

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/017506-2024>

Tender

## **EVENT MANAGEMENT COMPANY FOR MAJOR CEREMONIAL EVENTS**

Department for Culture, Media and Sport

F02: Contract notice

Notice identifier: 2024/S 000-017506

Procurement identifier (OCID): ocids-h6vhtk-045645

Published 5 June 2024, 5:09pm

The closing date and time has been changed to:

**15 July 2024, 10:00am**

See the [change notice](#).

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

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

Department for Culture, Media and Sport

100 Parliament Street

London

SW1A 2BQ

#### **Contact**

DCMS Commercial

#### **Email**

[dcms-emc-procurement@dcms.gov.uk](mailto:dcms-emc-procurement@dcms.gov.uk)

**Country**

United Kingdom

**Region code**

UKI - London

**Internet address(es)**

Main address

[www.dcms.gov.uk](http://www.dcms.gov.uk)

Buyer's address

[www.dcms.gov.uk](http://www.dcms.gov.uk)

**I.3) Communication**

Access to the procurement documents is restricted. Further information can be obtained at

<http://dcms.my.site.com/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<http://dcms.my.site.com/>

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

Ministry or any other national or federal authority

**I.5) Main activity**

Recreation, culture and religion

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## Section II: Object

### II.1) Scope of the procurement

#### II.1.1) Title

EVENT MANAGEMENT COMPANY FOR MAJOR CEREMONIAL EVENTS

Reference number

103978

#### II.1.2) Main CPV code

- 79952000 - Event services

#### II.1.3) Type of contract

Services

#### II.1.4) Short description

PROCUREMENT SUBJECT TO LIGHT TOUCH REGULATIONS 74 TO 77 OF THE PUBLIC CONTRACTS REGULATIONS 2015.

This is a Contract Notice related to a Prior Information (PIN) published by the Department for Culture, Media & Sport (DCMS) on 30th April 2024. Reference: <https://www.find-tender.service.gov.uk/Notice/013957-2024>

DCMS is seeking to appoint a suitably experienced Event Management Company (EMC) for the provision of planning and, if activated, delivery of Major Royal Ceremonial Event(s) (Events) in London.

The Estimated total value included in this Notice is the estimated maximum value if the Authority were to take up all options available under this contract.

The appointed EMC will be required to:

- prepare and maintain an Event Management Plan for the delivery of Events,
- hold a supply chain at sufficient readiness for no-notice Event delivery,
- deliver the Event(s) if required/ Activated.

Services will include detailed planning, design, testing & exercising, and management services including financial control, and appointment, engagement and management of subcontractors.

This contract will include working in close and regular partnership with a number of

stakeholders including Government and Public Bodies and the Royal Household to ensure delivery is professional and meets the expectations of stakeholders. Should it occur, the largest Event activates at no notice, over a c2 week timeframe, encompassing a large geographic footprint across multiple specific locations in London, attracts hundreds of thousands of (unticketed) spectators and hundreds of millions via media broadcast. The scale, scope and complexity cannot be underestimated and sensitivity towards the significance of the Event is paramount. Events will be broadcast live worldwide and attract a large media presence. Delivering the requirements of the media, in terms of stands, access controls and media villages form important elements of the required service.

#### **II.1.5) Estimated total value**

Value excluding VAT: £105,000,000

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

This contract is divided into lots: No

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

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

- 71242000 - Project and design preparation, estimation of costs

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

NUTS codes

- UKI - London

Main site or place of performance

Westminster, London

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

PROCUREMENT SUBJECT TO LIGHT TOUCH REGULATIONS 74 TO 77 OF THE PUBLIC CONTRACTS REGULATIONS 2015.

The Contract is for 103978 - Event Management Company For Major Royal Ceremonial Events.

To obtain further information, please follow these steps:

1. Log in to the supplier portal at <http://dcms.my.site.com/>

2. Locate the opportunity using 'My Proposals and Quotes' - using the reference '103978 - Event Management Company For Major Royal Ceremonial Events' as required.

If you cannot see the opportunity after following the above, please contact [support@atamis.co.uk](mailto:support@atamis.co.uk) who are able to assist with any project access issues or any log-in/registration issues.

3. Download the Non-Disclosure Agreement (NDA) for review
4. Return a signed NDA to DCMS via the Atamis e-Sourcing messaging system (interested Bidders are advised to do this as soon as possible) -
5. Once DCMS have reviewed and returned the signed NDA you will be added to the ITT project.

DCMS is conducting this procurement exercise via Atamis e-sourcing portal as detailed above. Interested organisations will be required to complete a Non-Disclosure Agreement (NDA) prior to being provided access to the procurement documents or any other documents regarding the requirement. The NDA is available within the Atamis e-sourcing portal link above; completed NDA's are to be returned via the Messaging function within the portal. Upon receipt of a signed copy of the NDA, DCMS will carry out due diligence on the organisation applying to verify authenticity prior to providing access to the procurement workspace within Atamis where the procurement documentation can be viewed.

Organisations that do not provide a signed copy of the NDA directly to DCMS via the Atamis Portal messaging system will not be granted access to the procurement workspace and documentation.

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

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

#### **II.2.6) Estimated value**

Value excluding VAT: £105,000,000

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

Requirement may be subject to renewal

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

Variants will be accepted: No

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

Options: Yes

Description of options

Some elements of the Services are optional (to be exercised at the discretion of the Authority)

The Estimated total value included in this Notice is the estimated maximum value if the Authority were to take up all options available under this contract.

#### **II.2.13) Information about European Union Funds**

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

#### **II.2.14) Additional information**

PROCUREMENT SUBJECT TO LIGHT TOUCH REGULATIONS 74 TO 77 OF THE PUBLIC CONTRACTS REGULATIONS 2015.

Progress to receiving Invitation to Tender documentation is conditional upon the complete unconditional acceptance of the NDA for this procurement exercise. Please note that the timeframe allocated for tendering activities commences from the date of this notice.

Please provide a signed copy of the NDA directly to DCMS via the Atamis e-sourcing messaging system.

If an organisation encounters any difficulties in accessing the system please contact [support@atamis.co.uk](mailto:support@atamis.co.uk).

Additional CPV Codes

71242000 - Project and design preparation, estimation of costs.  
72224000 - Project management consultancy services.  
79421000 - Project-management services other than for construction work.  
79421100 - Project-supervision services other than for construction work.  
24955000 - Chemical toilets.  
35821000 - Flags.  
35821100 - Flagpole.  
79710000 - Security services.  
48952000 - Public address systems.  
32000000 - Radio, television, communication, telecommunication and related equipment.  
32344210 - Radio equipment.  
32344280 - Portable radios.  
34928200 - Fences.

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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

Unconditional acceptance of Authority's Non-Disclosure Agreement to obtain the Invitation to Tender Documentation.

Adherence to Light touch regulations - LIGHT TOUCH REGULATIONS 74 TO 77 OF THE PUBLIC CONTRACTS REGULATIONS 2015.

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement 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: No

### **IV.2) Administrative information**

#### **IV.2.1) Previous publication concerning this procedure**

Notice number: [2024/S 000-013957](#)

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Originally published as:

Date

5 July 2024

Local time

12:00pm

Changed to:

Date

15 July 2024

Local time

10:00am

See the [change notice](#).

#### **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**

Tender must be valid until: 4 November 2024

**IV.2.7) Conditions for opening of tenders**

Date

5 July 2024

Local time

2:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

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Receipt of the Invitation to Tender documentation is conditional upon the complete unconditional acceptance of the NDA for this procurement exercise. Please note that the timeframe allocated for tendering activities commences from the date of this notice.

Please provide a signed copy of the NDA directly to DCMS via the Atamis e-sourcing messaging system.

If an organisation encounters any difficulties in accessing the system please contact [support@atamis.co.uk](mailto:support@atamis.co.uk).

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32344210 - Radio equipment.

32344280 - Portable radios.

34928200 - Fences.

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

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

Department for Culture, Media and Sport

100 Parliament Street

London

SW1A 2BQ

Country

United Kingdom

Internet address

[www.dcms.gov.uk](http://www.dcms.gov.uk)

### **VI.4.2) Body responsible for mediation procedures**

High Court of England and Wales

7 Rolls Building, Fetter Lane, London EC4A 1NL

London

EC4A1NL

Country

United Kingdom

Internet address

<https://www.judiciary.uk/>