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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