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Planning

DSE World Exhibition Event Build Stand

Department for International Trade

F01: Prior information notice

Prior information only

Notice identifier: 2021/S 000-019255

Procurement identifier (OCID): ocds-h6vhtk-02d2a6

Published 9 August 2021, 10:45pm

Section I: Contracting authority

I.1) Name and addresses

Department for International Trade

London

Email

CommercialMarEvents@trade.gov.uk

Country

United Kingdom

NUTS code

UK - United Kingdom

Internet address(es)

Main address

<https://www.gov.uk/government/organisations/department-for-international-trade>

I.3) Communication

Additional information can be obtained from the above-mentioned address

I.4) Type of the contracting authority

Ministry or any other national or federal authority

I.5) Main activity

Defence

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

DSE World Exhibition Event Build Stand

II.1.2) Main CPV code

- 79950000 - Exhibition, fair and congress organisation services

II.1.3) Type of contract

Services

II.1.4) Short description

The procurement of a new events management agency who specialise in event stand builds. The agency will be required to design stands to the defined requirements that is consistent with that of UK DSE's audience of VVIP's, VIP's, ministerial and military delegations.

The agency will be required to design, brand, construct/build and install/breakdown stands that promote UK Government and UK DSE utilising images and messages focused on the UK defence and security sector with regards to export. The stands must be flexible to ensure that when necessary changes can be implemented at late notice, with the ability to re-use elements to maintain a low carbon foot print and save on cost.

Each stand should provide the option to have a dedicated project manager who would book exhibition space, liaise with UK companies (where applicable) and travel out to the

event itself.

The agency will also be expected to make all the necessary on-site arrangements for installation/breakdown, AV, power, rigging (where applicable) lighting, internet connections, freighting, drayage, on site handling, contractor's passes, stand disposal, have a project manager on site for the duration of the event with good communication skills to manage these requirements, provide professional catering and hosting, cleaning, and all auxiliary requirements.

The agency will need to have appropriate accreditation with event and exhibition bodies (ESSA and The British Assessment Bureau) and ensure that stand design and construction complies with the regulations and requirements of the venue, event organisers, Health & Safety and security.

A Pre-Market Engagement Virtual Event is due to take place 24 August 2021. Timing and further details of the event are to be confirmed. If you are interested in attending, please contact: CommercialMarEvents@trade.gov.uk

Additionally please use the following link to register on the Market Communications and Research Dynamic Purchasing System (DPS), selecting the relevant links under the "Communications Marketplace" heading:

<https://supplierregistration.cabinetoffice.gov.uk/dps#research>

II.1.5) Estimated total value

Value excluding VAT: £3,600,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 39154100 - Exhibition stands
- 79950000 - Exhibition, fair and congress organisation services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

To provide an innovative design concept to attract UK and International VVIP's, VIP, ministerial and military delegations to the UK DSE stand and UK group.

To ensure that there is a continuity of design recognised throughout the exhibitions programme to a high standard that meets the audience expectations.

The agency needs to ensure the following:

- Ability to deliver the first exhibition FIDAE 2022 (5-10 April 2022).
- Provide an innovative design.
- That the production quality meets that of the audience as specified.
- To ensure that the contractor has the ability to adhere to the production schedules and deadlines, and that they are able to complete the exhibition programme to timelines agreed.
- Has the ability to provide a robust service with a 24hr production/project management facility, for pre-production and installation/breakdown.
- To be able to be flexible and adjust to changing project plans and accommodate alternations as required.
- To be able to work within a specified budget.
- That all health and safety, exhibitors/organisers and security regulations and rules are adhered to.
- That they are able to demonstrate that they can work with and provide support to UK companies participating within the UK DSE groups. To be able meet their requirements as requested and agreed with UK DSE project manager.
- To be able to provide an innovative design reflecting the DSE Brand Guidelines including but not specific to the 'arch' feature.
- To be able to provide a quote for overseas shows inclusive of an overseas supplier.

II.3) Estimated date of publication of contract notice

10 December 2021

Section IV. Procedure

IV.1) Description

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

Section VI. Complementary information

VI.3) Additional information

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