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Tender

Hosted Events and Conferencing Services (NIHR)

UNIVERSITY OF SOUTHAMPTON

F02: Contract notice

Notice identifier: 2024/S 000-031304

Procurement identifier (OCID): ocds-h6vhtk-04a478

Published 1 October 2024, 11:06am

Section I: Contracting authority

I.1) Name and addresses

UNIVERSITY OF SOUTHAMPTON

BUILDING 85, HIGHFIELD CAMPUS, UNIVERSITY ROAD

SOUTHAMPTON

SO171BJ

Contact

Morgan Hughes

Email

procurement@soton.ac.uk

Telephone

+44 2380595000

Country

United Kingdom

Region code

UKJ32 - Southampton

UK Register of Learning Providers (UKPRN number)

10007185

Internet address(es)

Main address

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

Buyer's address

<https://in-tendhost.co.uk/universityofsouthampton.aspx/Home>

I.3) Communication

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

<https://in-tendhost.co.uk/universityofsouthampton.aspx/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/universityofsouthampton.aspx/Home>

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

Hosted Events and Conferencing Services (NIHR)

Reference number

2023UoS-0816

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 University of Southampton - NETSCC ((NIHR (National Institute for Health and Care Research), Evaluation, Trials and Studies Coordinating Centre) manages the events management contract on behalf of the NIHR for the organisation of approved meetings and researcher training events.

The events range in size and duration from small, one day meetings, to large meetings and conferences spanning multiple days.

Alongside those events initiated by the NIHR, there will be third party events where it is necessary to ensure that the NIHR has an appropriate and consistent presence and appearance at an agreed programme of events.

NETSCC is looking to commission several events annually alongside production of digital literature.

The department is looking for an events management supplier that can demonstrate experience of working with a large and complex organisation with multiple stakeholders.

The University is looking to award a contract for a fixed term of 2 years and 3 months, with the option to extend for an additional 2 years.

It should be noted that the current contract between the NETSCC and University of Southampton expires 30th April 2027. In the event that the University is not re-awarded

this contract, the agreement between NETSCC and the Supplier may be novated to the new contracting party.

In the event that the agreement between NETSCC and University of Southampton is not re-awarded, there may be the need for services to be provided to University of Southampton under this contract for up to 6-months of the 2-year extension period.

II.1.5) Estimated total value

Value excluding VAT: £1,000,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

Main site or place of performance

Events are to be held across the UK and will be agreed throughout the duration of the contract. For example, previous events have been held in London, Leeds and Leamington Spa.

II.2.4) Description of the procurement

The University of Southampton - NETSCC ((NIHR (National Institute for Health and Care Research), Evaluation, Trials and Studies Coordinating Centre) manages the events management contract on behalf of the NIHR for the organisation of approved meetings and researcher training events.

The events range in size and duration from small, one day meetings, to large meetings and conferences spanning multiple days.

Alongside those events initiated by the NIHR, there will be third party events where it is necessary to ensure that the NIHR has an appropriate and consistent presence and appearance at an agreed programme of events.

NETSCC is looking to commission several events annually alongside production of digital literature.

The department is looking for an events management supplier that can demonstrate experience of working with a large and complex organisation with multiple stakeholders.

The University is conducting this procurement using the Open Procedure in accordance with the requirements of the Regulations for the purpose of procuring the services described in the Specification.

The University proposes to enter into a Contract for four years and three months - this will be the maximum contract period.

This will comprise of an initial contract period of two years and three months for the provision of services, inclusive of a three months period for contract mobilisation, with an optional extension period of two years.

It should be noted that the current contract between the NETSCC and University of Southampton expires 30th April 2027. In the event that the University is not re-awarded this contract, the agreement between NETSCC and the Supplier may be novated to the new contracting party.

In the event that the agreement between NETSCC and University of Southampton is not re-awarded, there may be the need for services to be provided to University of Southampton under this contract for up to 6-months of the 2-year extension period.

The contract will be effective upon signing.

The estimated value of the contract is between £600,000.00 and £1,000,000.00 excluding VAT. This will be the maximum contract value for the full contract period including any extension periods. This value includes all relate services, but does not include fees paid by the University directly to venues.

II.2.5) Award criteria

Quality criterion - Name: Mandatory Requirements / Weighting: Pass / Fail

Quality criterion - Name: Highly Desirable - Section 1 - Logistics Requirements / Weighting: 5.00%

Quality criterion - Name: Highly Desirable - Section 2 - Relationship Management Requirements / Weighting: 10.00%

Quality criterion - Name: Highly Desirable - Section 3 - Flexibility and Client Support Requirements / Weighting: 12.50%

Quality criterion - Name: Highly Desirable - Section 4 - Risk Management Requirements /

Weighting: 2.50%

Quality criterion - Name: Desirable - Section 1 - Logistics Requirements / Weighting: 10.00%

Quality criterion - Name: Desirable - Section 4 - Risk Management Requirements / Weighting: 5.00%

Quality criterion - Name: Desirable - Section 5 - Economic, Environmental and Social Value Requirements / Weighting: 10.00%

Quality criterion - Name: Desirable - Section 6 - Software and Reporting Requirements / Weighting: 15.00%

Quality criterion - Name: Desirable - Section 7 - Implementation Plan Requirements / Weighting: 10.00%

Cost criterion - Name: Event Setup and Management Costs / Weighting: 15.00%

Cost criterion - Name: Resource Development and Production Costs / Weighting: 5.00%

Cost criterion - Name: Additional Costs / Weighting: For Information Only

II.2.6) Estimated value

Value excluding VAT: £1,000,000

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

Duration in months

51

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.2.14) Additional information

This contract is NOT suitable for splitting into lots. The risk of dividing the requirement into Lots would render the execution of the contract excessively technically difficult, not cost effective and would undermine proper execution of the contract.

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

To support the financial assessment, the University will obtain a Business Risk Report for all Tenderers and every organisation that is being relied on to meet this procurement, using an independent company called Creditsafe.

The University reserves the right to exclude a Tenderer or request provision of further assurances such as parent company / bank guarantee where a Tenderer's Business Risk Score is: "Moderate Risk"; "High Risk"; "Very High Risk"; or "Not Rated", based on the rating provided by Creditsafe.

Where a Business Risk Score from our external system is not available, then an alternative method of assessing financial standing will be used.

This method is detailed within the Invitation to Tender document set.

III.1.2) Economic and financial standing

Minimum level(s) of standards possibly required

Tenderers are advised that a requirement of this procurement is to have in place, or commit to obtain prior to the commencement of the contract, the following minimum insurance levels:

Employers (Compulsory) Liability: £ 10 Million GBP per occurrence.

Product Liability: £ 10 Million GBP per occurrence.

Public Liability: £ 10 Million GBP per occurrence.

Professional Indemnity: £ 5 Million

III.1.3) Technical and professional ability

List and brief description of selection criteria

Tenderers attention is drawn to the MANDATORY requirements of the award criteria:

Grounds for mandatory exclusion

- Mandatory technical requirements M1 to M2
- Failure to meet the minimum requested score for Highly Desirable requirements 1.1, 2.1, 2.2, 3.1, 3.2 and 4.1

Grounds for discretionary exclusion

- Economic & Financial Standing
- Insurance
- Compliance with equality legislation
- Health & Safety
- Legal requirements

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: No

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

5 November 2024

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: 4 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

5 November 2024

Local time

12:01pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

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

E-Tendering Portal: The University is utilising an electronic tendering tool, In-Tend (<https://intendhost.co.uk/universityofsouthampton>) to manage this procurement and to communicate with potential suppliers and/or tenderers (as appropriate).

All documentation in relation to this tender can be downloaded from In-Tend.

Tenderers are advised that there will be no hard copy documents issued and all communications with the University, including the submission of Selection Stage and/or Invitation to Tender responses will be conducted via In-Tend.

Regular monitoring of the portal is the responsibility of the tenderer.

If you are not already registered as a supplier with the University of Southampton, you will need to register in In-Tend in order to access the procurement documentation.

Once you have logged in as a supplier: click on 'Tenders'; locate the relevant project; and click 'View Details'.

Once you are in the project screen, you will be able to register your organisation against the project and access all documentation by clicking 'Express Interest'.

Potential suppliers/tenderers are advised that formal expressions of interest in the project must be by way of completion and return of the relevant documents via In-Tend.

Further instructions for the submission of responses are below:

To submit your return:

1. Log in.
2. Click 'Tenders'.
3. Locate the relevant project.
4. View details.
5. Click on the tab relating to the relevant project stage (e.g. 'Invitation to Tender').
6. Click on the 'Attach Documents' button and upload your return.
7. Check ALL your response documents are uploaded and displayed in the 'My Tender Return' panel. The system will only permit your organisation to make one return.
8. Click the red 'Submit Return' button.

Please note, to preserve the integrity of the procurement, all communications with the University must be made via the correspondence function within In-Tend.

Publication of Award Details: In accordance with Regulation 50, paragraph (2) of the Public Contracts Regulations 2015, the University intends to publish the value of any resulting contract at the award stage, and reserves the right to do so.

By submitting a response, tenderers are consenting to publication of this information unless otherwise agreed in advance with the University.

Costs and Expenses: Tenderers are solely responsible for their costs and expenses incurred in connection with the preparation and submission of responses and participation in this and all future stages of this procurement.

Under no circumstances will the University be liable for any costs or expenses borne by tenderers or any of their supply chain, partners or advisers in this procurement process.

The University is not liable for any costs in the event of the cancellation of this procurement process.

VI.4) Procedures for review

VI.4.1) Review body

University of Southampton

University Road

Southampton

SO17 1BJ

Email

procurement@soton.ac.uk

Country

United Kingdom