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Tender

The Courtauld Events Supplier Framework

The Courtauld Institute of Art

F21: Social and other specific services – public contracts

Contract notice

Notice identifier: 2021/S 000-012395

Procurement identifier (OCID): ocds-h6vhtk-02b7dd

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Section I: Contracting authority

I.1) Name and addresses

The Courtauld Institute of Art

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London

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Contact

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Country

United Kingdom

NUTS code

UKI31 - Camden and City of London

Internet address(es)

Main address

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

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.delta-esourcing.com/tenders/UK-UK-London:-Event-services./5J433GCW2A>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.delta-esourcing.com/tenders/UK-UK-London:-Event-services./5J433GCW2A>

Tenders or requests to participate must be submitted to the above-mentioned address

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

The Courtauld Events Supplier Framework

Reference number

586596678

II.1.2) Main CPV code

- 79952000 - Event services

II.1.3) Type of contract

Services

II.1.4) Short description

The Courtauld hosts a huge variety of events ranging from receptions for hundreds of people hosted by corporate companies and private individuals, small donor dinners to international exhibition openings. This Framework is for Events Services suppliers covering five Lots (Catering, Production, Furniture Hire, Entertainment and Floristry) for internal Courtauld events, however suppliers appointed to the Framework will also be listed on the Approved Supplier List for external event clients (any work for such events will be a direct arrangement between the supplier and external client and not be undertaken under this Framework).

II.1.5) Estimated total value

Value excluding VAT: £1,780,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

Maximum number of lots that may be awarded to one tenderer: 5

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

Any combination of lots

II.2) Description

II.2.1) Title

Catering

Lot No

1

II.2.2) Additional CPV code(s)

- 79952000 - Event services
- 55520000 - Catering services

II.2.3) Place of performance

NUTS codes

- UKI31 - Camden and City of London

Main site or place of performance

Camden and City of London

II.2.4) Description of the procurement

The Courtauld hosts a huge variety of events ranging from receptions for hundreds of people hosted by corporate companies and private individuals, small donor dinners to international exhibition openings. The Supplier will provide a comprehensive events Catering service, delivered in a safe and efficient manner. Catering required will include canapé receptions including options for one bite canapés, static nibbles, food stations and bowl food, dinners to include pre-dinner canapes, and two or three course seated meals as well as catering for breakfast events that may range from tea/coffee, pastries, fruit and yogurt pots to a seated hot breakfast. Suppliers will be required to offer both a full drinks service to include hot drinks, soft drinks and alcohol as well a corkage option. See additional information below. Estimated Framework Lot 1 spend £250K-£350k (year 1), £150k-£250k (years 2-4). See additional information below.

II.2.6) Estimated value

Value excluding VAT: £1,100,000

II.2.7) Duration of the contract or the framework agreement

Duration in months

48

II.2.13) Information about European Union Funds

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

II.2.14) Additional information

This Framework covers internal Courtauld events, however suppliers appointed to the Framework will also be listed on the Approved Supplier List for external event clients (any work for such events will be a direct arrangement between the supplier and external client and not be undertaken under this Framework). This is a Light Touch Regime procurement (see ITT for details).

II.2) Description

II.2.1) Title

Production

Lot No

2

II.2.2) Additional CPV code(s)

- 79952000 - Event services
- 31527260 - Lighting systems
- 32321200 - Audio-visual equipment
- 32232000 - Video-conferencing equipment
- 32323300 - Video equipment
- 79952100 - Cultural event organisation services
- 39100000 - Furniture
- 72224000 - Project management consultancy services

- 39143200 - Dining-room furniture
- 39151000 - Miscellaneous furniture
- 39156000 - Lounge and reception-area furniture

II.2.3) Place of performance

NUTS codes

- UKI31 - Camden and City of London

Main site or place of performance

Camden and City of London

II.2.4) Description of the procurement

The Courtauld hosts a huge variety of events ranging from receptions for hundreds of people hosted by corporate companies and private individuals, small donor dinners to international exhibition openings. The Supplier shall provide a range of technical services to The Courtauld, which shall include some or all of: lighting, audio, video, staging and project management, on a case by case basis. Typically, this will include the installation of ambient lighting for an event, the provision of sound for speeches during an event (which may be required across multiple rooms) with the ability to show a presentation or film as required and a lectern or small stage for speeches/presentations. Digital content maybe required for some events including filming, live streaming and editing. Estimated Framework Lot 2 spend £40-80k per year. See additional information below.

II.2.6) Estimated value

Value excluding VAT: £320,000

II.2.7) Duration of the contract or the framework agreement

Duration in months

48

II.2.13) Information about European Union Funds

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

II.2.14) Additional information

This Framework covers internal Courtauld events, however suppliers appointed to the Framework will also be listed on the Approved Supplier List for external event clients (any work for such events will be a direct arrangement between the supplier and external client and not be undertaken under this Framework). This is a Light Touch Regime procurement (see ITT for details).

II.2) Description

II.2.1) Title

Furniture Hire

Lot No

3

II.2.2) Additional CPV code(s)

- 79952000 - Event services
- 39100000 - Furniture
- 39151000 - Miscellaneous furniture
- 39156000 - Lounge and reception-area furniture
- 39143200 - Dining-room furniture

II.2.3) Place of performance

NUTS codes

- UKI31 - Camden and City of London

Main site or place of performance

Camden and City of London

II.2.4) Description of the procurement

The Courtauld hosts a huge variety of events ranging from receptions for hundreds of people hosted by corporate companies and private individuals, small donor dinners to international exhibition openings. The Supplier shall provide a range of furniture hire options to The Courtauld, which shall include lounge, reception and dining furniture and bar hire. The Supplier shall have access to a suitable range of products which may include but is not limited to, armchairs, sofas, stools, ottomans, benches, poseur tables, coffee, café and dining tables, dining chairs, production bars and bars used for food

stations, either as their own stock or via sub-contracted rental. The Supplier shall ensure that all products meet the necessary safety standards for use, and are appropriately maintained. Estimated Framework Lot 3 spend £10-25k per year. See additional information below.

II.2.6) Estimated value

Value excluding VAT: £100,000

II.2.7) Duration of the contract or the framework agreement

Duration in months

48

II.2.13) Information about European Union Funds

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

II.2.14) Additional information

This Framework covers internal Courtauld events, however suppliers appointed to the Framework will also be listed on the Approved Supplier List for external event clients (any work for such events will be a direct arrangement between the supplier and external client and not be undertaken under this Framework). This is a Light Touch Regime procurement (see ITT for details).

II.2) Description

II.2.1) Title

Entertainment

Lot No

4

II.2.2) Additional CPV code(s)

- 79952000 - Event services
- 92300000 - Entertainment services

II.2.3) Place of performance

NUTS codes

- UKI31 - Camden and City of London

Main site or place of performance

Camden and City of London

II.2.4) Description of the procurement

The Courtauld hosts a huge variety of events ranging from receptions for hundreds of people hosted by corporate companies and private individuals, small donor dinners to international exhibition openings. The Supplier must be able to respond to a range of briefs and budgets, providing a variety of entertainment options that are appropriate for performances in spaces hung with art works. These may include but are not limited to musical entertainment including acoustic music groups such as string quartets, pianists, guitar or accordion players, amplified musical groups such as jazz trios and singers as well as DJs; magicians and illustrators. Suppliers must be able to suggest a range of entertainment options for each brief (for example more than one string quartet group). Estimated Framework Lot 4 spend £10-30k per year. See additional information below.

II.2.6) Estimated value

Value excluding VAT: £120,000

II.2.7) Duration of the contract or the framework agreement

Duration in months

48

II.2.13) Information about European Union Funds

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

II.2.14) Additional information

This Framework covers internal Courtauld events, however suppliers appointed to the Framework will also be listed on the Approved Supplier List for external event clients (any work for such events will be a direct arrangement between the supplier and external client and not be undertaken under this Framework). This is a Light Touch Regime procurement (see ITT for details).

II.2) Description

II.2.1) Title

Floristry

Lot No

5

II.2.2) Additional CPV code(s)

- 79952000 - Event services
- 03121200 - Cut flowers
- 03121210 - Floral arrangements
- 77330000 - Floral-display services

II.2.3) Place of performance

NUTS codes

- UKI31 - Camden and City of London

Main site or place of performance

Camden and City of London

II.2.4) Description of the procurement

The Courtauld hosts a huge variety of events ranging from receptions for hundreds of people hosted by corporate companies and private individuals, small donor dinners to international exhibition openings. Suppliers must be able to provide floral displays for a wide range of events and be able to adapt swiftly and easily to a large range of briefs, budgets and clients, and deliver creative solutions that meet The Courtauld's policies and procedures. The floral displays required may include but not be limited to, table centres, arrangements for occasional tables and poseur tables, free standing displays on plinths or tables and bar arrangements. These shall all be of an exceptionally high standard ensuring all plant material is in peak condition. Estimated Framework Lot 5 spend £10-35k per year. See additional information below.

II.2.6) Estimated value

Value excluding VAT: £140,000

II.2.7) Duration of the contract or the framework agreement

Duration in months

48

II.2.13) Information about European Union Funds

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

II.2.14) Additional information

This Framework covers internal Courtauld events, however suppliers appointed to the Framework will also be listed on the Approved Supplier List for external event clients (any work for such events will be a direct arrangement between the supplier and external client and not be undertaken under this Framework). This is a Light Touch Regime procurement (see ITT for details).

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.4) Objective rules and criteria for participation

List and brief description of rules and criteria

see procurement documents

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

see procurement documents

Section IV. Procedure

IV.1) Description

IV.1.1) Form of procedure

Open procedure

IV.1.11) Main features of the award procedure

This is a Light Touch Regime procurement following the general style of an Open Procedure with the following features:

The Notice is issued on 2nd June 2021

Tenders must be returned by 30th June 2021 16:00 BST.

Any potential suppliers not meeting the mandatory requirements (shown as Pass/Fail questions as set out in the procurement documents) will not the remainder of their tender evaluated.

For Lot 1 only - all potential suppliers scoring within 20% points of the 8th placed scoring potential supplier following moderation of the written Quality response (50% made up of (Lot 1 Questionnaire and Case Studies)) and the Pricing (30%), and passing mandatory requirements and the minimum score for each weighted question, will be invited to practical assessment (worth the remaining 20% of the Overall Score).

The successful suppliers will be the top scoring suppliers in each lot, as follows:

Lot 1 Catering - 8 suppliers

Lot 2 Production - 5 suppliers

Lot 3 Furniture Hire - 3 suppliers

Lot 4 Entertainment - 3 suppliers

Lot 5 Floristry - 6 suppliers

IV.2) Administrative information

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

Date

30 June 2021

Local time

4:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

Section VI. Complementary information

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

This is a Light Touch Regime procurement following the general style of an Open Procedure with the following features:

The Notice is issued on 2nd June 2021

Tenders must be returned by 30th June 2021 16:00 BST.

Any potential suppliers not meeting the mandatory requirements (shown as Pass/Fail questions as set out in the procurement documents) will not the remainder of their tender evaluated.

See ITT for further details.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-London:-Event-services./5J433GCW2A>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/5J433GCW2A>

GO Reference: GO-202162-PRO-18338412

VI.4) Procedures for review

VI.4.1) Review body

The Courtauld Institute of Art

Somerset House, Strand

London

WC2R 0RN

Telephone

+44 20739477777

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

The Courtauld Institute of Art

Somerset House, Strand

London

WC2R 0RN

Telephone

+44 20739477777

Country

United Kingdom