This is a published notice on the Find a Tender service: <a href="https://www.find-tender.service.gov.uk/Notice/034590-2023">https://www.find-tender.service.gov.uk/Notice/034590-2023</a>

Tender

# **Production Services for Cardiff University Graduation**

Cardiff University

F02: Contract notice

Notice identifier: 2023/S 000-034590

Procurement identifier (OCID): ocds-h6vhtk-041c18

Published 22 November 2023, 3:54pm

# **Section I: Contracting authority**

## I.1) Name and addresses

**Cardiff University** 

Procurement Services, McKenzie House, 30-36 Newport Road

Cardiff

CF24 0DE

**Email** 

franklinsp@cf.ac.uk

**Telephone** 

+44 2920879648

Country

**United Kingdom** 

**NUTS** code

**UKL** - Wales

Internet address(es)

Main address

http://www.cardiff.ac.uk/business/why-work-with-us/for-suppliers

Buyer's address

https://www.sell2wales.gov.wales/search/Search AuthProfile.aspx?ID=AA0258

# 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://in-tendhost.co.uk/cardiffuniversity/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/cardiffuniversity/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

## Production Services for Cardiff University Graduation

Reference number

CU.1433.SF

#### II.1.2) Main CPV code

• 79952000 - Event services

#### II.1.3) Type of contract

Services

## II.1.4) Short description

The Graduation Ceremonies are due to take place in the Utilita Arena, Cardiff in 2024 and 2025. The aim of this procurement process is to appoint a production service team to deliver the Graduation ceremonies. The production service team is required to support the events for the two years. Services to include lighting, audio, production, stage management, and other production services are required for the Events.

## 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

UKL22 - Cardiff and Vale of Glamorgan

Main site or place of performance

Cardiff

## II.2.4) Description of the procurement

The Graduation Ceremonies are due to take place in the Utilita Arena, Cardiff in 2024 and 2025. The aim of this procurement process is to appoint a production service team to

deliver the Graduation ceremonies. The production service team is required to support the event for 2024 and 2025. Services to include lighting, audio, production, stage management, and other production services are required for the Events.

## 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** 

12

This contract is subject to renewal

Yes

Description of renewals

Option to extend the contract to cover the 2025 Graduation Events.

## II.2.10) Information about variants

Variants will be accepted: Yes

#### 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

## II.2.14) Additional information

A Site visit at the venue will take place on Wednesday 6th December from 9am until 12pm.

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

## III.1) Conditions for participation

## 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

## 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

4 January 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: 3 (from the date stated for receipt of tender)

# IV.2.7) Conditions for opening of tenders

Date

4 January 2024

Local time

12:00pm

Place

Cardiff

# **Section VI. Complementary information**

## VI.1) Information about recurrence

This is a recurrent procurement: No

## VI.3) Additional information

There will be an opportunity to attend a site visit of the Area on the 6th of December 2023 from 9am until 12pm.

Please provide details of the attendees of the site visit from your company in a correspondence on in-tend no later than 4pm on 1st December 2023. We will respond with any further detail.

Access to the tender documentation will close on Friday 22nd December 2023 at Noon. The closing date will be Noon 4th January 2024.

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=136670.

(WA Ref:136670)

## 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**