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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](mailto: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](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](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

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## **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

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**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

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## **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