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Tender

Events Services

Glasgow Life (Culture & Sport Glasgow)

F02: Contract notice

Notice identifier: 2021/S 000-004244

Procurement identifier (OCID): ocds-h6vhtk-0297f5

Published 3 March 2021, 1:08pm

Section I: Contracting authority

I.1) Name and addresses

Glasgow Life (Culture & Sport Glasgow)

38 Albion Street

Glasgow

G1 1LH

Email

monica.gibbon@scotland-excel.org.uk

Telephone

+44 1416184010

Country

United Kingdom

NUTS code

UKM82 - Glasgow City

Internet address(es)

Main address

www.glasgowlife.org.uk

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10287

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.publictendersscotland.publiccontractsscotland.gov.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Recreation, culture and religion

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Events Services

II.1.2) Main CPV code

- 79952000 - Event services

II.1.3) Type of contract

Services

II.1.4) Short description

This framework will provide Glasgow Life with a route to market for the provision of Events Services for core and one off events.

II.1.5) Estimated total value

Value excluding VAT: £1,223,000

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

Assistant Temporary Event Health, Safety and Security Manager Support

Lot No

1

II.2.2) Additional CPV code(s)

- 79710000 - Security services
- 71317200 - Health and safety services

II.2.3) Place of performance

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

Various locations throughout the greater Glasgow geographical area.

II.2.4) Description of the procurement

This lot will provide Glasgow Life with a mechanism to procure event health, safety and security management support.

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 60

Cost criterion - Name: Commercial / Weighting: 40

II.2.6) Estimated value

Value excluding VAT: £306,000

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

The Framework Contract will be for a period of up to four years. The initial period of the Framework Contract will run for two years from the starting date with an option to extend for up to a further two twelve month periods subject to satisfactory operation and performance. Any period of extension will be at the sole discretion of Glasgow Life.

II.2.10) Information about variants

Variants will be accepted: Yes

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

II.2) Description

II.2.1) Title

Site Crew

Lot No

2

II.2.2) Additional CPV code(s)

- 79952000 - Event services

II.2.3) Place of performance

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Main site or place of performance

Various locations throughout the Greater Glasgow area.

II.2.4) Description of the procurement

This lot will provide Glasgow Life with a mechanism to procure crewing services for various outdoor events.

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 50

Cost criterion - Name: Commercial / Weighting: 50

II.2.6) Estimated value

Value excluding VAT: £162,500

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

The Framework Contract will be for a period of up to four years. The initial period of the Framework Contract will run for two years from the starting date with an option to extend for up to a further two twelve month periods subject to satisfactory operation and performance. Any period of extension will be at the sole discretion of Glasgow Life.

II.2.10) Information about variants

Variants will be accepted: Yes

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

II.2) Description

II.2.1) Title

Venue Crew Indoor Events

Lot No

3

II.2.2) Additional CPV code(s)

- 79952000 - Event services

II.2.3) Place of performance

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

Various locations throughout the Greater Glasgow area.

II.2.4) Description of the procurement

This lot will provide Glasgow Life with a means to procure crewing services for various indoor events.

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 60

Cost criterion - Name: Commercial / Weighting: 40

II.2.6) Estimated value

Value excluding VAT: £162,500

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

The Framework Contract will be for a period of up to four years. The initial period of the Framework Contract will run for two years from the starting date with an option to extend for up to a further two twelve month periods subject to satisfactory operation and performance. Any period of extension will be at the sole discretion of Glasgow Life.

II.2.10) Information about variants

Variants will be accepted: Yes

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

II.2) Description

II.2.1) Title

Production Manager Services

Lot No

4

II.2.2) Additional CPV code(s)

- 79952000 - Event services

II.2.3) Place of performance

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

Various locations throughout the Great Glasgow area.

II.2.4) Description of the procurement

This lot will provide Glasgow Life with a mechanism to procure production manager services for various indoor and outdoor events.

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 60

Cost criterion - Name: Commercial / Weighting: 40

II.2.6) Estimated value

Value excluding VAT: £138,000

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

The Framework Contract will be for a period of up to four years. The initial period of the Framework Contract will run for two years from the starting date with an option to extend for up to a further two twelve month periods subject to satisfactory operation and performance. Any period of extension will be at the sole discretion of Glasgow Life.

II.2.10) Information about variants

Variants will be accepted: Yes

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

II.2) Description

II.2.1) Title

Temporary Assistant Site Manager

Lot No

5

II.2.2) Additional CPV code(s)

- 79952000 - Event services

II.2.3) Place of performance

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

Various locations throughout the Greater Glasgow area.

II.2.4) Description of the procurement

This lot will provide Glasgow Life with a mechanism to procure temporary assistant site managers for various indoor and outdoor events.

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 50

Cost criterion - Name: Commercial / Weighting: 50

II.2.6) Estimated value

Value excluding VAT: £250,000

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

The Framework Contract will be for a period of up to four years. The initial period of the Framework Contract will run for two years from the starting date with an option to extend for up to a further two twelve month periods subject to satisfactory operation and performance. Any period of extension will be at the sole discretion of Glasgow Life.

II.2.10) Information about variants

Variants will be accepted: Yes

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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

In accordance with Regulation 59 (12), as this proposed framework agreement is divided into lots, these technical and professional ability selection criteria applies to all lots except where stated otherwise.

For Lot 1, all economic operators must hold and maintain the relevant accreditation as listed below:

-NEBOSH General Certificate(or equivalent)

For Lots 2 and 3 MEWP operators are expected to have relevant industry certification e.g. IPAF

III.1.2) Economic and financial standing

List and brief description of selection criteria

SPD.4B.4: Bidders must comply with the undernoted financial requirements in order to participate in the tendering process:-

There is a minimum financial requirement that affects trading performance, balance sheet strength and current liquidity. Financial

requirements for trading performance and balance sheet strength should be calculated on latest filed accounts with Companies House. In

the event of the Bidder filing abbreviated accounts with Companies House, if the

undernoted profitability requirement is not evident from

the Retained Earnings figures contained in the filed accounts, then a full set of accounts, covering a 3 year period, will be required to

confirm the profitability requirement.

Trading Performance

An overall positive outcome on pre tax profits over a 3 year period. Exceptional items can be excluded from the calculation.

The above would be expressed in the ratio Pre-Tax Profit/Turnover.

Balance Sheet strength

Net worth of the organisation must be positive at the time of evaluation and organisation must not be subject to an insolvency process.

Intangibles can be included for purposes of the Total Assets figure. The above would be expressed in the ratio Total Assets/Total Liabilities.

Applicants who have been trading for less than the 3 years noted above must provide evidence that they are complying with the above

minimum financial requirements for the period in which they have been trading.

Applicants who do not comply with the above financial requirements but are part of a Group, can provide a Parent Guarantee if the Parent

company satisfies the financial requirements stipulated above.

Glasgow Life also requires assurance regarding current liquidity of the bidding company. The bidder may provide a Letter of Comfort from

its own bank to satisfy the above financial requirement. Glasgow Life would also be prepared to consider other documentation that

provided evidence that the bidder had adequate financial resources to undertake the contract.

Glasgow Life reserves the right, at its own discretion, to seek such other information from the Bidder in accordance with Regulations 61(7)

or Regulation 61 (8) of the Public Contracts (Scotland) Regulations 2015 to prove the Bidder's economic and financial standing.

Minimum level(s) of standards possibly required

SPD 4B.5: It is a requirement of this framework that Tenderers hold, or can commit to obtain prior to the start date of the framework, the

types and levels of insurance indicated below:

All Lots:

Professional Risk Indemnity: to the value of a minimum FIVE MILLION POUNDS STERLING (GBP 5,000,000) in respect of any one claim

and in the aggregate.

Employer's (Compulsory) Liability: to the value of at least TEN MILLION POUNDS STERLING (GBP 10,000,000) in respect of any one

claim and unlimited in the period.

Public Liability: to the value of at least FIVE MILLION POUNDS STERLING (GBP 5,000,000) in respect of any one claim and unlimited in

the period.

Motor Vehicle: to the value of at least FIVE MILLION POUNDS STERLING (GBP of third party injury

Lots 2 and 3 only:

Product Liability: to the value of at least FIVE MILLION POUNDS STERLING (GBP 5,000,000) in respect of any one claim and unlimited in

the period.

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

Details of conditions relevant to the proposed Framework Agreement and contracts to be called-off thereunder (to the extent known/settled at this stage), see the "CSG005315 Events Services ITT" in the Information + Instructions folder of the Buyer Attachments area of ITT 37921.

A set of Key Performance Indicators (KPIs) will be used to manage the Orders and performance. These will be detailed at the quote/award stage; agreed at the pre-contract meeting or during the Contract Period; based on the standard Scottish Government National KPI IDs. This

document also contains guidance in relation to any tender to be submitted by a consortium or group of bidders.

Glasgow Life will require the members of any tendering group of entities (including but not limited to consortium members, members of a group of economic operators) to be jointly and severally liable for the performance of the contract (no matter the legal form taken by those entities in order to enter into the contract).

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

Section IV. Procedure

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

IV.1.6) Information about electronic auction

An electronic auction will be used

Additional information about electronic auction

Electronic auctions may be used if Glasgow Life opts to do so as part of a competitive selection procedure as set out in the terms of the Framework Contract published within the procurement documents. In this event, information relative to Regulation 36 (Electronic Auctions) of the Public Contracts (Scotland) Regulations 2015 will be provided as part of the competitive selection 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.2.1) Previous publication concerning this procedure

Notice number: [2020/S 224-551990](#)

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

Date

19 March 2021

Local time

12:00pm

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

Tender must be valid until: 19 July 2021

IV.2.7) Conditions for opening of tenders

Date

19 March 2021

Local time

12:00pm

Section VI. Complementary information

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

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 17738.
For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

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

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

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

Community benefits will be assessed under the technical section. Full guidance on the scoring of community benefits is contained in the

"CSG005315 Events Services ITT" document located within the "Buyer Attachments" area of ITT_37921 Glasgow Life events Services.

(SC Ref:638652)

VI.4) Procedures for review

VI.4.1) Review body

Glasgow Sheriff Court and Justice of the Peace

1 Carlton Place

Glasgow

G5 9TW

Email

glasgow@scotscourt.gov.uk

Telephone

+44 1414298888

Country

United Kingdom