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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 covidsafe 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 <a href="https://defra-family.force.com/s/Welcome">https://defra-family.force.com/s/Welcome</a> 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