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Tender

Venue Finding Services

AHDB (Defra Network eTendering Portal)

F02: Contract notice

Notice identifier: 2024/S 000-015549

Procurement identifier (OCID): ocds-h6vhtk-045a0b

Published 16 May 2024, 11:42am

Section I: Contracting authority

I.1) Name and addresses

AHDB (Defra Network eTendering Portal)

Middlemarch Business Park

Coventry

CV3 4SU

Contact

Sarah Waters

Email

procurement@ahdb.org.uk

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

<https://www.gov.uk/government/organisations/agriculture-and-horticulture-development-board>

Buyer's address

<https://defra-family.force.com/s/Welcome>

I.3) Communication

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

<https://defra-family.force.com/s/Welcome>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://defra-family.force.com/s/Welcome>

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

Other activity

Agriculture and Horticulture

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Venue Finding Services

Reference number

2023-685

II.1.2) Main CPV code

- 79952000 - Event services

II.1.3) Type of contract

Services

II.1.4) Short description

AHDB intend to procure a Contract to a successful Supplier for the provision Venue Finding services. The successful supplier will be required to deliver venue quotes with clear costs, offer bill-back services, best-negotiated rates and varied options of locations/venues. AHDB work on various events, so the selected agency must have the ability to provide large and small venues. Bill back services can be up to £80,000 per event, so the agency must have the financial capability to facilitate this and the selected agency need to generate their commission from the venues and not charge AHDB for their service, as well as ensuring value for money for levy payers is provided.

II.1.5) Estimated total value

Value excluding VAT: £1,333,333

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 55120000 - Hotel meeting and conference services

- 55120000 - Hotel meeting and conference services
- 79952000 - Event services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

Main site or place of performance

UK

II.2.4) Description of the procurement

AHDB intend to procure a Contract to a successful Supplier for the provision Venue Finding services. The successful supplier will be required to deliver venue quotes with clear costs, offer bill-back services, best-negotiated rates and varied options of locations/venues. AHDB work on various events, so the selected agency must have the ability to provide large and small venues. Bill back services can be up to £80,000 per event, so the agency must have the financial capability to facilitate this and the selected agency need to generate their commission from the venues and not charge AHDB for their service, as well as ensuring value for money for levy payers is provided.

Closing date is NOON on the 18th June 2024

Please be advised that the amount will be dependent depending on amount of bookings and will be paid accordingly to the requested bill back service, not via AHDB.

The electronic address at which the Procurement Documents have been made directly available by AHDB by electronic means is <https://defra-family.force.com/s/Welcome>. This is AHDB's e-Sourcing portal.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 100

Price - Weighting: 0

II.2.6) Estimated value

Value excluding VAT: £133,333

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Start date

5 August 2024

End date

4 August 2028

This contract is subject to renewal

Yes

Description of renewals

Initial contract is for 1 year plus options of 1+1+1

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

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

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

As per tender documents

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

As per tender documents

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

18 June 2024

Local time

12:00pm

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

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Duration in months: 6 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

18 June 2024

Local time

1:00pm

Place

AHDB HQ

Information about authorised persons and opening procedure

Procurement Manager

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: New tender opportunity would likely be published May'27

VI.4) Procedures for review

VI.4.1) Review body

AHDB (Defra Network eTendering Portal)

Middlemarch Business Park

Coventry

CV3 4SU

Email

Procurement@ahdb.org.uk

Country

United Kingdom

Internet address

<https://www.gov.uk/government/organisations/agriculture-and-horticulture-development-board>

VI.4.2) Body responsible for mediation procedures

Defra Network eTendering Portal

Seacole Building, 2 Marsham Street

London

SW1P 4DF

Country

United Kingdom

Internet address

<https://www.gov.uk/government/organisations/department-for-environment-food-rural-affairs>