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Tender

Administration, provision and setting out of events equipment (East Lothian Council)

East Lothian Council

F02: Contract notice

Notice identifier: 2025/S 000-001992

Procurement identifier (OCID): ocds-h6vhtk-04d4f1

Published 21 January 2025, 11:23am

Section I: Contracting authority

I.1) Name and addresses

East Lothian Council

John Muir House

Haddington, East Lothian

EH41 3HA

Email

procurement@eastlothian.gov.uk

Country

United Kingdom

NUTS code

UKM73 - East Lothian and Midlothian

Internet address(es)

Main address

<http://www.eastlothian.gov.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00181

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.publiccontractsscotland.gov.uk/Access/Login.aspx>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publiccontractsscotland.gov.uk/Access/Login.aspx>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Administration, provision and setting out of events equipment (East Lothian Council)

Reference number

ELC-25-0442

II.1.2) Main CPV code

- 79952000 - Event services

II.1.3) Type of contract

Services

II.1.4) Short description

East Lothian Council is seeking a supplier to deliver the booking, administration and financial management of client contributions in regard to the provision and setting up of equipment required to stage a range of community, Council, charitable and private sector organised events and corporate functions.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79952000 - Event services

II.2.3) Place of performance

NUTS codes

- UKM73 - East Lothian and Midlothian

Main site or place of performance

East Lothian geographical area.

II.2.4) Description of the procurement

East Lothian Council is seeking a supplier to deliver the booking, administration and financial management of client contributions in regard to the provision and setting up of equipment required to stage a range of community, Council, charitable and private sector organized events and corporate functions

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 30

Price - Weighting: 70

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

1 +1

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

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

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

List and brief description of selection criteria

The tenderer must hold or commit to obtain, prior to the commencement of the Contract the following types and levels of insurance:

(i) Employers Liability insurance to the value of at least ten million pounds Sterling (GBP5,000,000) in respect of any one event and unlimited in the period.

(ii) Public Liability insurance to the value of at least ten million pounds Sterling (GBP5,000,000) in respect of any one event and unlimited in the period.

Minimum level(s) of standards possibly required

he financial information provided will require to meet the following criteria.

i) The ratio of total assets to total liabilities (net assets) should be positive in 2 out of 3 years.

ii) The accounts should not show a loss in 2 consecutive years.

iii) The accounts should not show a loss in 1 year and negative net current assets in any 1 year.

Where the information provided does not meet item (i) but there is an improving trend East Lothian Council may consider items (ii) and (iii) and will have discretion, with regard to the evidence provided and taking into account the level of risk to East Lothian Council, as to whether a bidder will pass this requirement.

Please refer to the tender documents for further details about those organisations that do not meet the requirements of the financial health evaluation.

III.1.3) Technical and professional ability

List and brief description of selection criteria

Part 4C.4

The bidder should confirm that it will be able to provide 2 examples of contracts of a similar scale and scope to this requirement.

Part 4C.7 : Environmental Management Measures

Bidders will be required to provide evidence that their organisation has taken steps to build their awareness of the climate change emergency and how they will respond.

Accepted evidence includes but is not limited to:

A completed copy of “Schedule 6- Climate Change” including planned projects and actions to reduce the bidder’s carbon emissions. This does not need to contain calculated carbon emissions. Please note Schedule 6- Climate Change is supplied as an individual document for completion. Where a Tenderer’s response is of a less than the acceptable standard, the Council may exclude the Tenderer from the competition or may apply discretion seeking supporting evidence to determine the Tenderer’s suitability to proceed in the competition.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

The service will be subject to East Lothian's Terms and Conditions.

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

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

20 February 2025

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

20 February 2025

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 01/11/20230

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

This Contract includes an obligation for the delivery of Community Benefits [once the aggregate spend with the Council reaches GBP 50,000 in any financial year. The Community Benefits information included in the Tender documentation outlines the Community Benefits that the Council is seeking as part of this Contract.

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=787721.

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx.

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

Community benefits are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

This Contract includes an obligation for the delivery of Community Benefits [once the aggregate spend with the Council reaches GBP 50,000 in any financial year. The Community Benefits information included in the Tender documentation outlines the

Community Benefits that the Council is seeking as part of this Contract.

(SC Ref:787721)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=787721

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court

Edinburgh

Country

United Kingdom