

UK-London: event services  
OJ S 103/2012 01/06/2012  
Contract notice  
Services

Directive 2004/18/EC

## Section I: Contracting authority

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### I.1. Name and addresses

Official name: The University of West London

Postal address: Strategic Procurement Department, Walpole House, 18-22 Bond Street, Ealing  
Town: London

Postal code: W5 5AA

Country: United Kingdom

#### Internet address(es):

General address of the contracting authority: [www.uwl.ac.uk](http://www.uwl.ac.uk)

Electronic access to information: <https://in-tendhost.co.uk/uwl>

Electronic submission of tenders and requests to participate: <https://in-tendhost.co.uk/uwl>

#### 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

Education

### 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

The provision of a venue hire service for graduation ceremonies.

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

Services

Service category No 27: Other services

NUTS code UKI London

#### 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)**

UWL is seeking a suitably equipped venue in which to stage its graduation ceremonies. The ceremonies will usually take place over 2 or 3 consecutive working days. It is envisaged that 2 or 3 graduation ceremonies will take place on each of the days. Furthermore, it is expected that 1800 delegates will attend each of the graduation ceremonies, of which 500 will be the graduands.

The principal requirement will therefore be for an auditorium which has a capacity of at least 2000 delegates. It will also be a requirement that the Service Provider offers a full complement of support staff before, during and after the graduation ceremonies, including janitorial, venue set-up and take-down, audio-visual, security, ticketing and catering staff.

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

79952000 Event services, 79950000 Exhibition, fair and congress organisation services, 79954000 Party organisation services

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

The procurement is covered by the Government Procurement Agreement: no

#### **II.1.8. Lots**

This contract is divided into lots: no

#### **II.1.9. Information about variants**

Variants will be accepted: no

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

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

#### **II.2.2. Information about options**

Options: no

#### **II.2.3. Information about renewals**

This contract is subject to renewal: no

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

Duration in months: 36 (from the award of the contract)

## **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**

The University of West London reserves the right to require parent company or other guarantees of performance and financial liability.

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

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

Joint and several liability.

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

The performance of the contract is subject to particular conditions: no

## **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 set out in the pre-qualification questionnaire.

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

List and brief description of conditions: As set out in the pre-qualification questionnaire.

Minimum level(s) of standards possibly required: As set out in the pre-qualification questionnaire.

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

List and brief description of conditions:

As set out in the pre-qualification questionnaire.

Minimum level(s) of standards possibly required:

As set out in the pre-qualification questionnaire.

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

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

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

Execution of the service is reserved to a particular profession: no

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

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract: no

## **Section IV: Procedure**

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

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

Restricted

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

Envisaged minimum number 5

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

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated no

### **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**

036/MS/DIR

**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: 29.6.2012 - 12:00

Payable documents: yes

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

29.6.2012 - 12:00

**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**

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

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

Information about authorised persons and opening procedure: Hasmita Umaria-Gomes, Head of Strategic Procurement.

Richard Hall, Procurement and Best Value Manager.

**Section VI: Complementary information**

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**VI.1. Information about recurrence**

This is a recurrent procurement: yes

Estimated timing for further notices to be published: 01/01/2015

**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**

**VI.4. Procedures for review**

**VI.4.1. Review body**

Official name: Hasmita Umaria-Gomes

Postal address: Walpole House, 18-22 Bond Street

Town: Ealing

Postal code: W5 5AA

Country: United Kingdom

**VI.4.2. Review procedure**

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

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

30.5.2012

