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Contract

Graduation Venue and Services

London School of Hygiene & Tropical Medicine

F03: Contract award notice

Notice identifier: 2024/S 000-022358

Procurement identifier (OCID): ocds-h6vhtk-043567

Published 18 July 2024, 4:19pm

Section I: Contracting authority

I.1) Name and addresses

London School of Hygiene & Tropical Medicine

Keppel Street,

London

WC1E 7HT

Contact

Imoudu Idornigie

Email

Imoudu.Idornigie@lshtm.ac.uk

Telephone

+44 2079588328

Country

United Kingdom

Region code

UKI - London

National registration number

RC000330

Internet address(es)

Main address

<http://www.lshtm.ac.uk>

Buyer's address

<https://uk.eu-supply.com/ctm/Company/CompanyInformation/Index/104519>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Graduation Venue and Services

Reference number

LSHTM-2023-41

II.1.2) Main CPV code

- 79952000 - Event services

II.1.3) Type of contract

Services

II.1.4) Short description

LSHTM proposes to enter a contract for an initial period of 3 years with an option to extend for two periods of 12 months each (3+1+1). The Supplier must be located in Central London and the services required are a suitable venue with all necessary IT/AV accessories available for hire which can host our ceremony and has the capacity to accommodate the number of students and guests as stated in the specification. The supplier will also be required to provide catering services to be delivered by a suitably qualified and experienced team as well as a dedicated events manager. The requirement will be awarded as a single contract to one successful bidder. The event comprises two graduation ceremonies, each followed by a reception to take place annually on one day normally in early March. However, the date and number of ceremonies are subject to change.

II.1.6) Information about lots

This contract is divided into lots: No

II.1.7) Total value of the procurement (excluding VAT)

Value excluding VAT: £665,995.35

II.2) Description**II.2.2) Additional CPV code(s)**

- 55120000 - Hotel meeting and conference services
- 55520000 - Catering services

II.2.3) Place of performance

NUTS codes

- UKI - London

Main site or place of performance

Central London

II.2.4) Description of the procurement

LSHTM proposes to enter a contract for an initial period of 3 years with an option to extend for two periods of 12 months each (3+1+1). The Supplier must be located in Central London and the services required are a suitable venue with all necessary IT/AV accessories available for hire which can host our ceremony and has the capacity to accommodate the number of students and guests as stated in the specification. The supplier will also be required to provide catering services to be delivered by a suitably qualified and experienced team as well as a dedicated events manager. The requirement will be awarded as a single contract to one successful bidder. The event comprises two graduation ceremonies, each followed by a reception to take place annually on one day normally in early March. However, the date and number of ceremonies are subject to change. The supplier is expected to be flexible as there may be a need to re-schedule ceremonies or to have ceremonies outside of the stated period and this will be negotiated between the University and Supplier to arrive at a fair and mutually agreed solution.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 70%

Price - Weighting: 30%

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: Yes

IV.2) Administrative information

IV.2.1) Previous publication concerning this procedure

Notice number: [2024/S 000-002913](#)

Section V. Award of contract

Contract No

1

Title

Graduation Venue and Services

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

28 June 2024

V.2.2) Information about tenders

Number of tenders received: 4

Number of tenders received by electronic means: 4

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

Central Hall Westminster Ltd

Storeys Gate

London

SW1H 9NH

Email

bjeffery@chvenues.com

Country

United Kingdom

NUTS code

- UK - United Kingdom

National registration number

3802387

The contractor is an SME

Yes

V.2.4) Information on value of contract/lot (excluding VAT)

Initial estimated total value of the contract/lot: £725,000

Total value of the contract/lot: £665,995.35

Section VI. Complementary information

VI.4) Procedures for review

VI.4.1) Review body

The Royal Courts of Justice

The Strand

London

WC2A 2LL

Country

United Kingdom

VI.4.4) Service from which information about the review procedure may be obtained

London School of Hygiene & Tropical Medicine

Keppel Street

London

WC1E 7HT

Country

United Kingdom