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Tender

CEFAS23-83 ITT for services for overseas scientific workshop facilitation

Centre for Environment, Fisheries and Aquaculture Science

F02: Contract notice

Notice identifier: 2023/S 000-019434

Procurement identifier (OCID): ocds-h6vhtk-03dfbc

Published 7 July 2023, 11:12am

Section I: Contracting authority

I.1) Name and addresses

Centre for Environment, Fisheries and Aquaculture Science

Pakefield Road

Lowestoft

NR33 0HT

Contact

Holly Power

Email

procure@cefas.co.uk

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

<https://www.cefas.co.uk/>

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 to the above-mentioned address

I.4) Type of the contracting authority

Ministry or any other national or federal authority

I.5) Main activity

Environment

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

CEFAS23-83 ITT for services for overseas scientific workshop facilitation

II.1.2) Main CPV code

- 80000000 - Education and training services

II.1.3) Type of contract

Services

II.1.4) Short description

Cefas requires support for the delivery and facilitation of a variety of international workshops across two Official Development Assistance (ODA) programmes.

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.2.2) Additional CPV code(s)

- 79952000 - Event services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

Provision of effective and professional facilitation services for a variety of workshops, conferences, and events that Cefas will be running in various international locations across the duration of the Contract.

1. Work closely with Cefas colleagues to understand the objectives and principles of the relevant programme of work for which the facilitation is required.
2. Develop and design a workshop/s agenda and any other associated literature such as name badges, workshop/s literature packs, posters, and programmes (required during the design of the workshop). These resources must be made available to virtual participants also.
3. Facilitate the required workshops, to involve, for example, interactive elements, breakout activities, training sessions and keynote speakers. Including providing staff to co-ordinate and host the event both virtually and where required in-person.
4. Option for workshops to be made available via an event platform/website, accessible through a computer and/or mobile, which the Tenderer must host and manage. This platform should be capable of hosting accessible recordings of the events for a minimum of 6 months after the event.
5. Workshops must comply to UK accessibility and local accessibility laws.
6. Ability to provide virtual and in-person options for attendance.
7. Invites will be sent via the relevant Foreign, Commonwealth & Development Office (FCDO) and/or Cefas and other Arm's Length Bodies (ALBs). The successful Tenderer will be required to liaise extensively with these parties to manage attendance by delegates.
8. Support management of stakeholder attendance.
9. Lead and provide technical expertise in digital facilitation and necessary tools for a virtual and blended workshop. There may be a need for the Tenderer to assist in the compéring of the workshops, to be agreed with Cefas prior to the events.
10. Be involved in venue selection to ensure appropriate facilities are available.
11. Ensuring conference facilities are set-up for the workshop appropriately, and in a covid-safe manner (if applicable). Manage logistics of this prior and during the workshop and ensure integrated virtual attendance is possible throughout the workshop.
12. Provide a workshop report detailing discussions, key actions, and messages within one month of the workshop event with Cefas experts.

Cefas currently have need of the above services for 3 upcoming workshops in South Africa, Sri Lanka and Ghana. However, there are likely to also be future requirements for these services across several regions under a variety of Cefas International Programmes.

Cefas estimates costs of £70-£100k for provision of services for the 3 confirmed workshops.

PLEASE NOTE - beyond these current requirements, Cefas is unable to guarantee that there will be additional work under the Contract.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 70

Cost criterion - Name: Cost / Weighting: 30

II.2.6) Estimated value

Value excluding VAT: £200,000

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

Start date

4 September 2023

End date

31 March 2025

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

Date

7 August 2023

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

Tender must be valid until: 3 October 2023

IV.2.7) Conditions for opening of tenders

Date

7 July 2023

Local time

1:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

To view this opportunity please go to <https://defra-family.force.com/s/Welcome>
You will need to log in or create a new supplier account. The opportunity can then be found searching 'C19942 CEFAS23-83 ITT for services for overseas scientific workshop facilitation' via the find opportunities function.

VI.4) Procedures for review

VI.4.1) Review body

Public Procurement Review Body

N/A

N/A

N/A

Email

publicprocurementreview@cabinetoffice.gov.uk

Country

United Kingdom

Internet address

<https://www.gov.uk/government/publications/public-procurement-review-service-scope-and-remit>