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Contract

CEFAS23-83 Contract for overseas scientific workshop facilitation services

Centre for Environment, Fisheries and Aquaculture Science

F03: Contract award notice

Notice identifier: 2023/S 000-026190

Procurement identifier (OCID): ocds-h6vhtk-03dfbc

Published 5 September 2023, 12:41pm

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.gov.uk

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

<https://www.cefasc.co.uk/>

Buyer's address

<https://defra-family.force.com/s/Welcome>

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 Contract for overseas scientific workshop facilitation services

Reference number

CEFAS23-83

II.1.2) Main CPV code

- 79952000 - Event 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.1.6) Information about lots

This contract is divided into lots: No

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

Value excluding VAT: £200,000

II.2) Description

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 covid-safe 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.2.11) 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.2.1) Previous publication concerning this procedure

Notice number: [2023/S 000-019434](#)

Section V. Award of contract

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

30 August 2023

V.2.2) Information about tenders

Number of tenders received: 2

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

V.2.3) Name and address of the contractor

Realise (Europe) Ltd

Realise Europe Ltd, 30-34 North Street, Hailsham, East Sussex,

Hailsham

BN27 1DW

Telephone

+44 1903719166

Country

United Kingdom

NUTS code

- UK - United Kingdom

National registration number

04027058

Internet address

www.realisegroup.com

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: £80,000

Total value of the contract/lot: £200,000

Section VI. Complementary information

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>