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Tender

WEQAS Conference 2022

NHS Wales Shared Services Partnership

F02: Contract notice

Notice identifier: 2022/S 000-018674

Procurement identifier (OCID): ocds-h6vhtk-034f9a

Published 7 July 2022, 4:43pm

Section I: Contracting authority

I.1) Name and addresses

NHS Wales Shared Services Partnership

2nd Floor Woodland House, Maes-y-Coed Road

Cardiff

CF14 4TT

Email

Nia.Miles@wales.nhs.uk

Telephone

+44 2921508271

Country

United Kingdom

NUTS code

UK - United Kingdom

Internet address(es)

Main address

<http://www.procurement.wales.nhs.uk>

Buyer's address

http://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0221

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

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

<http://NWSSP.Cardiff.Procurement@wales.nhs.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<http://NWSSP.Cardiff.Procurement@wales.nhs.uk>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

Health

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

WEQAS Conference 2022

Reference number

CAV-ITT (22-23) 29

II.1.2) Main CPV code

- 55100000 - Hotel services

II.1.3) Type of contract

Services

II.1.4) Short description

Weqas, a division within Cardiff and Vale University Local Health Board hold an annual conference and require a hotel to provide our conference venue for 2022. The two day conference consists of workshop sessions, Q&A sessions and scientific lectures. Event packages will be offered to clients. A joint hotel and conference venue within a 10-mile radius of a London airport. We do not accept submissions from third parties/agents. The hotel must submit a date that they are available to host the event. The date must be within the range of mid-November to early-December. The Health Board has a budget constraint of 30,000.00GBP excluding VAT

II.1.5) Estimated total value

Value excluding VAT: £30,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 55100000 - Hotel services

II.2.3) Place of performance

NUTS codes

- UKL22 - Cardiff and Vale of Glamorgan

Main site or place of performance

Cardiff and the Vale LHB

II.2.4) Description of the procurement

Weqas, a division within Cardiff and Vale University Local Health Board hold an annual conference and require a hotel to provide our conference venue for 2022. The two day conference consists of workshop sessions, Q&A sessions and scientific lectures. Event packages will be offered to clients. A joint hotel and conference venue within a 10-mile radius of a London airport. We do not accept submissions from third parties/agents. The hotel must submit a date that they are available to host the event. The date must be within the range of mid-November to early-December. The Health Board has a budget constraint of 30,000.00GBP excluding VAT

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

1

This contract is subject to renewal

No

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

Details can be found within the tender documents. The documents can be obtained from Nia Miles, please contact Nia on - Nia.Miles@wales.nhs.uk and request the WEQAS 2022 CONFERENCE DOCUMENTS.

Please ensure that you return the quote via the email address below and clearly state the bid is FOR THE ATTENTION OF NIA MILES;

NWSSP.Cardiff.Procurement@wales.nhs.uk by 12pm on the 19th July 2022.

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

III.2) Conditions related to the contract

III.2.1) Information about a particular profession

Execution of the service is reserved to a particular profession

III.2.2) Contract performance conditions

Please ensure that you return the quote via the email address below and clearly state the bid is FOR THE ATTENTION OF NIA MILES;

NWSSP.Cardiff.Procurement@wales.nhs.uk by 12pm on the 19th July 2022.

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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

19 July 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

19 July 2022

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

Please note additional information on this procurement:

1. The Contracting Authority reserves the right to award the contract in whole, in part or annul the tendering process and not award contract.
2. Bidders should note that they will be required to enter into terms and conditions of contract as set out in the ITT and that save for matters of clarification or consistency the Contracting Authority will not negotiate the terms.
3. The Contracting Authority will not accept completed ITT's after the stated closing date.
4. All documents to be priced (where applicable) in sterling and all payments made in sterling.
5. All tender costs and liabilities incurred by bidders shall be the sole responsibility of the bidders.
6. In reference to II.1.9 (Variants) to the extent permitted, if at all, in the tender documents.
7. Prospective suppliers should note that NHS Shared Services Partnership - Procurement Services is acting on behalf of Cardiff and Vale

ULHB.

NOTE: To register your interest in this notice and obtain any additional information please visit the Sell2Wales Web Site at

http://www.sell2wales.gov.wales/Search/Search_Switch.aspx?ID=65818.

NOTE: The authority is using eTenderwales to carry out this procurement process. To obtain further information record your interest on

Sell2Wales at http://www.sell2wales.gov.wales/search/search_switch.aspx?ID=68368

(WA Ref:68368)

The Health Board will ensure that this procurement process, which is being undertaken in accordance with the Open Procedure, pursuant to and as defined in the Public Contracts Regulations 2015 (as amended) Light Touch Regime.

(WA Ref:122917)

VI.4) Procedures for review

VI.4.1) Review body

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Country

United Kingdom

Internet address

<http://www.procurement.wales.nhs.uk>