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Tender

## **Lakeside Arts Box Office and CRM System**

The University of Nottingham

F02: Contract notice

Notice identifier: 2022/S 000-018300

Procurement identifier (OCID): ocds-h6vhtk-034e24

Published 5 July 2022, 2:05pm

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

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

The University of Nottingham

NG7 2NR

Nottingham

#### **Email**

[karella.henegan@nottingham.ac.uk](mailto:karella.henegan@nottingham.ac.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKF14 - Nottingham

#### **Internet address(es)**

Main address

[www.nottingham.ac.uk](http://www.nottingham.ac.uk)

### **I.3) Communication**

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

<https://in-tendhost.co.uk/universityofnottingham.aspx/Home>

Additional information can be obtained from the above-mentioned address

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**

Education

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## **Section II: Object**

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

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

Lakeside Arts Box Office and CRM System

Reference number

1581/ITT/KH

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

- 22459000 - Tickets

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

Supplies

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

The University requests tenders from sufficiently experienced and qualified Suppliers to establish a contract agreement for the provision of a Box Office and CRM System. Based at the South Entrance to University Park Campus, Lakeside Arts is the University of Nottingham's arts centre and programme. We enable diverse audiences (staff, student and the wider public) to engage with inspirational creative experiences. We deliver performances, workshops and exhibitions across multiple and differing spaces. These include: seated events in our theatre and recital hall; outdoor events in Highfields Park and University Park; workshops in schools; free but sometimes ticketed exhibitions across multiple galleries, and performances and other events at other venues/locations away from Lakeside. Many events at Lakeside – both in-person and digital (live-streamed) – can be accessed by ticketed admission only.

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

Value excluding VAT: £200,000

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

This contract is divided into lots: No

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

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

NUTS codes

- UKF14 - Nottingham

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

The University requests tenders from sufficiently experienced and qualified Suppliers to establish a contract agreement for the provision of a Box Office and CRM System.

#### **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

60

This contract is subject to renewal

Yes

Description of renewals

Initial term: 3yearsOption to extend: 2 years (2 x 12 month periods)

#### **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 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

2 September 2022

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

2 September 2022

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

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

High Court Stand

London

Country

United Kingdom

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

In accordance with Regulation 86 and 87 of the Public Contracts Regulations 2015, the contracting authority has incorporated a minimum 10 calendar days standstill period starting from the day when contract award was notified to the bidders. Unsuccessful bidders will be provided with a debrief in the award decision at the start of the standstill period including details of their bid in relation to the winning bid comprising the reasons for the decision, the characteristics and relative advantages of the successful tender, the score of the economic operator and the name of the economic operator to be awarded the contract. Tenderers have a right to appeal provided for within the Public Contracts Regulations 2015. Any such proceedings must be brought in the High Court of England and Wales.