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Tender

Provision of Event Services Framework

University of Exeter

F02: Contract notice

Notice identifier: 2024/S 000-038290

Procurement identifier (OCID): ocds-h6vhtk-04c068

Published 27 November 2024, 12:52pm

Section I: Contracting authority

I.1) Name and addresses

University of Exeter

Northcote House

Exeter

EX4 4QH

Contact

Jo Tudor

Email

j.i.tudor@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=87992&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=87992&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/JT

II.1.2) Main CPV code

- 79952000 - Event services

II.1.3) Type of contract

Services

II.1.4) Short description

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. 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. To successfully run these events we are looking for a range of suppliers to join our internal framework from which we will call off as needed. The areas we require are security, medical cover, marquee hire and furniture and equipment hire, detailed in four separate lots.

II.1.5) Estimated total value

Value excluding VAT: £800,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

II.2) Description

II.2.1) Title

Lot 1 – Event Security Services

Lot No

1

II.2.2) Additional CPV code(s)

- 79710000 - Security services

II.2.3) Place of performance

NUTS codes

- UKK - South West (England)

II.2.4) Description of the procurement

Event Exeter, part of the University of Exeter, manages events across its Streatham and St Luke's campuses, requiring professional security to ensure safety, licensing compliance, and venue integrity. Events range from small functions to large gatherings of up to 1,700 attendees, with 50–60 events annually. Some occasions need up to 50 security staff for crowd control and access management. Enhanced measures may be required for high-risk events or overnight protection of venues and equipment.

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: £550,000

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

2 further 12 month extensions available

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.2.14) Additional information

Attached as document

II.2) Description

II.2.1) Title

Lot 2 -Event Medical Cover

Lot No

2

II.2.2) Additional CPV code(s)

- 79625000 - Supply services of medical personnel

- 85141000 - Services provided by medical personnel

II.2.3) Place of performance

NUTS codes

- UKK - South West (England)
- UK - United Kingdom

II.2.4) Description of the procurement

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: £95,000

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

2 further 12 month extensions available

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.2.14) Additional information

Attached as document

II.2) Description

II.2.1) Title

Lot 3 - Marquee Hire

Lot No

3

II.2.2) Additional CPV code(s)

- 39150000 - Miscellaneous furniture and equipment
- 39300000 - Miscellaneous equipment

II.2.3) Place of performance

NUTS codes

- UKK - South West (England)

II.2.4) Description of the procurement

We periodically require marquees for events such as conferences, open days, and corporate gatherings. These adaptable structures must suit diverse needs, including seating, dining, staging, and exhibitions. Requirements vary by event, encompassing different sizes, designs, flooring, lighting, and climate control. The aim is to provide tailored, weather-resistant

spaces that ensure comfort, functionality, and alignment with each event's theme and needs.

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: £135,000

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

2 further 12 month extensions available

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.2.14) Additional information

Attached as document

II.2) Description

II.2.1) Title

Lot 4 - Furniture & Equipment Hire

Lot No

4

II.2.2) Additional CPV code(s)

- 39300000 - Miscellaneous equipment
- 39150000 - Miscellaneous furniture and equipment
- 39151000 - Miscellaneous furniture
- 39153000 - Conference-room furniture

II.2.3) Place of performance

NUTS codes

- UKK - South West (England)

II.2.4) Description of the procurement

Event Exeter, part of the University of Exeter, oversees events on the Streatham and St Luke's campuses, providing furniture and equipment as needed. For specialised requirements, such as seating, staging, or lighting, external hire is used to tailor setups for events ranging from small gatherings to large conferences. Working with trusted suppliers, Event Exeter ensures safety, quality, and flexibility, delivering customised solutions for academic, corporate, and formal functions.

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: £35,000

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

2 further 12 month extensions available

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.2.14) Additional information

Attached as document

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

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: Yes

Estimated timing for further notices to be published: 2030

VI.4) Procedures for review

VI.4.1) Review body

royal Court of Justice

Strand

London

WC2A 2LL

Country

United Kingdom