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Tender

## **Principal Contractor: Events**

The Corporate Officer of the House of Lords and the Corporate Officer of the House of Commons, acting jointly

F02: Contract notice

Notice identifier: 2023/S 000-030907

Procurement identifier (OCID): ocds-h6vhtk-040d65

Published 19 October 2023, 2:19pm

## **Section I: Contracting authority**

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

The Corporate Officer of the House of Lords and the Corporate Officer of the House of Commons, acting jointly

Palace of Westminster

London

SW1A 0AA

#### **Contact**

David Martin

#### **Email**

[pcd@parliament.uk](mailto:pcd@parliament.uk)

#### **Telephone**

+44 202191600

**Country**

United Kingdom

**Region code**

UK - United Kingdom

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

<http://in-tendhost.co.uk/parliamentuk>

Buyer's address

<http://in-tendhost.co.uk/parliamentuk>

**I.3) Communication**

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

<http://in-tendhost.co.uk/parliamentuk>

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**

Ministry or any other national or federal authority

**I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Principal Contractor: Events

Reference number

STC1173(A)

#### **II.1.2) Main CPV code**

- 79952000 - Event services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Parliament maintains a variety of contingency options which can be deployed in the event of a disruption to part or all of the Parliamentary Estate. These contingency options ensure the continuity of parliamentary business with a primary focus on maintaining critical, high-level business activities.

Various options exist which provide flexibility to respond to a range of scenarios. The plans identify venues where Parliament could be re-located to ensure that the business of Parliament can be carried out without interruption and with minimum disturbance to Members, Peers, their staff, staff of both Houses and visitors to the estate.

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

Value excluding VAT: £800,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 63120000 - Storage and warehousing services

- 79930000 - Specialty design services

### **II.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

Main site or place of performance

Main contact for the contract will be in London, however any activation of build could be anywhere in the UK.

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

Parliament maintains a variety of contingency options which can be deployed in the event of a disruption to part or all of the Parliamentary Estate. These contingency options ensure the continuity of parliamentary business with a primary focus on maintaining critical, high-level business activities.

Various options exist which provide flexibility to respond to a range of scenarios. The plans identify venues where Parliament could be re-located to ensure that the business of Parliament can be carried out without interruption and with minimum disturbance to Members, Peers, their staff, staff of both Houses and visitors to the estate.

As part of any future contract the successful bidder will be required to carry out the build in any venue as required across the UK. The Client will be responsible for the hire of the venue prior to an activation or planned rehearsal of the build.

As part of the future contract the successful bidder should be aware and acknowledge that the plans may not be activated for real during the life of this contract.

The Authority will require the successful bidder to undertake a number of activities within the delivery of the contract, but not limited to the following activities:

- 1) Validation of existing designs and associated build schedules
- 2) Storage and Logistics
- 3) Potential rehearsals of build with existing Parliamentary supply chain
- 4) Ongoing contract management
- 5) Set up and ongoing management of arrangements to allow real life activation of options at little or short notice.

### **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: £800,000

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

Duration in months

60

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: Yes

Description of options

Options for 1 + 1 year extension of the initial 3 year term.

### **II.2.14) Additional information**

The initial ITT Documents are accessible via UK Parliament's e-procurement portal: <http://in-tendhost.co.uk/parliamentuk>. Tender submissions must be uploaded to the e-procurement portal; electronic responses submitted via e-mail are not acceptable.

To access the initial documents (Non-Disclosure Agreement and other ITT documents) select the tender reference STC1173(A) in the 'current tenders' list, click on the 'view tender details' and express interest by clicking on the button provided. You will need to register your company details, thereafter you will be issued with a username and password. If you have previously registered with In-Tend, please follow the link shown which will redirect you to the home page where you can log on using your existing username and password to collect the initial tender documents (sensitive documents will be excluded at this point subject to below).

If you have registered and forgotten your username and password, click on the 'forgotten password' link on the In-Tend homepage. Please keep this username and password secure and do not pass it to any third parties. If you are experiencing problems, please contact the PCD Business Support team via email: [pcd@parliament.uk](mailto:pcd@parliament.uk) for further assistance.

The initial ITT documents include a Non-Disclosure Agreement (NDA) and most of the ITT Documents, excluding some documents that will be released after compliance with the following:

The NDA should be completed, signed and returned un-amended as soon as possible via the "Correspondence" section of In-Tend to give access to the remaining ITT documents. With the NDA please supply a list of (maximum 3) email addresses that can be used to give your personnel access to view the remaining ITT documents via our External SharePoint site. Please note that the email addresses supplied for access should be individual's company email addresses and not generic team email addresses as our SharePoint system will not recognise these. Once the completed NDA and email addresses are satisfactorily received and the Authority has carried out a Dun & Bradstreet check to ensure that the organisation is a trading entity relating to the subject matter of the procurement, the additional documents will be released via access being granted to the External SharePoint site. These additional documents will be needed to complete your tender submission.

You are advised to allow sufficient time when responding to this ITT, and for the full uploading of documents, prior to the closing date of noon (UK time) on 28th November 2023. Late tenders will not be accepted. If you are uploading multiple documents you will have to individually load one document at a time or you can opt to zip all the documents in an application such as WinZip or WinRAR.

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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

See ITT Instruction document including the Suitability Questionnaire

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

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

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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

28 November 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**

Duration in months: 6 (from the date stated for receipt of tender)

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

Date

28 November 2023

Local time

1:00pm

Place

In-Tend e-sourcing system

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**Section VI. Complementary information**

**VI.1) Information about recurrence**

This is a recurrent procurement: Yes

**VI.4) Procedures for review**

**VI.4.1) Review body**

The High Court of Justice

The Strand

London

WC2A 2LL

Country

United Kingdom