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Contract

PURCON 1053 Graduation Production Services

UNIVERSITY OF EAST ANGLIA

F03: Contract award notice

Notice identifier: 2022/S 000-035977

Procurement identifier (OCID): ocds-h6vhtk-037347

Published 20 December 2022, 10:57am

Section I: Contracting authority

I.1) Name and addresses

UNIVERSITY OF EAST ANGLIA

Norwich Research Park, Earlham Road

NORWICH

NR47TJ

Contact

Karen Gallant

Email

karen.gallant@uea.ac.uk

Country

United Kingdom

Region code

UKH15 - Norwich and East Norfolk

Companies House

RC000651

Internet address(es)

Main address

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

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

PURCON 1053 Graduation Production Services

Reference number

PURCON 1053

II.1.2) Main CPV code

- 79950000 - Exhibition, fair and congress organisation services

II.1.3) Type of contract

Services

II.1.4) Short description

Graduation is a high-profile event in the University calendar, celebrating the hard work and success of our graduating students together with their family and friends. The event

consists of a formal ceremony held in a sports hall within the Sportspark which facilitates the conferment of awards, followed by an informal 'festival feel' reception within the Athletics outside arena. A Production company is required to equip internally the sports halls 1, 2 & 3 with the necessary infrastructure to include but limited to; flooring, draping, rigging, staging and AV equipment. Externally a provision of various outdoor structures, site trackway, toilets, fencing and generators with full production management in both areas.

II.1.6) Information about lots

This contract is divided into lots: No

II.1.7) Total value of the procurement (excluding VAT)

Lowest offer: £2,983,333.33 / Highest offer: £3,187,054.68 taken into consideration

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKH15 - Norwich and East Norfolk

Main site or place of performance

University of East Anglia

Norwich Research Park

Earlham Road

Norwich

Norfolk

NR4 7TJ

II.2.4) Description of the procurement

Graduation is a high-profile event in the University calendar, celebrating the hard work and success of our graduating students together with their family and friends. The event consists of a formal ceremony held in a sports hall within the Sportspark which facilitates the conferment of awards, followed by an informal 'festival feel' reception within the Athletics outside arena. A Production company is required to equip internally the sports

halls 1, 2 & 3 with the necessary infrastructure to include but limited to; flooring, draping, rigging, staging and AV equipment. Externally a provision of various outdoor structures, site trackway, toilets, fencing and generators with full production management in both areas.

II.2.5) Award criteria

Cost criterion - Name: Quality / Weighting: 60

Cost criterion - Name: Price / Weighting: 40

II.2.11) Information about options

Options: No

II.2.14) Additional information

Contract is initially 2 years with 2 x 1 year extensions at the discretion of the contracting authority,

II.1.7. Total value of the procurement (excluding VAT) - Value range is representative of a 4 year contract term (assuming contract extensions are undertaken)

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.2.1) Previous publication concerning this procedure

Notice number: [2022/S 000-028020](#)

Section V. Award of contract

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

29 November 2022

V.2.2) Information about tenders

Number of tenders received: 3

Number of tenders received by electronic means: 3

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

Production Bureau Ltd

Norwich

Country

United Kingdom

NUTS code

- UKH17 - Breckland and South Norfolk

Companies House

04115489

The contractor is an SME

Yes

V.2.4) Information on value of contract/lot (excluding VAT)

Total value of the contract/lot: £3,187,054.68

Section VI. Complementary information

VI.4) Procedures for review

VI.4.1) Review body

University of East Anglia

Earlham Road, Norwich Research Park

Norwich

NR4 7TJ

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

The University has incorporated a minimum of 10 calendar days standstill period at the point the information on the award of contract was communicated to tenderers. No appeal regarding the award of contract was received during the standstill period.

Public Contracts Regulations 2015 provide for aggrieved parties who have been harmed or are at risk of harm by breach of the rules to take action in the High Court. Any such action must be brought promptly and within the limitation period described in the Public Contracts Regulations 2015.