

**United Kingdom-Belfast: Event services**  
**OJ S 152/2015 08/08/2015**  
**Contract award notice**  
**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Tourism NI  
Postal address: St Anne's Court, 59 North Street  
Town: Belfast  
Postal code: BT1 1NB  
Country: United Kingdom  
For the attention of: Jim Morgan  
E-mail: [jim.morgan@dfpni.gov.uk](mailto:jim.morgan@dfpni.gov.uk)  
Telephone: +44 2890816528

**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>

**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**

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 (DPS)**

**II.1.4. 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:

1. Lot 1 — Business Support Programme of Events,
2. Lot 2 — Northern Ireland Tourism Awards,
3. Lot 3 — Travel Trade and Group Business Events,
4. Lot 4 — Ad hoc corporate events. e.g. media reception for high profile sporting events.

Tourism NI intends to appoint a maximum of 2 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.1.5. CPV code(s)**

79952000 Event services

#### **II.1.6. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: yes

#### **II.2. Total value of the contract/lot**

##### **II.2.1. Total value of the contract/lot**

Value: 1 500 000 GBP  
excluding VAT

### **Section IV: Procedure**

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

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

Open

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

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

The most economically advantageous tender in terms of

1. Price. Weighting 30
2. Quality/methodology. Weighting 50
3. Quality/personnel. Weighting 20
4. Risk
5. Overall cost-effectiveness

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

An electronic auction has been 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**

###### **Notice on a buyer profile**

Notice number in the OJ S: [2015/S 92-165774](#) of 13.5.2015

### **Section V: Award of contract**

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Contract No: P20069

#### **V.1. Date of conclusion of the contract**

4.8.2015

**V.2. Information about tenders**

Number of tenders received: 7

Number of tenders received by electronic means: 7

**V.3. Name and address of the contractor**

Official name: Morrow Communications

Postal address: Hanwood House, Pavilions Office Park, Kinnegar Drive

Town: Hollywood

Postal code: BT18 9JQ

Country: United Kingdom

**V.4. Information on value of the contract/lot****V.5. Information about subcontracting**

The contract is likely to be subcontracted: no

Contract No: P20069

**V.1. Date of conclusion of the contract**

4.8.2015

**V.2. Information about tenders**

Number of tenders received: 7

Number of tenders received by electronic means: 7

**V.3. Name and address of the contractor**

Official name: The Eventful Consultancy

National registration number: UKNO

Postal address: 2 Lower Crescent

Town: Belfast

Postal code: BT7 1NR

Country: United Kingdom

**V.4. Information on value of the contract/lot****V.5. Information about subcontracting**

The contract is likely to be subcontracted: no

Contract No: P20069

**V.1. Date of conclusion of the contract**

4.8.2015

**V.2. Information about tenders**

Number of tenders received: 7

Number of tenders received by electronic means: 7

**V.3. Name and address of the contractor**

Official name: Neil Dalzell Events Management

Postal address: 15 Market Place

Town: Lisburn

Postal code: BT28 1AN

Country: United Kingdom

**V.4. Information on value of the contract/lot**

## V.5. Information about subcontracting

The contract is likely to be subcontracted: no

## Section VI: Complementary information

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### VI.1. Information about European Union funds

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

### VI.2. Additional information

Suppliers Instructions:

How to express interest in this tender:

1. Register your company on the e-Sourcing 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 and 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 e-Tendering help desk.

This contract is divided into Lots and suppliers can bid for 1 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 1<sup>st</sup> 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 12 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.3. Procedures for review**

#### **VI.3.1. 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.3.2. 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.3.3. Service from which information about the review procedure may be obtained**

Official name: Central Procurement Directorate

National registration number: UKNO

#### **VI.4. Date of dispatch of this notice**

4.8.2015