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Tender

## **SLS Annual Symposium**

University of Dundee

F02: Contract notice

Notice identifier: 2022/S 000-029390

Procurement identifier (OCID): ocds-h6vhtk-0376e3

Published 19 October 2022, 9:24am

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

University of Dundee

Nethergate

Dundee

DD1 4HN

#### **Contact**

Annemarie Hannaway

#### **Email**

[ahannaway001@dundee.ac.uk](mailto:ahannaway001@dundee.ac.uk)

#### **Telephone**

+44 1382386812

#### **Country**

United Kingdom

**NUTS code**

UKM71 - Angus and Dundee City

**Internet address(es)**

Main address

<http://www.dundee.ac.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00105](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00105)

**I.3) Communication**

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

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

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

**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**

SLS Annual Symposium

Reference number

UoD-PF021-TC-2022

#### **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 School of Life Sciences at the University of Dundee wishes to enter into a contract with a suitable venue to host their Annual Symposium event.

#### **II.1.5) Estimated total value**

Value excluding VAT: £260,000

#### **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
- 55110000 - Hotel accommodation services
- 55100000 - Hotel services
- 55130000 - Other hotel services
- 55000000 - Hotel, restaurant and retail trade services

**II.2.3) Place of performance**

NUTS codes

- UKM - Scotland

Main site or place of performance

Tayside

**II.2.4) Description of the procurement**

The School of Life Sciences at the University of Dundee is one of the leading Universities in Europe for research in Life Sciences. In previous years the School has held an annual symposium which provides an opportunity for researchers to get an overview of the research projects taking place across the Divisions and develop valuable collaborations. The Symposium will be held over a two-day period with the next event scheduled to take place in March 2023. The University wish to ensure best value by entering into a contract with a suitable venue to host the event.

**II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Contract duration will be for a term period of 4 years consisting of 2 years initial contract duration with an option to extend for a further 1 + 1 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

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

The bidder must provide yearly (specific) turnover for the previous 3 fiscal years in Hosting of events with associated services and accommodation.

The Bidder must already have or can commit to obtain, prior to the commencement of the contract, the following minimum levels of Insurance cover:

Employer's (Compulsory) Liability Insurance 5 million GBP

Public Liability 10 million GBP

### **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

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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

18 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: 6 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

18 November 2022

Local time

12:00pm

Place

Dundee

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: August 2026

### **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**

Relevant Examples - bidders must provide examples of events hosted similar in scope and size as described in the Invitation to Tender (ITT) document section 2. Specification (Minimum Requirements)

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

[https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=708315](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=708315).

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.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](https://www.publiccontractsscotland.gov.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.

(SC Ref:708315)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=708315](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=708315)

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Dundee Sheriff Court

Sheriff Court House, 6 West Bell Street

Dundee

DD1 9AD

Country

United Kingdom