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Tender

## **1578 Venue and Event Management Services for University Graduation Ceremonies**

De Montfort University

F02: Contract notice

Notice identifier: 2021/S 000-019758

Procurement identifier (OCID): ocds-h6vhtk-02d49d

Published 13 August 2021, 3:08pm

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

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

De Montfort University

John Whitehead Building, The Newarke

Leicester

LE2 7BY

#### **Email**

[procurement@dmu.ac.uk](mailto:procurement@dmu.ac.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKF21 - Leicester

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

Main address

[www.dmu.ac.uk](http://www.dmu.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/demontfort.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**

1578 Venue and Event Management Services for University Graduation Ceremonies

Reference number

1578

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

- 79952000 - Event services

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

Services

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

De Montfort University requires a single supplier to provide a suitable venue in the City of Leicester, with associated event management service provision, for the hosting of University graduation ceremonies. All other information relating to award criteria, evaluation and the full specification etc. can be found within our ITT document for this procurement loaded on the In-Tend e tendering portal <https://in-tendhost.co.uk/demontfort.aspx/Home>

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

This contract is divided into lots: No

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

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

NUTS codes

- UKF21 - Leicester

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

Venue and Event Management Services for University Graduation Ceremonies

#### **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

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

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### **Section III. Legal, economic, financial and technical information**

#### **III.1) Conditions for participation**

##### **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

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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

13 September 2021

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**

Duration in months: 3 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

13 September 2021

Local time

1:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic invoicing will be accepted

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

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

De Montfort University

Leicester

Country

United Kingdom