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Planning

Exhibition Stand Build and Management Services

Department for Business and Trade

F01: Prior information notice

Prior information only

Notice identifier: 2024/S 000-014458

Procurement identifier (OCID): ocds-h6vhtk-045775

Published 7 May 2024, 9:40am

Section I: Contracting authority

I.1) Name and addresses

Department for Business and Trade

Old Admiralty Building

London

SW1A 2DY

Contact

commercialmarevents@businessandtrade.gov.uk

Email

commercialmarevents@businessandtrade.gov.uk

Country

United Kingdom

Region code

UK - United Kingdom

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

www.gov.uk/government/organisations/department-for-business-and-trade

Buyer's address

www.gov.uk/government/organisations/department-for-business-and-trade

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

Additional information can be obtained from the above-mentioned address

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://uktrade.app.jaggaer.com/web/login.html>

I.4) Type of the contracting authority

Ministry or any other national or federal authority

I.5) Main activity

Economic and financial affairs

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Exhibition Stand Build and Management Services

Reference number

3301

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

Requirement for services related to exhibition stand build and management for a global programme of security and defence exhibitions.

II.1.5) Estimated total value

Value excluding VAT: £4,800,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

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

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

Main site or place of performance

Contract will be managed by UKDSE UK, however activity will take place on a global basis.

II.2.4) Description of the procurement

Services Required

Design: Design stand concepts in line with the UKDSE brand, objectives and specifications and provide 2D/3D renderings and revisions

Stand Build: Construction, installation and dismantle of stand at UK and overseas events, in compliance with organisers terms and conditions. To include installation of audio-visual systems, lighting systems, air conditioning, power outlets, and other electrical components within the exhibition stand. To also include catering arrangements.

Contract management: Specified role to manage the contract with UKDSE and to manage budgets, spend, reviews and change management

Project management: Day-to-day event project management of overseas or UK exhibition in build phases and during the exhibition, working with a UKDSE project manager.

Logistics and Transportation: Handling logistics and transportation of the stand components to the event venue, ensuring timely delivery and installation and dismantle.

On-site Management: Providing on-site support during the event, including stand setup, standby during exhibition, dismantling, and addressing any issues that may arise.

Graphics and Branding: Creation and incorporation of branding elements such as logos, graphics, and signage into the stand design.

Production: High quality production of agreed graphics and branding to a range of size specifications.

Audio-Visual Integration: Integrating audio-visual equipment, lighting, and interactive displays.

Storage and Maintenance: Where necessary offering storage facilities for stand components between events and providing maintenance services to keep the stand in optimal condition.

II.2.14) Additional information

As part of early market engagement, DBT requests information from suppliers (RFI) to

help inform our thinking and the commercial strategy for these services. Information provided will be treated as commercially sensitive and will not have a bearing on the outcome of procurement for these services. Please email commercialmarevents@businessandtrade.gov.uk to request an RFI template.

II.3) Estimated date of publication of contract notice

2 September 2024

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

Section VI. Complementary information

VI.3) Additional information

The Department for Business and Trade (“DBT”) has a potential requirement for the provision of Exhibition Stand Build and Management for UK Defence and Security Exports (UKDSE). The Secretary of State for DBT is the contracting authority responsible for meeting this anticipated requirement. DBT would like to give notice of the intention to reprocur a contract for these services and intends to publish the Contract Notice on 2 September 2022*

UK Defence and Security Exports (UKDSE) is part of the DBT. With a focus on “Export. Invest. Win”, UKDSE’s ambition is to be recognised as the most knowledgeable, ethical and effective defence and security export support organisation in the world.

UKDSE earmarks a programme of global defence and security exhibitions for attendance and promotion of the UK’s defence capabilities.

Key Details

Procurement Route: RM6124 Communications Marketplace

Estimated Contract value: £4.8m ex VAT with £1.2m max spend pa

Anticipated Contract length: 3 years + potential 1 year extension

Open to SMEs/Consortia: Yes

Key Dates*

Request for Information (RFI) Deadline: 31 May 2024

Market Engagement Event: 3 July 2024

Deadline for registering on RM6124: 12 August 2024

Procurement Launch: 2 September 2024

Submission Deadline Stage : 1 October 2024

Submission Deadline Stage 2: 22 November 2024

Contract Award: 21 January 2025

Service Commencement: 1st April 2024

*indicative dates only, subject to change

The full specification shall be provided with the contract documents but it is expected to incorporate the requirements set out in the table below.

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Request for Information (RFI)

As part of early market engagement, DBT are requesting information from suppliers to help inform our thinking and the commercial strategy for these services. Any information provided during early market engagement will be treated as commercially sensitive.

Interested in this opportunity? Please follow the steps below:

Email commercialmarevents@businessandtrade.gov.uk to register your interest and to receive the RFI template

Register on the Communications Marketplace by 12 August 2024 (Click Description/Apply to Join). Please note that registration is MANDATORY in order to gain access to this procurement. <https://www.crowncommercial.gov.uk/agreements/RM6124>