

**United Kingdom-Belfast: Event services**  
**OJ S 92/2015 13/05/2015**  
**Contract notice**  
**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Tourism NI  
National registration number: UKNO  
Postal address: Clare House, 303 Airport Road West  
Town: Belfast  
Postal code: BT3 9ED  
Country: United Kingdom  
For the attention of: Webb Geraldine  
E-mail: [geraldine.webb@dfpni.gov.uk](mailto:geraldine.webb@dfpni.gov.uk)  
Telephone: +44 2890816518

**Internet address(es):**

General address of the contracting authority: <http://www.dfpni.gov.uk/cpd>  
Address of the buyer profile: <https://e-sourcingni.bravosolution.co.uk/web/login.shtml>  
Electronic access to information: <https://e-sourcingni.bravosolution.co.uk/web/login.shtml>  
Electronic submission of tenders and requests to participate: <https://e-sourcingni.bravosolution.co.uk/web/login.shtml>

**Additional information can be obtained from:**

the abovementioned address

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

the abovementioned address

**Tenders or requests to participate must be submitted:** the abovementioned address

**I.2. Type of the contracting authority**

Body governed by public law

**I.3. Main activity**

General public services

**I.4. Contract award on behalf of other contracting authorities**

The contracting authority is purchasing on behalf of other contracting authorities: no

**Section II: Object of the contract**

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**II.1. Description**

**II.1.1. Title attributed to the contract by the contracting authority**

Tourism Northern Ireland Corporate Event Management Support.

**II.1.2. Type of contract and place of performance or delivery**

Services

Service category No 26: Recreational, cultural and sporting services

Main site or place of performance: Northern Ireland.  
NUTS code UKN0 Northern Ireland

**II.1.3. Information about a framework agreement or a dynamic purchasing system**

The notice involves a public contract

**II.1.4. Information about framework agreement**

**II.1.5. Short description of the contract or purchase(s)**

Tourism NI wishes to appoint a service provider to support event management across Tourism NI.

The successful service provider will provide event support for the following corporate events and events programmes:

Lot 1 Business Support Programme of Events

Lot 2 Northern Ireland Tourism Awards

Lot 3 Travel Trade and Group Business Events

Lot 4 Ad hoc corporate events e.g. media reception for high profile sporting events.

Tourism NI intends to appoint a maximum of two suppliers per lot which will be ranked 1 and 2, to deliver each of the various lots detailed above. Tenderers can tender for 1, 2, 3 or all 4 Lots.

**II.1.6. CPV code(s)**

79952000 Event services

**II.1.7. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: yes

**II.1.8. Lots**

This contract is divided into lots: yes

Tenders may be submitted for one or more lots

**II.1.9. Information about variants**

Variants will be accepted: no

**II.2. Scope of the procurement**

**II.2.1. Total quantity or scope**

Tourism NI wishes to appoint a service provider to support event management across Tourism NI.

The successful service provider will provide event support for the following corporate events and events programmes:

Lot 1 Business Support Programme of Events

Lot 2 Northern Ireland Tourism Awards

Lot 3 Travel Trade and Group Business Events

Lot 4 Ad hoc corporate events e.g. media reception for high profile sporting events.

Tourism NI intends to appoint a maximum of two suppliers per lot which will be ranked 1 and 2, to deliver each of the various lots detailed above. Tenderers can tender for 1, 2, 3 or all 4 Lots.

Estimated value excluding VAT: 1 500 000 GBP

**II.2.2. Information about options**

Options: yes

Description of options: The contract can be extended for two further periods of one year each.

### II.2.3. Information about renewals

### II.3. Duration of the contract or time limit for completion

Duration in months: 12 (from the award of the contract)

Information about lots

Lot No: 1

Lot title: Business Support Programme of Events

#### 1) Short description

Northern Ireland's success as a destination will depend on its ability to deliver world class experiences: ensuring that we can compete globally and secure repeat and referral visits. A key element to meeting revenue targets will be to increase visitor spend.

In line with Tourism NI's strategy for Northern Ireland Tourism we aim to:

- Develop internationally competitive enterprise by focusing on quality experiences
- Deliver memorable experiences by creating competitive advantage through the delivery of world class visitor experiences
- Recognise and celebrate best practice.

#### 2) CPV code(s)

79952000 Event services

#### 3) Quantity or scope

#### 4) Indication about different time frame or duration

#### 5) Additional information about lots

Suppliers Instructions How to Express Interest in this Tender: 1. Register your company on the eSourcing portal (this is only required once): <https://e-sourcingni.bravosolution.co.uk> and click the link to register — Accept the terms and conditions and click 'I agree' — Enter your correct business and user details — Note the username you chose and click 'Save' when complete — You will shortly receive an email with your unique password (please keep this secure) 2. Express an Interest in the tender — Login to the portal with the username/password — Click the 'PQQs / ITTs Open To All Suppliers' link. (These are Pre-Qualification Questionnaires or Invitations to Tender open to any registered supplier) — Click on the relevant PQQ/ ITT to access the content. — Click the 'Express Interest' button at the top of the page. — This will move the PQQ /ITT into your 'My PQQs/ My ITTs' page. (This is a secure area reserved for your projects only) -You can now access any attachments by clicking 'Buyer Attachments' in the 'PQQ/ ITT Details' box 3. Responding to the tender — Click 'My Response' under 'PQQ/ ITT Details', you can choose to 'Create Response' or to 'Decline to Respond' (please give a reason if declining) — You can now use the 'Messages' function to communicate with the buyer and seek any clarification — Note the deadline for completion, then follow the onscreen instructions to complete the PQQ/ ITT — There may be a mixture of online & offline actions for you to perform (there is detailed online help available) You must then submit your reply using the 'Submit Response' button at the top of the page. If you require any further assistance please consult the online help, or contact the eTendering help desk.

Lot No: 2

Lot title: Northern Ireland Tourism Awards

#### 1) Short description

The Northern Ireland Tourism Awards were established in 1978. The gala awards ceremony

for the Northern Ireland tourism sector is attended by 300 people and takes place in late May or early June.

Each year there is a key title sponsor along with individual categories sponsored by a variety of organisations.

Existing service provider will deliver NITA 2015 and new contract will pick up this event from NITA 2016 onwards for which planning will commence in autumn 2015.

**2) CPV code(s)**

79952000 Event services

**3) Quantity or scope**

**4) Indication about different time frame or duration**

**5) Additional information about lots**

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Lot No: 3

Lot title: Travel Trade and Group Business Events

**1) Short description**

Travel Trade

Each year the Tourism NI, in association with Tourism Ireland, targets and invites key international tour operators to meet the Northern Ireland tourism industry to:

— Encourage those tour operators programming the Republic of Ireland (ROI), but currently not including Northern Ireland in their programmes to do so.

— Encourage those tour operators currently programming Northern Ireland to extend existing programmes to include new or additional elements of the Northern Ireland tourism product.

— Encourage those operators currently not programming the island of Ireland to consider including it in their programmes.

Meet the Buyer Workshop

To ensure that this unique opportunity is maximised, it is important that we recruit a similar number of representatives from across the Northern Ireland tourism industry to meet these influential buyers. There will be a full day of scheduled business appointments during each

event as well as a number of more informal networking opportunities and educational opportunities.

#### GB Coach and Group Operators workshop

The GB Coach and Group Operators Workshop attracts approximately 30 group organisers and coach operators from across Britain. A one day workshop is held to provide the opportunity to meet approximately 60 local industry providers from the hotel and visitor attraction sectors during two half day sessions (30 per session). The workshop will have a similar format to Meet the Buyer and will be followed by a familiarisation tour for the operators.

#### New and Developing Markets workshop

The New Markets Workshop attracts approximately 45 tour operators from China, India, South Africa, Poland, Russia and the Middle East. A one day workshop is held to provide the opportunity to meet approximately 25 local industry providers from the hotel and visitor attraction sectors and around 50 ROI trade from these sectors. The workshop will have a similar format to Meet the Buyer and will be followed by a familiarisation tour for the operators.

#### Northern Ireland Showcase

Tourism NI currently runs an annual Northern Ireland Showcase event in Dublin focussing specifically on the ROI market on both the leisure tourism and business tourism sectors. The showcase provides a unique networking opportunity for key ROI tour operators, Destination Management Companies and Professional Conference Organisers to do business with NI tourism industry representatives from the accommodation, visitor attraction, conference and incentive and special interest sectors. This is an ideal platform for the Northern Ireland industry to show their appreciation to these important ROI buyers for their on-going business as one of NI's key markets. It attracts around 50 Northern Ireland trade and 50 ROI buyers each year along with a small number of press. The format of the event is a short informal networking session with the NI industry split into 9 destinations. This is then followed by a dinner which showcases the best Northern Ireland produce and local entertainment. The event usually runs in November. Dates and details are yet to be confirmed for next event.

#### Group Business

Tourism NI currently runs two annual Great Days Out Fairs (GDO) to showcase a variety of days out experiences for group visits in Northern Ireland. There is a GDONI and a GDOROI. One event is aimed at up to 650 Northern Ireland group organisers e.g. Women's Institute, Community Groups, Church Groups etc. and is attended by approximately 60 NI tourism providers from the visitor attraction and activity sectors. The second is aimed at up to 300 ROI based group organisers such as Irish Countrywomen's Association, Active Retirement Ireland etc. and attracts 60 Northern Ireland tourism providers.

## **2) CPV code(s)**

79952000 Event services

## **3) Quantity or scope**

## **4) Indication about different time frame or duration**

## **5) Additional information about lots**

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Lot No: 4

Lot title: Ad Hoc Corporate Events

**1) Short description**

Tourism NI supports a number of high profile events each year such as the Irish Open, Giro d'Italia, Game of Thrones Exhibition launch etc. These events vary from year to year. As part of Tourism NI's involvement there is often a requirement for a corporate and/or media reception at these events which may take the form of a drinks reception/lunch/dinner/regional food showcase event. The event will often double up as a showcase opportunity for a relevant unique venue.

**2) CPV code(s)**

79952000 Event services

**3) Quantity or scope**

**4) Indication about different time frame or duration**

**5) Additional information about lots**

Suppliers Instructions How to Express Interest in this Tender: 1. Register your company on the eSourcing portal (this is only required once): <https://e-sourcingni.bravosolution.co.uk> and click the link to register — Accept the terms and conditions and click 'I agree' — Enter your correct business and user details — Note the username you chose and click 'Save' when complete — You will shortly receive an email with your unique password (please keep this secure) 2. Express an Interest in the tender — Login to the portal with the username/password — Click the 'PQQs / ITTs Open To All Suppliers' link. (These are Pre-Qualification Questionnaires or Invitations to Tender open to any registered supplier) — Click on the relevant PQQ/ ITT to access the content. — Click the 'Express Interest' button at the top of the page. — This will move the PQQ /ITT into your 'My PQQs/ My ITTs' page. (This is a secure area reserved for your projects only) -You can now access any attachments by clicking 'Buyer Attachments' in the 'PQQ/ ITT Details' box 3. Responding to the tender — Click 'My Response' under 'PQQ/ ITT Details', you can choose to 'Create Response' or to 'Decline to Respond' (please give a reason if declining) — You can now use the 'Messages' function to communicate with the buyer and seek any clarification — Note the deadline for completion, then follow the onscreen instructions to complete the PQQ/ ITT — There may be a mixture of online & offline actions for you to perform (there is detailed online help available) You must then submit your reply using the 'Submit Response' button at the top of the page. If you require any further assistance please consult the online help, or contact the eTendering help desk.

## **Section III: Legal, economic, financial and technical information**

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### **III.1. Conditions related to the contract**

#### **III.1.1. Deposits and guarantees required**

Not applicable.

#### **III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them**

As per tender documents.

#### **III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded**

As per tender documents.

#### **III.1.4. Contract performance conditions**

The performance of the contract is subject to particular conditions: yes

Description of particular conditions: As per tender documents.

### **III.2. Conditions for participation**

#### **III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions: As per regulation 57 of the Public Contract Regulations 2015.

#### **III.2.2. Economic and financial ability**

List and brief description of conditions: As per tender documents.

Minimum level(s) of standards possibly required: As per tender documents.

#### **III.2.3. Technical and professional ability**

List and brief description of conditions:

Tenderers must provide details within the last 3 years by providing examples and demonstrating their previous experience of providing programme of events via examples.

#### **III.2.4. Information about reserved contracts**

### **III.3. Conditions specific to services contracts**

#### **III.3.1. Information about a particular profession**

#### **III.3.2. Information about staff responsible for the performance of the contract**

## **Section IV: Procedure**

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### **IV.1. Type of procedure**

#### **IV.1.1. Type of procedure**

Open

#### **IV.1.2. Information about the limits on the number of candidates to be invited**

#### **IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue**

## **IV.2. Award criteria**

### **IV.2.1. Award criteria**

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

### **IV.2.2. Information about electronic auction**

An electronic auction will be used: no

## **IV.3. Administrative information**

### **IV.3.1. File reference number attributed by the contracting authority**

Project No P20069

### **IV.3.2. Previous publication concerning this procedure**

no

### **IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document**

Time limit for receipt of requests for documents or for accessing documents: 11.6.2015 - 15:00  
Payable documents: no

### **IV.3.4. Time limit for receipt of tenders or requests to participate**

11.6.2015 - 15:00

### **IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

### **IV.3.6. Languages in which tenders or requests to participate may be submitted**

English.

### **IV.3.7. Minimum time frame during which the tenderer must maintain the tender**

Duration in days: 90 (from the date stated for receipt of tender)

### **IV.3.8. Conditions for opening of tenders**

Date: 11.6.2015 - 15:00

Place: Official name: Central Procurement Directorate

National registration number: UKNO

Postal address: Clare House, 303 Airport Road West

Town: Belfast

Postal code: BT3 9ED

Country: United Kingdom

Persons authorised to be present at the opening of tenders: yes

Information about authorised persons and opening procedure: Only CPD Procurement Staff with access to the project on eSourcingNI.

## **Section VI: Complementary information**

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### **VI.1. Information about recurrence**

This is a recurrent procurement: no

### **VI.2. Information about European Union funds**

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

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

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This contract is divided into Lots and suppliers can bid for one or all lots. There will be 2 Contractors awarded to each lot, the tenderer getting the highest score from the qualitative and quantitative criteria after passing the Selection Criteria will be awarded 1<sup>st</sup> place and the next highest scoring tenderer will be awarded 2<sup>nd</sup> place. All work requests will go to the first Contractor and if they confirm they cannot provide the service then the second Contractor will be offered the work.

#### **CONTRACT PERFORMANCE**

The successful Contractor's performance on the contract will be regularly monitored. Contractors not delivering on the contract requirements is a serious matter. It means the public purse is not getting what it is paying for. If a Contractor fails to reach satisfactory levels of contract performance they will be given a specified time to improve. If, after the specified time, they still fail to reach satisfactory levels of contract performance, the matter will be escalated to senior management in CPD for further action. If this occurs and their performance still does not improve to satisfactory levels within the specified period, it may be regarded as an act of grave professional misconduct and they may be issued with a Certificate of Unsatisfactory Performance and the contract may be terminated. The issue of a Certificate of Unsatisfactory Performance will result in the contractor being excluded from all procurement competitions being undertaken by Centres of Procurement Expertise on behalf of bodies covered by the Northern Ireland Procurement Policy for a period of twelve months from the date of issue of the certificate.

All invoices must be either posted for Finance attention or to our dedicated Finance mail box [invoicepostbox@tourismni.com](mailto:invoicepostbox@tourismni.com).

If sending invoices via post they should be mailed FAO Finance to the following address: Tourism Northern Ireland, St Anne's Court, 59 North Street, Belfast, BT4 1NB.

All invoices must contain a relevant PO issued by Tourism NI.

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

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

Official name: The UK does not have any such bodies with responsibility for appeal/mediation procedures.

**Body responsible for mediation procedures**

Official name: The UK does not have any such bodies with responsibility for appeal/mediation procedures.

**VI.4.2. Review procedure**

Precise information on deadline(s) for review procedures: CPD will incorporate a standstill period at the point information on the award of the contract is communicated to tenderers. That notification will provide full information on the award decision. The standstill period, which will be for a minimum of 10 calendar days, provides time for unsuccessful tenderers to challenge the award decision before the contract is entered into.

The Public Contracts Regulations 2015 provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland).

**VI.4.3. Service from which information about the review procedure may be obtained**

**VI.5. Date of dispatch of this notice**

8.5.2015