and congress organisation services
- 79951000 - Seminar organisation services
- 79952000 - Event services
- 79956000 - Fair and exhibition organisation services
- 79995200 - Cataloguing services
- 79996000 - Business organisation services
- 55120000 - Hotel meeting and conference services
- 63121100 - Storage services

**II.2.3) Place of performance**

NUTS codes

- UKN0 - Northern Ireland

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

Invest NI wishes to appoint a suitable Contractor to manage and deliver the full annual events portfolio which plays a vital role in engaging with and communicating their messages to target audiences providing a strategic platform to promote its programmes and advisory services to ultimately facilitate annual programme referral and participation targets, help identify and build a pipeline of potential customers and support and encourage linkage of the Client's core customer segments. Delivery includes provision of management and logistical support services with a mix of face to face, online and hybrid events; promotion, registration and management of delegate bookings; design, production, storage, cataloguing, delivery and installation of set, staging and display stand requirements and promotional materials; and to provide and manage an online conference solution which can deliver virtual, hybrid and in-person events. Submissions are welcomed from both agencies and consortiums.

**II.2.5) Award criteria**

Quality criterion - Name: Methodology and Resource Management / Weighting: 24

Quality criterion - Name: Core Event Delivery Team Experience / Weighting: 12

Quality criterion - Name: Event Director / Manager Experience / Weighting: 12

Quality criterion - Name: Display Stand Requirements / Weighting: 6

Quality criterion - Name: Provision and Management of an online conference solution which can also be used to deliver hybrid events / Weighting: 6

Cost criterion - Name: Scenario Cost 1 / Weighting: 6.8

Cost criterion - Name: Scenario Cost 2 / Weighting: 6.8

Cost criterion - Name: Scenario Cost 3 / Weighting: 6.8

Cost criterion - Name: Scenario Cost 4 / Weighting: 6.8

Cost criterion - Name: Scenario Cost 5 / Weighting: 6.8

Cost criterion - Name: Storage Facility Cost per annum cost / Weighting: 4

Cost criterion - Name: Online conference solution which can also be used to deliver hybrid events per annum cost / Weighting: 2

#### **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

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## **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 000-005600](#)

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## **Section V. Award of contract**

### **Contract No**

1

### **Title**

Contract

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

28 April 2022

#### **V.2.2) Information about tenders**

Number of tenders received: 1

Number of tenders received from SMEs: 1

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 1

Number of tenders received by electronic means: 1

The contract has been awarded to a group of economic operators: No

**V.2.3) Name and address of the contractor**

EVENT-FUL CONSULTANCY LTD

2 Lower Crescent

BELFAST

BT7 1NR

Email

[corinne@event-ful.co.uk](mailto:corinne@event-ful.co.uk)

Telephone

+44 2890434320

Country

United Kingdom

NUTS code

- UK - United Kingdom

Internet address

<https://etendersni.gov.uk/epps>

The contractor is an SME

Yes

**V.2.4) Information on value of contract/lot (excluding VAT)**

Initial estimated total value of the contract/lot: £5,000,000

Total value of the contract/lot: £5,000,000

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## **Section VI. Complementary information**

### **VI.3) Additional information**

The Contractor's performance on the contract will be regularly monitored in line with PGN 01/12. A Contractor not delivering on contract requirements is a serious matter. It means the public purse is not getting what it is paying for. If a Contractor fails to reach satisfactory levels of contract performance they will be given a specified time to improve. If, after the specified time, they still fail to reach satisfactory levels of contract performance, the matter will be escalated to senior management in CPD for further action. If this occurs and their performance still does not improve to satisfactory levels within the specified period, it may be regarded as an act of grave professional misconduct and they may be issued with a Certificate of Unsatisfactory performance and the contract may be terminated. The issue of a Certificate of Unsatisfactory Performance will result in the Contractor being excluded from all procurement competitions being undertaken by Centres of Procurement Expertise on behalf of bodies covered by the Northern Ireland Procurement Policy for a period of twelve months from the date of issue of the certificate.

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Any challenges are dealt with by the High Court, Commercial Division, to which proceedings may be issued regarding alleged breaches of the PCR 2015 as amended.

As above

Country

United Kingdom

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

The Public Contracts Regulations 2015 (as amended) standstill period generally is applied but it is not required in this instance as a single bid was received.