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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](mailto: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](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](http://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

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## **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

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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 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](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](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](mailto: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>