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Tender

## **Graduation venue**

City St George's, University of London

F02: Contract notice

Notice identifier: 2024/S 000-040177

Procurement identifier (OCID): ocds-h6vhtk-04c7bb

Published 12 December 2024, 7:05pm

## **Section I: Contracting authority**

### **I.1) Name and addresses**

City St George's, University of London

Northampton Square

London

EC1V 0HB

#### **Contact**

David Burrows

#### **Email**

[David.Burrows@city.ac.uk](mailto:David.Burrows@city.ac.uk)

#### **Telephone**

+44 2070408003

#### **Country**

United Kingdom

**Region code**

UKI4 - Inner London – East

**Internet address(es)**

Main address

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

**I.3) Communication**

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

<http://www.delta-esourcing.com>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<http://www.bipsolution.com>

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

**I.4) Type of the contracting authority**

Other type

Higher Education

**I.5) Main activity**

Education

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Graduation venue

Reference number

25/0007

#### **II.1.2) Main CPV code**

- 80300000 - Higher education services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

City St George's University of London is inviting potential providers of Graduation Venue to participate in a tender process.

We are looking to appoint a supplier to provide us with a graduation venue for a minimum of 5 years with an option to extend to 10 years.

City St George's, University of London has six schools: Bayes Business School, School of Communication & Creativity, School of Politics and Global Affairs, School of Health Sciences, School of Science & Technology, and City Law School.

Our graduation ceremonies take place in Winter (January) and Summer (July), and since the merge of City, UoL and St George's, UoL, we expect to hold approximately 8 ceremonies in January (approx. 4 days, 2 ceremonies per day), and 11/12 ceremonies in July (approx. 5.5 days). Each ceremony will cater for approx. 350-400 graduands and 1000 – 1400 guests (total 1800 max per ceremony)

#### **II.1.5) Estimated total value**

Value excluding VAT: £2,612,500

#### **II.1.6) Information about lots**

This contract is divided into lots: No

## **II.2) Description**

### **II.2.3) Place of performance**

NUTS codes

- UKI4 - Inner London – East

Main site or place of performance

Inner London – East

### **II.2.4) Description of the procurement**

This is an open tender for hire of Graduation venue and related services. The awarded contract will be for 5 years with an option to extend for other 5 years at the discretion of the University. The graduation days are usually around 9.5 days. Approximately £55,000 per day.

### **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: £2,612,500

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

Option for Renewal for 5 years

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

### **II.2.12) Information about electronic catalogues**

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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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

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## **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: [2024/S 000-000000](#)

**IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

3 February 2025

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 February 2025

Local time

12:00pm

Place

Delta online

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**Section VI. Complementary information**

**VI.1) Information about recurrence**

This is a recurrent procurement: No

**VI.2) Information about electronic workflows**

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

To view this notice, please click here:

<https://www.delta-esourcing.com/delta/viewNotice.html?noticeId=909597421>

GO Reference: GO-20241212-PRO-28869362

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

City St George's University of London

Northampton Square

London

EC1V 4PD

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[David.Burrows@city.ac.uk](mailto:David.Burrows@city.ac.uk)

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