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TRANSPORT SERVICES FOR MAJOR EVENTS

Foreign Commonwealth and Development Office

Published date: 9 August 2023

Open early engagement - This means that a procurement idea is currently active, it is in the early stage of development and judging interest from potential suppliers.

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Closing date: 8 September 2023

Contract summary

Industry

- Transport systems consultancy services - 71311200

Location of contract

SW1A 2AH

Procurement reference

tender_363265/1245199

Published date

9 August 2023

Closing date

8 September 2023

Contract is suitable for SMEs?

Yes

Contract is suitable for VCSEs?

No

Description

The FCDO's Major Events Team (Protocol) provides a comprehensive event management service to FCDO, organising meetings, conferences, summits and events throughout the UK, be it a meeting for 20, a reception for 200, or an International Summit for 2,000+. The service includes finding the right venue from the fine rooms of the FCDO at Lancaster House to conference centres and hotels throughout the UK. The team offers a full delegate management package and oversee and organise of all the event arrangements. Services include arranging, production & media facilities, catering, security, ICT/resilience and transport services.

FCDO will be hosting a number of major events in 2023 to 2025, some of which may require the services of a transport provider. Some of these events will be high profile attended by Heads of States or Governments and are therefore expected to attract considerable media presence.

The FCDO would like to conduct early market engagement with the supply market place to gauge the markets interest and appetite to provide a combined, single supplier contract for Transportation Services to include a transport planning service and the hire of ground transportation (i.e. vehicle hire and drivers). Feedback from the market will serve to inform and refine FCDO's procurement strategy and specification for these services.

Suppliers are invited to attend a supplier engagement day to be held in London on 11th September 2023 at one of the

FCDO's offices in London. To register your interest in attending, please register onto the FCDO procurement portal at <https://fcdo.bravosolution.co.uk/web/login.html> (<https://fcdo.bravosolution.co.uk/web/login.html>) and answer three simple questions*.

(* See Additional Text titled "INSTRUCTIONS ON HOW TO ACCESS OUR PROCUREMENT PORTAL AND HOW TO EXPRESS INTEREST IN THIS OPPORTUNITY" for details on how to answer the questions).

Due to room capacity, attendance is limited to two individuals per supplier. Further details will be shared via the portal by 4th September 2023 once you have registered your interest.

Please note, at this stage the FCDO is seeking expressions of interest only and will therefore not be answering any specific clarification questions on the specifications.

Full details of the services required can be found in the attachment to this notice

** FCDO is the Contracting Authority and the services will be open to other HMG departments. For a full list see the document attached to this notice **

Additional CPV Codes to the main code:

79952000, 60100000

More information

Attachments

[OGD One HMG List.docx \(https://www.contractsfinder.service.gov.uk/Notice/Attachment/4d259078-c10e-4b2e-a659-c003e82654c8\)](https://www.contractsfinder.service.gov.uk/Notice/Attachment/4d259078-c10e-4b2e-a659-c003e82654c8)

- n/a

[Transport Advisory Services - Services Required.docx \(https://www.contractsfinder.service.gov.uk/Notice/Attachment/97d10945-ab3a-4e75-9235-6d86764812a4\)](https://www.contractsfinder.service.gov.uk/Notice/Attachment/97d10945-ab3a-4e75-9235-6d86764812a4)

- n/a

Additional text

INSTRUCTIONS ON HOW TO ACCESS OUR PROCUREMENT PORTAL AND HOW TO EXPRESS INTEREST IN THIS OPPORTUNITY ARE AS FOLLOWS:

In order to participate and gain access to all documentation in relation to this procurement, potential suppliers should access the FCDO's e-procurement portal, JAGGAER, available via the below link: -

URL: <https://fcdo.bravosolution.co.uk/web/login.html> (<https://fcdo.bravosolution.co.uk/web/login.html>)

Once logged in, search for project reference project_9453 and pqq_1438. pqq_1438 has a message capability to enable you to communicate with us and advise whether you are interested in Expressing an Interest. You must complete the three questions in the Technical Envelope to register your interest.

If a potential supplier is not registered on the portal, click the link above to be taken to the home page, click the "Click here to register!" button, and follow the on-screen instructions to complete registration.

Registration takes approximately 5 minutes and is free of charge.

Two-Factor Authentication (2FA)

Potential suppliers should note that two-factor authentication will be required to access the FCDO's e-procurement portal, JAGGAER, which requires Google Authenticator to be downloaded onto a mobile device. For more information in relation to two-factor authentication, a guide can be accessed by clicking the link on the home page of the FCDO's e-procurement portal, JAGGAER.

How to apply

Follow the instructions given in the description or the more information section.

About the buyer

Address

King Charles Streets
London
SW1A 2AH
England

Email

cpg.enquiries@fcdo.gov.uk

Website

<https://www.gov.uk/government/organisations/foreign-commonwealth-development-office>
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