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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

Published 15 July 2024, 9:39am

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

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

The Queen Elizabeth II Centre

London

#### **Contact**

Jonathan Davies

#### **Email**

[tenders@qeiicentre.london](mailto:tenders@qeiicentre.london)

#### **Telephone**

+44 7971952016

#### **Country**

United Kingdom

#### **Region code**

UKI32 - Westminster

**The Quenn Elizabeth II Centre, United Kingdom**

QEII Centre

**Internet address(es)**

Main address

[www.qeiicentre.london](http://www.qeiicentre.london)

Buyer's address

[www.qeiicentre.london](http://www.qeiicentre.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

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## **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

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## **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

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## **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

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## **Section VI. Complementary information**

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

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

The Queen Elizabeth II Centre

London

Country

United Kingdom