

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/011984-2025>

Contract

Hosted Events and Conferencing Services (NIHR)

University of Southampton

F03: Contract award notice

Notice identifier: 2025/S 000-011984

Procurement identifier (OCID): ocds-h6vhtk-04a478

Published 31 March 2025, 12:11pm

Section I: Contracting authority

I.1) Name and addresses

University of Southampton

University Road, Highfield

Southampton

SO171BJ

Contact

Morgan Hughes

Email

procurement@soton.ac.uk

Country

United Kingdom

Region code

UKJ32 - Southampton

UK Register of Learning Providers (UKPRN number)

10007185

Internet address(es)

Main address

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

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

Hosted Events and Conferencing Services (NIHR)

Reference number

2023UoS-0816

II.1.2) Main CPV code

- 55120000 - Hotel meeting and conference services

II.1.3) Type of contract

Services

II.1.4) Short description

The University of Southampton - NETSCC ((NIHR (National Institute for Health and Care Research), Evaluation, Trials and Studies Coordinating Centre) manages the events management contract on behalf of the NIHR for the organisation of approved meetings and researcher training events.

The events range in size and duration from small, on day meetings, to large meetings and conferences spanning multiple days.

Alongside those events initiated by the NIHR, there will be third party events where it is necessary to ensure that the NIHR has an appropriate and consistent presence and appearance at an agreed programme of events.

NETSCC is looking to commission several events annually alongside production of digital literature.

The department is looking for an events management supplier that can demonstrate experience of working with a large and complex organisation with multiple stakeholders.

The University conducted this procurement using the open Procedure in accordance with the requirements of the Regulations for the purpose of procuring the services described in the Specification.

It should be noted that the current contract between the NETSCC and University of

Southampton expired 30th April 2027. In the event that the University is not re-awarded, there may be the need for services to be provided to the University of Southampton under this contract for up to 6-months of the 2-year extension period.

The contract will be effective upon signing.

The estimated value of the contract was between £600,000.00 and £1,000,000.00 excluding VAT. This was the maximum contract value for the full contract period including any extension periods. This value included all related services, but did not include fees paid by the University directly to venues.

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: £1,000,000

II.2) Description

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

The University of Southampton - NETSCC ((NIHR (National Institute for Health and Care Research), Evaluation, Trials and Studies Coordinating Centre) manages the events management contract on behalf of the NIHR for the organisation of approved meetings and researcher training events.

The events range in size and duration from small, on day meetings, to large meetings and conferences spanning multiple days.

Alongside those events initiated by the NIHR, there will be third party events where it is necessary to ensure that the NIHR has an appropriate and consistent presence and appearance at an agreed programme of events.

NETSCC is looking to commission several events annually alongside production of digital literature.

The department is looking for an events management supplier that can demonstrate

experience of working with a large and complex organisation with multiple stakeholders.

The University conducted this procurement using the open Procedure in accordance with the requirements of the Regulations for the purpose of procuring the services described in the Specification.

It should be noted that the current contract between the NETSCC and University of Southampton expired 30th April 2027. In the event that the University is not re-awarded, there may be the need for services to be provided to the University of Southampton under this contract for up to 6-months of the 2-year extension period.

The contract will be effective upon signing.

The estimated value of the contract was between £600,000.00 and £1,000,000.00 excluding VAT. This was the maximum contract value for the full contract period including any extension periods. This value included all related services, but did not include fees paid by the University directly to venues.

II.2.5) Award criteria

Quality criterion - Name: Mandatory Requirements / Weighting: Pass/Fail

Quality criterion - Name: Highly Desirable Requirements / Weighting: 30.00%

Quality criterion - Name: Desirable Requirements / Weighting: 50.00%

Cost criterion - Name: Event Setup, Management & Resource Development and Production Costs / Weighting: 20.00%

II.2.11) Information about options

Options: No

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: No

IV.2) Administrative information

IV.2.1) Previous publication concerning this procedure

Notice number: [2024/S 000-031304](#)

IV.2.9) Information about termination of call for competition in the form of a prior information notice

The contracting authority will not award any further contracts based on the above prior information notice

Section V. Award of contract

Contract No

2023UoS-0816

Title

Hosted Events and Conferencing Services (NIHR)

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

3 March 2025

V.2.2) Information about tenders

Number of tenders received: 5

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

V.2.3) Name and address of the contractor

Clarity Travel Limited

Manchester

Country

United Kingdom

NUTS code

- UKD33 - Manchester

Companies House

07413801

The contractor is an SME

No

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

Initial estimated total value of the contract/lot: £800,000

Total value of the contract/lot: £800,000

Section VI. Complementary information

VI.4) Procedures for review

VI.4.1) Review body

University of Southampton

Southampton

Country

United Kingdom