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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

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Email

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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

I.3) Communication

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

www.publiccontractsscotland.gov.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.publiccontractsscotland.gov.uk

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

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

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

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

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.

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.

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

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