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Tender

## **Provision of Graduation Ceremonies Venue Services**

University of South Wales

F02: Contract notice

Notice identifier: 2021/S 000-031959

Procurement identifier (OCID): ocds-h6vhtk-02eda7

Published 21 December 2021, 4:34pm

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

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

University of South Wales

Procurement Manager, University of South Wales, Finance Dept, Llantwit Road

Pontypridd

CF37 1DL

#### **Contact**

Sharon Jenkins

#### **Email**

[sharon.jenkins@southwales.ac.uk](mailto:sharon.jenkins@southwales.ac.uk)

#### **Country**

United Kingdom

## **NUTS code**

UKL - Wales

## **Internet address(es)**

Main address

<https://www.southwales.ac.uk>

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA0315](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0315)

## **I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

## **I.3) Communication**

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

<https://sell2wales.gov.wales>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://sell2wales.gov.wales>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://sell2wales.gov.wales>

## **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**

Provision of Graduation Ceremonies Venue Services

Reference number

1727

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

- 55000000 - Hotel, restaurant and retail trade services

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

Services

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

The University of South Wales (USW) requires a one or more suppliers to provide a suitable venue to host the University of South Wales Graduation Ceremonies. The venue should be large enough to accommodate the scale and frequency of graduation ceremonies (See Section 6). Requiring suitably qualified and experienced Event Management and Production services to work with key University staff on the planning, production and delivery of the graduation ceremonies. Further details available in the detailed specification.

#### **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

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

NUTS codes

- UKL - Wales

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

The University of South Wales (USW) requires a one or more suppliers to provide a suitable venue to host the University of South Wales Graduation Ceremonies. The venue should be large enough to accommodate the scale and frequency of graduation ceremonies (See Section 6). Requiring suitably qualified and experienced Event Management and Production services to work with key University staff on the planning, production and delivery of the graduation ceremonies. Further details available in the detailed specification.

The University is happy to consider some limitations on the venue availability in this process, recognising that venues may already have prior contracted bookings. At a minimum the University is looking for a sole supplier for all of the July dates for a minimum of three years of the contract. Suppliers are able to bid for a combination of date availability. The University may award contracts to multiple suppliers, dependant on date availability.

It is anticipated that the pricing shall remain fixed at the same rate for the duration of the contract.

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **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

12 month extension subject to agreement by both parties

## **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 3

Maximum number: 5

Objective criteria for choosing the limited number of candidates:

At PQQ stage an overall minimum quality threshold is set at 70%. Submissions scoring 69% or less are to be dismissed.

## **II.2.10) Information about variants**

Variants will be accepted: No

## **II.2.11) Information about options**

Options: Yes

Description of options

At a minimum the University is looking for a sole supplier for all of the July dates for a minimum of three years of the contract. Suppliers are able to bid for a combination of date availability. The University may award contracts to multiple suppliers, dependant on date availability.

## **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

Interested parties are initially required to complete and submit a Pre-Qualification Questionnaire (PQQ) Document which is supplied as the

first stage of the selection process. The information requested in the PQQ provides information on the technical capability, contractor

suitability and experience and the resource and capacity of organisations interested in bidding.

See PQQ requirements document

#### **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

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

Contract performance monitoring will be a feature of this contract. The performance of the Service Provider will be monitored at regular intervals during the contract.

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Competitive procedure with negotiation

#### **IV.1.5) Information about negotiation**

The contracting authority reserves the right to award the contract on the basis of the initial tenders without conducting negotiations

#### **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.2.1) Previous publication concerning this procedure**

Notice number: [2021/S 000-026170](#)

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

Date

31 January 2022

Local time

12:00pm

#### **IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates**

11 February 2022

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

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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 ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

Procedure

Please note this is a competitive procedure with negotiation which has two stages. The first stage is a Pre Qualification Questionnaire - PQQ and those who are successfully shortlisted on the criteria set out in the PQQ will be invited to the second stage Invitation to Tender - ITT. The Negotiation stage then takes place after bidders have submitted their tender returns and they have been evaluated in line with the criteria set out in the ITT.

The University of South Wales may award the contract on the basis of the initial tenders without negotiation. This we have indicated, in the contract notice and in the invitation to confirm interest - PQQ, that we reserve the possibility of doing so.

Community Benefits

The University is committed to delivering Community Benefits through its sourcing activity. Community Benefits are a Core requirement of the contract and will be evaluated as part of the quality assessment questions provided in the PQQ. Upon award, the successful Bidder will be expected to work with the University to maximise the Community Benefits delivered through this contract.

Submissions

Your tender submission must be uploaded to the Sell2Wales portal Postbox. Your submission must be received by the closing time and date. You should allow adequate time for the loading of your documents so as to ensure receipt as the Postbox will electronically close at the deadline time and no further submissions will be accepted. Tender submissions outside of this method will not be considered.



NOTE: To register your interest in this notice and obtain any additional information please visit the Sell2Wales Web Site at

[https://www.sell2wales.gov.wales/Search/Search\\_Switch.aspx?ID=117030](https://www.sell2wales.gov.wales/Search/Search_Switch.aspx?ID=117030).

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.sell2wales.gov.wales/sitehelp/help\\_guides.aspx](https://www.sell2wales.gov.wales/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.

Under the terms of this contract the successful supplier(s) will be required to deliver Community Benefits in support of the authority's economic and social objectives. Accordingly, contract performance conditions may relate in particular to social and environmental considerations. The Community Benefits included in this contract are:

The number of hours you will commit to offering talks or opportunities to relevant courses studying in related areas eg event management.

The number of graduate employment opportunities you could or will provide including internships, apprenticeships, relevant training, work placements etc.

You may also suggest further community benefits that you feel are relevant and appropriate to USW.

(WA Ref:117030)

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

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

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079477501

Country

United Kingdom