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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](mailto: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](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

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## **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

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## **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

The 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.

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## **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

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## **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](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](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](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