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Tender

Ofgem All Staff Conference

Ofgem

F02: Contract notice

Notice identifier: 2023/S 000-029388

Procurement identifier (OCID): ocds-h6vhtk-040834

Published 5 October 2023, 12:30pm

Section I: Contracting authority

I.1) Name and addresses

Ofgem

10 South Colonnade, Canary Wharf

London

E14 4PU

Email

Procurement2@ofgem.gov.uk

Telephone

+44 2079017000

Country

United Kingdom

NUTS code

UKI - London

Internet address(es)

Main address

<http://www.ofgem.gov.uk>

Buyer's address

https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA10021

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

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

www.mytenders.co.uk

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

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Ofgem All Staff Conference

Reference number

2023-072

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 Ofgem All Staff Conference that will not only facilitate the dissemination of key information but also fosters meaningful networking and engagement opportunities among our colleagues.

II.1.5) Estimated total value

Value excluding VAT: £100,000

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
- 55120000 - Hotel meeting and conference services
- 32321200 - Audio-visual equipment
- 30196100 - Meeting planners

II.2.3) Place of performance

NUTS codes

- UKI - London

Main site or place of performance

UK.

II.2.4) Description of the procurement

This procurement is for the Ofgem All Staff Conference that will not only facilitate the dissemination of key information but also fosters meaningful networking and engagement opportunities among our colleagues.

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: £100,000

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

Start date

15 November 2023

End date

1 April 2024

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.2.12) Information about electronic catalogues

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

Further information can be found in the attached document 2023-072 ITT.

III.1.2) Economic and financial standing

List and brief description of selection criteria

Further information can be found in the attached document 2023-072 ITT.

Minimum level(s) of standards possibly required

Further information can be found in the attached document 2023-072 ITT.

III.1.3) Technical and professional ability

List and brief description of selection criteria

Further information can be found in the attached document 2023-072 ITT.

Minimum level(s) of standards possibly required

Further information can be found in the attached document 2023-072 ITT.

III.2) Conditions related to the contract

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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

19 October 2023

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

Tender must be valid until: 5 January 2024

IV.2.7) Conditions for opening of tenders

Date

19 October 2023

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

Further information can be found in the attached document 2023-072 ITT.

NOTE: To register your interest in this notice and obtain any additional information please visit the myTenders Web Site at

https://www.mytenders.co.uk/Search/Search_Switch.aspx?ID=230445.

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

https://www.mytenders.co.uk/sitehelp/help_guides.aspx.

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

(MT Ref:230445)

VI.4) Procedures for review

VI.4.1) Review body

Public Procurement Review Service

Cabinet Office

London

Email

publicprocurementreview@cabinetoffice.gov.uk

Telephone

+44 3450103503

Country

United Kingdom

Internet address

<https://www.gov.uk/government/publications/public-procurement-review-service-scope-and-remit>