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Planning

## Venue Hire for exams

Cardiff University

UK2: Preliminary market engagement notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-074065

Procurement identifier (OCID): ocds-h6vhtk-05e1b0

Published 14 November 2025, 3:01pm

### Scope

### Reference

CU.2066.AR

### Description

Cardiff University is looking into awarding contract for venue hire for exams. Venue has to be within Cardiff.

Specifications:

Event Overview

The ISCE exams will take place across two periods One in May and one in June.

Venue needs to be accessible for University day before to setup and day after for take down.

Venues must be available for full-day setup, overnight access, and exam delivery until at

least 8pm and access from 7am in the morning.

## Venue Requirements

We require flexible, secure, and well-equipped venues within the Cardiff area, ideally with proximity to public transport. Key requirements include:

### Space & Layout

Exam room (could be split onto two floors but ideally no more than 3 floors/rooms) to accommodate:

Up to 72 PODs (3m x 3m each)

Examiner and actor briefing area (theatre style)

Reception and student briefing rooms

Separate rooms for:

Patients

Hijinx actors

Drama students

Admin/First Aid

Storage (lockable)

Prayer

Holding area for students post-exam

Facilities

Wi-Fi for approx. 120 devices

Ceiling height of at least 2.5m for POD builds

Lighting suitable for clinical simulation

Temperature control

Adjustable fire alarm testing times

Security: Lockable rooms overnight

Access: Evening setup and early morning entry (from 7am)

Parking: Free parking for approx. 100 cars

Catering: Working lunch/buffet or allowance for external catering

AV Equipment: Sound system, microphones, screens, and laptop connectivity

Furniture: Approx. 72 tables (varied sizes), 300 chairs

Trade access for POD installation (lift access if not ground floor)

Multiple entry/exit points for separate student and examiner flow

To express interest please email: [rogalaa@cardiff.ac.uk](mailto:rogalaa@cardiff.ac.uk).

Deadline for expression of interest: Monday 1st December 2025

### **Total value (estimated)**

- £141,667 excluding VAT
- £170,000 including VAT

Below the relevant threshold

### **Contract dates (estimated)**

- 2 February 2026 to 2 February 2029
- Possible extension to 1 February 2031
- 5 years

## **Main procurement category**

Services

## **CPV classifications**

- 70220000 - Non-residential property renting or leasing services

## **Contract locations**

- UK - United Kingdom

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## **Engagement**

### **Engagement deadline**

1 December 2025

### **Engagement process description**

To express interest please email [rogalaa@cardiff.ac.uk](mailto:rogalaa@cardiff.ac.uk)

Deadline for the expression is Monday 1st December 2025

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## **Submission**

### **Publication date of tender notice (estimated)**

19 January 2026

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## **Contracting authority**

### **Cardiff University**

- Public Procurement Organisation Number: PHVT-4343-HWYR

Procurement Services

Cardiff

CF24 4HQ

United Kingdom

Email: [rogalaa@cardiff.ac.uk](mailto:rogalaa@cardiff.ac.uk)

Website: <http://www.cardiff.ac.uk/business/why-work-with-us/for-suppliers>

Region: UKL22 - Cardiff and Vale of Glamorgan

Organisation type: Public authority - sub-central government

Devolved regulations that apply: Wales