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Tender

Provision of Event Services Framework

University of Exeter

F02: Contract notice

Notice identifier: 2024/S 000-037601

Procurement identifier (OCID): ocds-h6vhtk-04bd7c

Published 20 November 2024, 8:52pm

Section I: Contracting authority

I.1) Name and addresses

University of Exeter

Northcote House

Exeter

EX4 4QH

Contact

Leanne Le Moucheux

Email

L.A.Le-Moucheux@exeter.ac.uk

Telephone

+44 1392723333

Country

United Kingdom

Region code

UKK - South West (England)

National registration number

RC000653

Internet address(es)

Main address

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

Buyer's address

<https://uk.eu-supply.com/ctm/Company/CompanyInformation/Index/53042>

I.3) Communication

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

https://uk.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=87833&B=EXETER

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

https://uk.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=87833&B=EXETER

Tenders or requests to participate must be submitted to the above-mentioned address

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

Provision of Event Services Framework

Reference number

UOE/2024/023/LLM

II.1.2) Main CPV code

- 98000000 - Other community, social and personal services

II.1.3) Type of contract

Services

II.1.4) Short description

Provision of a variety of different event related services to the University of Exeter.

This is divided into Lots:

Lot 1 - Security Services

Lot 2 - Event Medical Cover

Lot 3 - Marquee Hire

Lot 4 - Furniture and Equipment Hire

Lot 5 - Venue Dressing

This is a framework.

II.1.5) Estimated total value

Value excluding VAT: £500,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

If appropriate, any Bidder who is successful in more than one lot, they may be combined into one contract.

II.2) Description

II.2.1) Title

Event Security Services

Lot No

1

II.2.2) Additional CPV code(s)

- 55000000 - Hotel, restaurant and retail trade services
- 98000000 - Other community, social and personal services

II.2.3) Place of performance

NUTS codes

- UKK - South West (England)

Main site or place of performance

University of Exeter

II.2.4) Description of the procurement

Event Exeter, operating as part of the University of Exeter, is responsible for overseeing all events held across its Streatham and St Luke's campuses. To ensure a safe and secure environment, uphold licensing obligations, and maintain the integrity of its venues, Event Exeter requires a professional security presence at select events. These events span a broad range of sizes and types, from smaller functions for approximately 100 attendees to large-scale concerts and gatherings for up to 1,700 guests. Events are held year-round, with security needs adapted to meet the unique demands of each occasion.

II.2.5) Award criteria

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

II.2.6) Estimated value

Value excluding VAT: £500,000

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

Start date

1 February 2025

End date

31 January 2030

This contract is subject to renewal

Yes

Description of renewals

Initial term 3 years with the option to extend for 2 further periods of up to 12 months.

II.2.10) Information about variants

Variants will be accepted: No

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) Description

II.2.1) Title

Event Medical Services

Lot No

2

II.2.2) Additional CPV code(s)

- 98000000 - Other community, social and personal services

II.2.3) Place of performance

NUTS codes

- UKK - South West (England)

Main site or place of performance

University of Exeter

II.2.4) Description of the procurement

Event Exeter, as part of the University of Exeter, manages all events held on the University's Streatham and St Luke's campuses, overseeing a wide range of functions throughout the year, each presenting unique requirements in terms of safety, support, and risk management. To ensure the health, safety, and welfare of all attendees, Event Exeter includes event medical cover as a critical component in its planning and risk assessment procedures for specific events. Cover will be required year-round, with staffing and resource levels determined by event demand. Event Exeter will work closely with the medical provider to ensure adequate notice for staffing requirements, with flexible arrangements to accommodate events booked with shorter lead times.

II.2.5) Award criteria

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

II.2.6) Estimated value

Value excluding VAT: £500,000

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

Start date

1 February 2025

End date

31 January 2030

This contract is subject to renewal

Yes

Description of renewals

Initial term 3 years with the option to extend for 2 further periods of up to 12 months.

II.2.10) Information about variants

Variants will be accepted: No

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) Description

II.2.1) Title

Marquee Hire

Lot No

3

II.2.2) Additional CPV code(s)

- 98000000 - Other community, social and personal services

II.2.3) Place of performance

NUTS codes

- UKK - South West (England)

Main site or place of performance

University of Exeter

II.2.4) Description of the procurement

Event Exeter is part of the University of Exeter and oversees all events taking place on its Streatham and St Luke's campuses. We periodically require the hire of marquee structures for various events, including corporate gatherings, conferences, open days etc. These structures need to provide adaptable, temporary spaces to accommodate diverse needs, from guest seating and dining areas to staging, exhibitions, and presentations. Depending on the specific event, we may need marquees of different sizes, designs, and configurations, equipped with suitable flooring, lighting, heating or cooling solutions, and additional accessories to ensure comfort and functionality. Our goal is to create a tailored, weather-resistant environment that aligns with the theme and requirements of each unique event.

II.2.5) Award criteria

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

II.2.6) Estimated value

Value excluding VAT: £500,000

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

Start date

1 February 2025

End date

31 January 2030

This contract is subject to renewal

Yes

Description of renewals

Initial term 3 years with the option to extend for 2 further periods of up to 12 months.

II.2.10) Information about variants

Variants will be accepted: No

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) Description

II.2.1) Title

Furniture & Equipment Hire

Lot No

4

II.2.2) Additional CPV code(s)

- 98000000 - Other community, social and personal services

II.2.3) Place of performance

NUTS codes

- UKK - South West (England)

Main site or place of performance

University of Exeter

II.2.4) Description of the procurement

Event Exeter, a division of the University of Exeter, manages and coordinates all events hosted on the University's Streatham and St Luke's campuses. To ensure each event is equipped to meet the specific needs of its organisers and attendees, Event Exeter provides access to a range of furniture, equipment, and other resources as required.

For events that necessitate additional or specialised furnishings, such as seating, tables, staging, or lighting, the University may source this equipment through external hire. This approach allows Event Exeter to flexibly tailor each event's setup, ensuring that both aesthetic and functional requirements are met without the limitations of onsite inventory. The need for hired equipment can vary widely based on event type, from small gatherings requiring additional tables and chairs to large-scale conferences needing exhibition displays.

II.2.5) Award criteria

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

II.2.6) Estimated value

Value excluding VAT: £500,000

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

Start date

1 February 2025

End date

31 January 2030

This contract is subject to renewal

Yes

Description of renewals

Initial term 3 years with the option to extend for 2 further periods of up to 12 months.

II.2.10) Information about variants

Variants will be accepted: No

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) Description

II.2.1) Title

Venue Dressing

Lot No

5

II.2.2) Additional CPV code(s)

- 98000000 - Other community, social and personal services

II.2.3) Place of performance

NUTS codes

- UKK - South West (England)

Main site or place of performance

University of Exeter

II.2.4) Description of the procurement

Event Exeter, a division of the University of Exeter, manages and coordinates all events hosted on the University's Streatham and St Luke's campuses. To ensure each event meets the specific needs of its organisers and attendees, Event Exeter sometimes requires venues to be dressed according to the event taking place. This includes but not limited too: table centre pieces, floral centre pieces, chair covers, drapes etc.

II.2.5) Award criteria

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

II.2.6) Estimated value

Value excluding VAT: £500,000

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

Start date

1 February 2025

End date

31 January 2030

This contract is subject to renewal

Yes

Description of renewals

Initial term 3 years with the option to extend for 2 further periods of up to 12 months.

II.2.10) Information about variants

Variants will be accepted: No

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

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.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 20

In the case of framework agreements, provide justification for any duration exceeding 4 years:

Continuity of service, there is a break point at year 2 with the option to extend.

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

3 January 2025

Local time

12:00pm

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

English

IV.2.7) Conditions for opening of tenders

Date

3 January 2025

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

royal Court of Justice

Strand

London

WC2A 2LL

Country

United Kingdom