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Planning

Accommodation Management Services

The Queen Elizabeth II Centre

F01: Prior information notice

Reducing time limits for receipt of tenders

Notice identifier: 2024/S 000-021570

Procurement identifier (OCID): ocds-h6vhtk-047d42

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Section I: Contracting authority

I.1) Name and addresses

The Queen Elizabeth II Centre

London

Contact

Jonathan Davies

Email

tenders@geiicentre.london

Telephone

+44 7971952016

Country

United Kingdom

Region code

UKI32 - Westminster

The Quenn Elizabeth II Centre, United Kingdom

QEI Centre

Internet address(es)

Main address

www.geiicentre.london

Buyer's address

www.geiicentre.london

I.3) Communication

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

<https://forms.office.com/e/0kRBEfarAH>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://forms.office.com/e/0kRBEfarAH>

I.4) Type of the contracting authority

Ministry or any other national or federal authority

I.5) Main activity

Other activity

Conferencing and Events

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Accommodation Management Services

II.1.2) Main CPV code

- 55100000 - Hotel services

II.1.3) Type of contract

Services

II.1.4) Short description

The QEII Centre intends to procure accommodation management services for its guests, delegates and visitors to enhance the customer experience and create a single process for events and accommodation booking.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKI - London

II.2.4) Description of the procurement

The QEII Centre is London's premier venue for events and conferences. Established in 1986, the Centre is at the forefront of hosting diverse and dynamic events, ranging from international conferences and governmental summits to corporate meetings and prestigious awards ceremonies.

The QEII Centre now seeks to extend its world-class service by incorporating accommodation management for our delegates, ensuring a seamless and enriched event

experience.

The Centre intends to procure the services of an accommodation management agency that will efficiently handle all hotel booking and accommodation requirements on behalf of our clients.

This partnership aims to:

- Provide comprehensive service offerings to our clients, enhancing their overall experience.
- Generate additional revenue for the QEII Centre through commission or rebate schemes agreed upon with the selected agency.
- Elevate the professionalism and service capability of the QEII Centre by offering end-to-end event solutions, including accommodation.

The contract value will be determined by the number of rooms booked but this is expected to be in the region of 100,000 room nights per annum with a commission payable to the Centre for each room night booking via referral.

The Centre intends to start a procurement process within 16 weeks of the date of this notice and is seeking expression of interest from suitably qualified and experienced accommodation management agencies.

Any accommodation management agencies expressing an interest will be kept up to date with our progress in creating the tender documents and will be invited to register for the tender and related documentation upon release. An expression of interest webform is here: <https://forms.office.com/e/0kRBEfarAH>

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

Duration in months

36

This contract is subject to renewal

Yes

II.2.10) Information about variants

Variants will be accepted: Yes

II.2.11) Information about options

Options: Yes

II.3) Estimated date of publication of contract notice

30 November 2024

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

Accommodation management agencies with the capability to manage a minimum of 100,000 room night bookings per annum would be the ideal accommodation services partner for this procurement. The accommodation management agency should have the capacity to manage this level of bookings from day one of the contract.

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

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: No

Section VI. Complementary information

VI.4) Procedures for review

VI.4.1) Review body

The Queen Elizabeth II Centre

London

Country

United Kingdom