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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](mailto: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](http://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

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**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

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#### **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

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## **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

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## **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

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## **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).