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Tender

PURCON 1053 Graduation Production Services

UNIVERSITY OF EAST ANGLIA

F02: Contract notice

Notice identifier: 2022/S 000-028020

Procurement identifier (OCID): ocds-h6vhtk-037347

Published 5 October 2022, 5:12pm

Section I: Contracting authority

I.1) Name and addresses

UNIVERSITY OF EAST ANGLIA

Norwich Research Park, Earlham Road

NORWICH

NR4 7TJ

Contact

Karen Gallant

Email

karen.gallant@uea.ac.uk

Country

United Kingdom

Region code

UKH15 - Norwich and East Norfolk

Companies House

RC000651

Internet address(es)

Main address

www.uea.ac.uk

I.3) Communication

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

<https://in-tendhost.co.uk/universityofeastanglia/asp/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/universityofeastanglia/asp/Home>

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

PURCON 1053 Graduation Production Services

Reference number

PURCON 1053

II.1.2) Main CPV code

- 79950000 - Exhibition, fair and congress organisation services

II.1.3) Type of contract

Services

II.1.4) Short description

Graduation is a high-profile event in the University calendar, celebrating the hard work and success of our graduating students together with their family and friends. The event consists of a formal ceremony held in a sports hall within the Sportspark which facilitates the conferment of awards, followed by an informal 'festival feel' reception within the Athletics outside arena. A Production company is required to equip internally the sports halls 1, 2 & 3 with the necessary infrastructure to include but limited to; flooring, draping, rigging, staging and AV equipment. Externally a provision of various outdoor structures, site trackway, toilets, fencing and generators with full production management in both areas.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKH15 - Norwich and East Norfolk

Main site or place of performance

University of East Anglia

Norwich Research Park

Earlham Road

Norwich

Norfolk

NR4 7TJ

II.2.4) Description of the procurement

Graduation is a high-profile event in the University calendar, celebrating the hard work and success of our graduating students together with their family and friends. The event consists of a formal ceremony held in a sports hall within the Sportspark which facilitates the conferment of awards, followed by an informal 'festival feel' reception within the Athletics outside arena. A Production company is required to equip internally the sports halls 1, 2 & 3 with the necessary infrastructure to include but limited to; flooring, draping, rigging, staging and AV equipment. Externally a provision of various outdoor structures, site trackway, toilets, fencing and generators with full production management in both areas.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: £3,600,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in days

48

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.14) Additional information

Contract is initially 2 years with 2 x 1 year extensions.

Annual estimated value £700,000 to £900,000 including VAT therefore total contract range of £2,800,000 to £3,600,000

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.2.2) Time limit for receipt of tenders or requests to participate

Date

7 November 2022

Local time

12:00pm

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

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Duration in months: 3 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

7 November 2022

Local time

12:15pm

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

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

Please note this procurement will be conducted via InTend, our e-tendering portal. You will need to register with InTend free of charge if you wish to access the tender documents. To register, please go to <https://in-tendhost.co.uk/universityofeastanglia.aspx/Home> and follow the instructions on the system.

VI.4) Procedures for review

VI.4.1) Review body

University of East Anglia

Earlham Road, Norwich Research Park

Norwich

NR4 7TJ

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

The University will incorporate a minimum of 10 calendar days standstill period at the point the information on the award of contract is communicated to tenderers. If an appeal

regarding the award of contract has not been successfully resolved, then the Public Contracts Regulations 2015 provide for aggrieved parties who have been harmed or are at risk of harm by breach of the rules to take action in the High Court. Any such action must be brought promptly and within the limitation period described in the Public Contracts Regulations 2015.