

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/027337-2024>

Tender

Full Event Management Partner

University of Warwick

F02: Contract notice

Notice identifier: 2024/S 000-027337

Procurement identifier (OCID): ocds-h6vhtk-0495c8

Published 27 August 2024, 4:25pm

Section I: Contracting authority

I.1) Name and addresses

University of Warwick

University House, Kirby Corner Road

Coventry

CV4 7AL

Contact

Debbie Cook

Email

d.l.cook@warwick.ac.uk

Country

United Kingdom

NUTS code

UKG33 - Coventry

Internet address(es)

Main address

<https://warwick.ac.uk/>

Buyer's address

www.in-tendhost.co.uk/universityofwarwick

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://in-tendhost.co.uk/universityofwarwick.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

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Full Event Management Partner

Reference number

DC-08-24-RFI-FULLEVENTMAN-PB

II.1.2) Main CPV code

- 55120000 - Hotel meeting and conference services

II.1.3) Type of contract

Services

II.1.4) Short description

The University of Warwick has a requirement for Full Event Management Partner. In order to express interest in this opportunity please go to the University of Warwick In-Tend supplier portal (<https://in-tendhost.co.uk/universityofwarwick>). The University of Warwick is not a contracting authority for the purposes of the Public Contracts Regulations 2015 (as amended) and its procurement activities are not subject to the Public Contracts Regulations 2015 or the obligations under the European Public Procurement Directives, including the European Remedies Directive. Advertisement of any contract in the Official Journal of the European Union or Contracts Finder is at the sole discretion of the University and is undertaken on a voluntary basis with no implied obligation to comply with the procurement legislation. The closing date for submissions is 2pm 20th September 2024.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 55120000 - Hotel meeting and conference services
- 79340000 - Advertising and marketing services
- 92300000 - Entertainment services
- 66140000 - Portfolio management services
- 79956000 - Fair and exhibition organisation services

II.2.3) Place of performance

NUTS codes

- UKG33 - Coventry

II.2.4) Description of the procurement

The University of Warwick has a requirement for Full Event Management Partner. In order

to express interest in this opportunity please go to the University of Warwick In-Tend supplier portal (<https://in-tendhost.co.uk/universityofwarwick>). The University of Warwick is not a contracting authority for the purposes of the Public Contracts Regulations 2015 (as amended) and its procurement activities are not subject to the Public Contracts Regulations 2015 or the obligations under the European Public Procurement Directives, including the European Remedies Directive. Advertisement of any contract in the Official Journal of the European Union or Contracts Finder is at the sole discretion of the University and is undertaken on a voluntary basis with no implied obligation to comply with the procurement legislation.

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

1

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: Yes

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 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

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

20 September 2024

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

20 September 2024

Local time

12:05pm

Place

University of Warwick

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic ordering will be used

VI.3) Additional information

Please refer to <http://in-tendhost.co.uk/universityofwarwick> for further information and to express interest. You will be able to download the RFI documents from this site. Any queries in relation to this requirement should be directed to the University of Warwick via the correspondence functionality of the In-tend system. Failure to do so may result in queries being excluded from the procedure. The University expressly reserves the rights: i) Not to award any contract as a result of this procurement process commenced by publication of this notice. ii) To make whatever changes it may see fit to the content and structure of the tendering competition. iii) To award (a) contract(s) in respect of any part(s) of the [services] covered by this notice; and iv) To award contract(s) in stages. Under no circumstances will the University be liable for any costs incurred by candidates. The University of Warwick is not a contracting authority for the purposes of the Public Contracts Regulations 2015 (as amended) and its procurement activities are not subject to the Public Contracts Regulations 2015 or the obligations under the European Public Procurement Directives, including the European Remedies Directive. Advertisement of any contract in the Official Journal of the European Union or Contracts Finder is at the sole discretion of the University and is undertaken on a voluntary basis with no implied obligation to comply with the procurement legislation.

VI.4) Procedures for review

VI.4.1) Review body

University of Warwick

University House, Kirby Corner Road

Coventry

CV4 7AL

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

The authority will incorporate a minimum 10 calendar day standstill period at the point that information on the award of the contract is communicated to tenderers. If an appeal regarding the award of contract has not been successfully resolved please flag this via In-Tends correspondence tool. Any such action must be brought promptly (generally within 30 days).