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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

Telephone

+44 2070408003

Country

United Kingdom

Region code

UKI4 - Inner London – East

Internet address(es)

Main address

www.city.ac.uk

I.3) Communication

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

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

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

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: 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

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

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London

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+44 02070408003

Country

United Kingdom