

**United Kingdom-Kingston upon Hull: Seminar organisation services**

OJ S 147/2019 01/08/2019

Contract notice

Services

**Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Kingston upon Hull City Council

Postal address: Guildhall, Alfred Gelder Street

Town: Kingston upon Hull

NUTS code: UKE11 Kingston upon Hull, City of

Postal code: HU1 2AA

Country: United Kingdom

Contact person: Ruth Carter

E-mail: [ruth.carter@hullcc.gov.uk](mailto:ruth.carter@hullcc.gov.uk)

Telephone: +44 1482613074

**Internet address(es):**Main address: <http://www.hull.gov.uk>Address of the buyer profile: <http://www.yortender.co.uk/procontract>**I.2. Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3. Communication**The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://www.yortender.co.uk>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://www.yortender.co.uk>

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

**I.4. Type of the contracting authority**

Regional or local authority

**I.5. Main activity**

General public services

**Section II: Object**

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**II.1. Scope of the procurement****II.1.1. Title**

Humber Business Growth Hub — #GrowMySME Workshop Programme

Reference number: DN386466

**II.1.2. Main CPV code**

79951000 Seminar organisation services

### **II.1.3. Type of contract**

Services

### **II.1.4. Short description**

The Humber Business Growth Hub (HBGH) #GrowMySME programme is seeking the delivery of a Workshop programme to SME owners and employees across the Humber LEP Region.

The workshop programme will involve the provision of a series of half day (4 hours) and one day (7 hours) face-to-face workshops and one to one masterclasses (2 hours).

The #GrowMySME workshop programme is divided into five delivery streams (lots).

Lot 1: Sales and Marketing;

Lot 2: Business Processes;

Lot 3: Leadership, Innovation and Culture;

Lot 4: Accessing Finance.

Service provider(s) shall be expected to deliver high quality workshop activities to SMEs across the whole of the Humber Geography. It is intended that the #GrowMySME Workshop Programme will be recognised as a high impact programme of support.

It is anticipated that the workshop programme shall be delivered from November 2019 with SME businesses benefiting from the programme until its close in September 2021.

### **II.1.5. Estimated total value**

Value excluding VAT: 375 000,00 GBP

### **II.1.6. Information about lots**

This contract is divided into lots: yes

Tenders may be submitted for all lots

## **II.2. Description**

### **II.2.1. Title**

Lot 1: Sales and Marketing

Lot No: 1

### **II.2.2. Additional CPV code(s)**

79000000 Business services: law, marketing, consulting, recruitment, printing and security,

79411100 Business development consultancy services, 79951000 Seminar organisation services

### **II.2.3. Place of performance**

NUTS code: UKE1 East Yorkshire and Northern Lincolnshire

### **II.2.4. Description of the procurement**

The Humber Business Growth Hub (HBGH) #GrowMySME programme is seeking the delivery of a workshop programme to SME owners and employees across the Humber LEP Region.

The workshop programme will involve the provision of a series of half day (4 hours) and one day (7 hours) face-to-face workshops and one to one masterclasses (2 hours).

Lot 1: Sales and Marketing — including but not limited to strategic and tactical marketing planning, social media marketing, pricing, research, GDPR, bid writing, customer service.

The Humber Business Growth Hub's #GrowMySME workshop programme is part of the three schemes that have been approved under a response to competitive calls for European Regional Development Fund (ERDF) projects released by the Ministry for Housing, Communities and Local Government for the 2014-2020 European Structural and Investment Funds (ESIF) Programme.

The Humber Business Growth Hub (HBGH) is part of the Humber LEP which provides quick and easy access to local and national resources along with information to support businesses to start, sustain and grow.

Service provider(s) shall be expected to deliver high quality workshop activities to SMEs across the whole of the Humber Geography. It is intended that the #GrowMySME workshop programme will be recognised as a high impact programme of support.

It is anticipated that the Workshop Programme shall be delivered from November 2019 with SME businesses benefiting from the programme until its close in September 2021.

#### **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: 80 000,00 GBP

#### **II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Start: 01/11/2019 End: 30/09/2021

This contract is subject to renewal: no

#### **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:  
yes

Identification of the project: ERDF reference number 18R17P02217

#### **II.2.14. Additional information**

##### **II.2. Description**

##### **II.2.1. Title**

Lot 2: Business Processes

Lot No: 2

##### **II.2.2. Additional CPV code(s)**

79951000 Seminar organisation services, 79411100 Business development consultancy services

##### **II.2.3. Place of performance**

NUTS code: UKE1 East Yorkshire and Northern Lincolnshire

##### **II.2.4. Description of the procurement**

The Humber Business Growth Hub (HBGH) #GrowMySME programme is seeking the delivery of a workshop programme to SME owners and employees across the Humber LEP Region. The workshop programme will involve the provision of a series of half day (4 hours) and one day (7 hours) face-to-face workshops and one to one masterclasses (2 hours).

Lot 2: Business Processes — including but not limited to lean office productivity, HR regulations and compliance, workforce planning, health and safety compliance, business planning, start-up.

The Humber Business Growth Hub's #GrowMySME workshop programme is part of the three schemes that have been approved under a response to competitive calls for European Regional Development Fund (ERDF) projects released by the Ministry for Housing, Communities and Local Government for the 2014-2020 European Structural and Investment Funds (ESIF) Programme.

The Humber Business Growth Hub (HBGH) is part of the Humber LEP which provides quick and easy access to local and national resources along with information to support businesses to start, sustain and grow.

Service provider(s) shall be expected to deliver high quality workshop activities to SMEs across the whole of the Humber Geography. It is intended that the #GrowMySME workshop programme will be recognised as a high impact programme of support.

It is anticipated that the workshop programme shall be delivered from November 2019 with SME businesses benefiting from the programme until its close in September 2021.

#### **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: 60 000,00 EUR

#### **II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Start: 01/11/2019 End: 30/09/2021

This contract is subject to renewal: no

#### **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:  
yes

Identification of the project: ERDF reference number 18R17P02217

#### **II.2.14. Additional information**

##### **II.2. Description**

##### **II.2.1. Title**

Lot 3: Leadership, Innovation and Culture

Lot No: 3

##### **II.2.2. Additional CPV code(s)**

79411100 Business development consultancy services, 79951000 Seminar organisation services

### **II.2.3. Place of performance**

NUTS code: UKE1 East Yorkshire and Northern Lincolnshire

### **II.2.4. Description of the procurement**

The Humber Business Growth Hub (HBGH) #GrowMySME programme is seeking the delivery of a workshop programme to SME owners and employees across the Humber LEP Region. The workshop programme will involve the provision of a series of half day (4 hours) and one day (7 hours) face-to-face workshops and one to one masterclasses (2 hours).

The Humber Business Growth Hub's #GrowMySME workshop programme is part of the three schemes that have been approved under a response to competitive calls for European Regional Development Fund (ERDF) projects released by the Ministry for Housing, Communities and Local Government for the 2014-2020 European Structural and Investment Funds (ESIF) Programme.

The Humber Business Growth Hub (HBGH) is part of the Humber LEP which provides quick and easy access to local and national resources along with information to support businesses to start, sustain and grow.

Service provider(s) shall be expected to deliver high quality workshop activities to SMEs across the whole of the Humber Geography. It is intended that the #GrowMySME workshop programme will be recognised as a high impact programme of support.

It is anticipated that the workshop programme shall be delivered from November 2019 with SME businesses benefiting from the programme until its close in September 2021.

Lot 3: Leadership, Innovation and Culture — including but not limited to management styles, effective leadership culture, scale-up mind set.

### **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: 60 000,00 GBP

### **II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Start: 01/11/2019 End: 30/09/2021

This contract is subject to renewal: no

### **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: yes

Identification of the project: ERDF reference number 18R17P02217

### **II.2.14. Additional information**

#### **II.2. Description**

**II.2.1. Title**

Lot 4: Accessing Finance

Lot No: 4

**II.2.2. Additional CPV code(s)**

79951000 Seminar organisation services, 79411100 Business development consultancy services

**II.2.3. Place of performance**

NUTS code: UKE1 East Yorkshire and Northern Lincolnshire

**II.2.4. Description of the procurement**

The Humber Business Growth Hub (HBGH) #GrowMySME programme is seeking the delivery of a workshop programme to SME owners and employees across the Humber LEP Region. The workshop programme will involve the provision of a series of half day (4 hours) and one day (7 hours) face-to-face workshops and one to one masterclasses (2 hours).

Lot 4: Accessing Finance — including but not limited to developing a winning pitch, understanding the investment process, equity finance, crowd funding developing business plans for investment, funding business growth

The Humber Business Growth Hub's #GrowMySME workshop programme is part of the three schemes that have been approved under a response to competitive calls for European Regional Development Fund (ERDF) projects released by the Ministry for Housing, Communities and Local Government for the 2014-2020 European Structural and Investment Funds (ESIF) Programme.

The Humber Business Growth Hub (HBGH) is part of the Humber LEP which provides quick and easy access to local and national resources along with information to support businesses to start, sustain and grow.

Service provider(s) shall be expected to deliver high quality workshop activities to SMEs across the whole of the Humber Geography. It is intended that the #GrowMySME workshop programme will be recognised as a high impact programme of support.

It is anticipated that the workshop programme shall be delivered from November 2019 with SME businesses benefiting from the programme until its close in September 2021.

**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: 75 000,00 GBP

**II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Start: 01/11/2019 End: 30/09/2021

This contract is subject to renewal: no

**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:  
yes

Identification of the project: Lot 4 - ERDF reference number 18R17P01995

### **II.2.14. Additional information**

#### **II.2. Description**

##### **II.2.1. Title**

Lot 5: Information and Communications Technology

Lot No: 5

##### **II.2.2. Additional CPV code(s)**

79411100 Business development consultancy services, 79951000 Seminar organisation services, 72222300 Information technology services, 72223000 Information technology requirements review services

##### **II.2.3. Place of performance**

NUTS code: UKE1 East Yorkshire and Northern Lincolnshire

##### **II.2.4. Description of the procurement**

The Humber Business Growth Hub (HBGH) #GrowMySME programme is seeking the delivery of a workshop programme to SME owners and employees across the Humber LEP Region. The workshop programme will involve the provision of a series of half day (4 hours) and one day (7 hours) face-to-face workshops and one to one masterclasses (2 hours).

Lot 5: Information and Communications Technology — including but not limited to cloud-based computing, integrated digital Customer Relationship Management (CRM), human resources, e-commerce and accountancy systems, connectivity and mobile working, internet of things, big data for SMEs, cyber-security and resilience to threat, new technological developments, including automation, artificial intelligence, virtual reality/augmented reality/mixed reality.

The Humber Business Growth Hub's #GrowMySME workshop programme is part of the three schemes that have been approved under a response to competitive calls for European Regional Development Fund (ERDF) projects released by the Ministry for Housing, Communities and Local Government for the 2014-2020 European Structural and Investment Funds (ESIF) Programme.

The Humber Business Growth Hub (HBGH) is part of the Humber LEP which provides quick and easy access to local and national resources along with information to support businesses to start, sustain and grow.

Service provider(s) shall be expected to deliver high quality workshop activities to SMEs across the whole of the Humber Geography. It is intended that the #GrowMySME workshop programme will be recognised as a high impact programme of support.

It is anticipated that the workshop programme shall be delivered from November 2019 with SME businesses benefiting from the programme until its close in September 2021.

##### **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: 100 000,00 GBP

##### **II.2.7.**

## **Duration of the contract, framework agreement or dynamic purchasing system**

Start: 01/11/2019 End: 30/09/2021

This contract is subject to renewal: no

### **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:  
yes

Identification of the project: ERDF reference number 18R17P01997

### **II.2.14. Additional information**

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

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### **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**

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### **IV.1. Description**

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

Open procedure

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

The procurement involves the establishment of a framework agreement

Framework agreement with several operators Envisaged maximum number of participants to the framework agreement: 5

#### **IV.1.8. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: yes

### **IV.2. Administrative information**

#### **IV.2.2. Time limit for receipt of tenders or requests to participate**

Date: 03/09/2019 Local time: 17:00

#### **IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

#### **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: 6 (from the date stated for receipt of tender)

**IV.2.7. Conditions for opening of tenders**

Date: 03/09/2019 Local time: 17:00

Place:

[www.yortender.co.uk](http://www.yortender.co.uk)

Information about authorised persons and opening procedure: Authorised verifiers within the YORtender system will remove the seal from the tender.

## **Section VI: Complementary information**

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**VI.1. Information about recurrence**

This is a recurrent procurement: no

**VI.2. Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

**VI.3. Additional information**

**VI.4. Procedures for review**

**VI.4.1. Review body**

Official name: Kingston upon Hull City Council, Monitoring Officer

Postal address: The Guildhall, Alfred Gelder Street

Town: Hull

Postal code: HU1 2AA

Country: United Kingdom

**VI.4.2. Body responsible for mediation procedures**

Official name: Kingston upon Hull City Council, Monitoring Officer

Postal address: The Guildhall, Alfred Gelder Street

Town: Hull

Postal code: HU1 2AA

Country: United Kingdom

**VI.4.4. Service from which information about the review procedure may be obtained**

Official name: Kingston upon Hull City Council, Monitoring Officer

Postal address: The Guildhall, Alfred Gelder Street

Town: Hull

Postal code: HU1 2AA

Country: United Kingdom

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

30/07/2019