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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](mailto: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

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## **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

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### **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

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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

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

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## **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](mailto: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>