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Tender

The Provision of Graduation Production Services

Brunel University London

F02: Contract notice

Notice identifier: 2024/S 000-027736

Procurement identifier (OCID): ocds-h6vhtk-0496ba

Published 30 August 2024, 11:55am

Section I: Contracting authority

I.1) Name and addresses

Brunel University London

Kingston Lane

London

UB8 3PH

Contact

Rajvinder Bagri

Email

Rajvinder.Bagri@brunel.ac.uk

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

www.brunel.ac.uk

I.3) Communication

Access to the procurement documents is restricted. Further information can be obtained at

<https://www.brunelesourcing.com/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.brunelesourcing.com/>

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

The Provision of Graduation Production Services

II.1.2) Main CPV code

- 79952000 - Event services

II.1.3) Type of contract

Services

II.1.4) Short description

This procurement is for the provision of Graduation Production Services. The procedure is a restricted FTS tender:

Initial Contract Start: 01 June 2025

Initial Contract End: 31 May 2030

Initial Contract Duration: Five (5) years

Extension Options: One (1) plus one (1) year, giving a possible total contract term of up to five (7) years

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79952000 - Event services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

Main site or place of performance

Brunel University London Campus UB8 3PH

II.2.4) Description of the procurement

The University is looking to appoint a sole supplier for the provision of Graduation Production Services for the Summer & Winter graduation ceremonies, both ceremonies are held on Campus.

Please note that this tender will not be split into lots and the expectation is that interested bidders should be able to provide the below (but not limited to) services:

- Event Production Services, this includes stage design, audio visual equipment, lighting and sound management for the graduation ceremonies.
- Venue set-up and management services related to venue set-up, seating arrangements and logistical support during ceremonies.
- Ventilation.
- Fuel for generator.

Photography and Gowning are not in scope of this opportunity.

The minimum term of the contract is 5 years with the option to extend for a further maximum 2 years.

Please refer to the Supplier Questionnaire and draft procurement tender documents. To access the documents, it is important that you register to our ESourcing portal by following the link after: <http://www.brunelesourcing.com> (there is a 'click here to register!' button to do so). The ITT will have the title 'The Provision of Graduation Production Services). The tender will be published on 2nd September 2024 12pm.

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

Start date

1 June 2025

End date

31 May 2030

This contract is subject to renewal

Yes

Description of renewals

2x1 years

II.2.10) Information about variants

Variants will be accepted: No

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

Restricted 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

27 September 2024

Local time

5:00pm

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

English

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

VI.4) Procedures for review

VI.4.1) Review body

High Court of England & Wales

Royal Courts of Justice, Strand

London

WCA2 2LL

Country

United Kingdom