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Tender

## **Events Management System Software, Incuding a Virtual/Hybrid Conferencing Platform**

University of Aberdeen

F02: Contract notice

Notice identifier: 2022/S 000-011342

Procurement identifier (OCID): ocids-h6vhtk-0332eb

Published 3 May 2022, 1:41pm

### **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](mailto: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](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

[www.publictendersscotland.publiccontractsscotland.gov.uk](http://www.publictendersscotland.publiccontractsscotland.gov.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.publictendersscotland.publiccontractsscotland.gov.uk](http://www.publictendersscotland.publiccontractsscotland.gov.uk)

### **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 Management System Software, Including a Virtual/Hybrid Conferencing Platform

Reference number

AU22/07

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

- 48000000 - Software package and information systems

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

Supplies

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

This is an invitation to submit a proposal for Events Management System (EMS) Software solution, including a Virtual/Hybrid Conferencing Platform, to underpin the events portfolio across the university.

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

This contract is divided into lots: No

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

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

- 48000000 - Software package and information systems

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

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

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

This is an invitation to submit a proposal for Events Management System (EMS) Software solution, including a Virtual/Hybrid Conferencing Platform, to underpin the events portfolio

across the university.

### **II.2.5) Award criteria**

Quality criterion - Name: Abstract Submission and Review / Weighting: 7

Quality criterion - Name: Accessibility/Compliance / Weighting: 2

Quality criterion - Name: Administration/Programming / Weighting: 5

Quality criterion - Name: Alerts / Weighting: 2

Quality criterion - Name: App / Weighting: 3

Quality criterion - Name: Branding / Weighting: 3

Quality criterion - Name: Dashboard / Weighting: 3

Quality criterion - Name: Data Transfer & Ownership / Weighting: 2.5

Quality criterion - Name: Evaluation / Weighting: 3

Quality criterion - Name: General / Weighting: 0.5

Quality criterion - Name: Keynote Speakers / Weighting: 2

Quality criterion - Name: Registration / Weighting: 7

Quality criterion - Name: Reporting and Analytics / Weighting: 3

Quality criterion - Name: Virtual/Hybrid Delivery / Weighting: 7

Quality criterion - Name: Finance / Weighting: 5

Quality criterion - Name: Project Management & Implementation / Weighting: 5

Quality criterion - Name: Training & Documentation / Weighting: 5

Quality criterion - Name: Support, Performance & SLA / Weighting: 5

Quality criterion - Name: Demonstration / Weighting: 5

Price - Weighting: 25

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

2 x optional 1 year extensions by mutual agreement following acceptable performance levels as outlined in the agreed KPI's in the contract

### **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

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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

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

Date

6 June 2022

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

6 June 2022

Local time

12:00pm

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## **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 21275.  
For more information see:

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

(SC Ref:691888)

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

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

Aberdeen Sheriff Court

Aberdeen

Country

United Kingdom