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Tender

## **Event Production Services for Newham Council from 2024 to 2027**

LONDON BOROUGH OF NEWHAM

F02: Contract notice

Notice identifier: 2024/S 000-014892

Procurement identifier (OCID): ocds-h6vhtk-045872

Published 9 May 2024, 10:42pm

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

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

LONDON BOROUGH OF NEWHAM

Building 1000,Dockside Road

LONDON

E162QU

#### **Email**

[procurement.support@newham.gov.uk](mailto:procurement.support@newham.gov.uk)

#### **Country**

United Kingdom

#### **Region code**

UKI41 - Hackney and Newham

#### **Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

<http://www.newham.gov.uk>

**I.3) Communication**

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

<https://elyq.fa.em3.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000002089195>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://elyq.fa.em3.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000002089195>

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Event Production Services for Newham Council from 2024 to 2027

Reference number

ITTN332

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

- 79952000 - Event services

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

Services

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

The London Borough of Newham (Contracting Authority), invites bids for the Provision of Event Production Services for Newham Council from 2024 to 2027, this procurement includes two lots:

- Lot 1: Large Outdoor Event(s)
- Lot 2: Small to Medium Events

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

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

#### **II.2.1) Title**

Large Outdoor Events

Lot No

1

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

- 79952000 - Event services

**II.2.3) Place of performance**

NUTS codes

- UKI41 - Hackney and Newham

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

The Council organises an annual large-scale outdoor community event, although its format has varied in recent years. Anticipated attendance for the event typically ranges between 5,000 and 25,000 individuals per day over the weekend. This flagship event offers a diverse program of free entertainment and activities, including live music and dance performances on the main stage, a designated children's area, participatory sports activities, arts and crafts workshops, health and well-being services, a marketplace, catering options, a roller rink, and a skate park. Additionally, various Council services host interactive information areas during the event.

Services that may be required from this lot relates to:

Production, design, technical services and management of outdoor public events attended by up to 50,000 people over the weekend. It includes event and production management for large outdoor public events.

**II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

**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

Upon expiry of the contract.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

An option to extend the contract is within the duration of the contract.

## **II.2) Description**

### **II.2.1) Title**

Small to Medium Events

Lot No

2

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

- 79952000 - Event services

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

NUTS codes

- UKI41 - Hackney and Newham

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

The Council organises a plethora of small to medium-scale events throughout the year, catering to diverse audience sizes ranging from 50 attendees to as many as 5,000 individuals. Past events have encompassed a wide array of themes, including local elections, Holocaust Memorial Day, Remembrance events, panel discussions, as well as medium-sized music and community gatherings.

Service that may be required from this lot relates to:

The provision of technical services for events including audio-visual, set-build and on-site support. It includes technical services for indoor events, e.g. conferences, exhibitions and public meetings, as well as small outdoor events. This also includes providing ad hoc audio-visual support at conferences and meetings, as required.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **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

Upon expiry of the contract.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

An option to extend the contract is within the duration of the contract.

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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

14 June 2024

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

14 June 2024

Local time

12:30pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

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

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

Royal Courts of Justice

Strand

London

WC2A 2LL

Country

United Kingdom