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Planning

## **The Provision of Graduation Production Services**

Brunel University London

F01: Prior information notice

Prior information only

Notice identifier: 2024/S 000-014228

Procurement identifier (OCID): ocds-h6vhtk-0456e9

Published 2 May 2024, 3:05pm

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

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

Brunel University London

Kingston Lane

London

#### **Email**

[Rajvinder.Bagri@brunel.ac.uk](mailto:Rajvinder.Bagri@brunel.ac.uk)

#### **Country**

United Kingdom

#### **Region code**

UKI74 - Harrow and Hillingdon

#### **Internet address(es)**

Main address

[www.brunel.ac.uk](http://www.brunel.ac.uk)

### **I.3) Communication**

Additional information can be obtained from the above-mentioned address

### **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**

The Provision of Graduation Production Services

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

- 79952000 - Event services

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

Services

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

The University is looking to appoint a sole supplier for the provision of Graduation Production Services for the Summer & Winter graduation ceremonies, both ceremonies are held on Campus.

Please note that this tender will not be split into lots and the expectation is that interested bidders should be able to provide the below (but not limited to) services:

- Event Production Services, this includes stage design, audio visual equipment, lighting and sound management for the graduation ceremonies.
- Venue set-up and management services related to venue set-up, seating arrangements

and logistical support during ceremonies.

- Ventilation.

-Fuel for generator.

Photography and Gowning are not in scope of this opportunity.

The minimum term of the contract is 5 years with the option to extend for a further maximum 2 years.

Additionally we would like to invite you to attend the pre-launch event which will be held on Campus on 20th May, this event will provide further details about the tender process, what is included in the scope/requirements and timelines. If you are interested in attending Please confirm your attendance by the COP 15th May.

#### **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

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

NUTS codes

- UKI74 - Harrow and Hillingdon

Main site or place of performance

Brunel University London Campus

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

Please refer to II.1.4

### **II.3) Estimated date of publication of contract notice**

5 August 2024

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes