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Tender

## **Event Technical Services**

Portsmouth City Council

F02: Contract notice

Notice identifier: 2024/S 000-004515

Procurement identifier (OCID): ocds-h6vhtk-043908

Published 9 February 2024, 4:43pm

The closing date and time has been changed to:

**18 March 2024, 12:00pm**

See the [change notice](#).

## **Section I: Contracting authority**

### **I.1) Name and addresses**

Portsmouth City Council

Civic Offices, Guildhall Square

PORTSMOUTH

PO12AL

### **Contact**

Procurement Service

### **Email**

[procurement@portsmouthcc.gov.uk](mailto:procurement@portsmouthcc.gov.uk)

**Telephone**

+44 2392688235

**Country**

United Kingdom

**Region code**

UKJ31 - Portsmouth

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

<https://www.portsmouth.gov.uk/services/business/procurement/contract-opportunities-with-us/>

**I.3) Communication**

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

<https://in-tendhost.co.uk/portsmouthcc.aspx/home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/portsmouthcc.aspx/home>

**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**

Event Technical Services

#### **II.1.2) Main CPV code**

- 79952000 - Event services

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

Services

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

The Events Team, Culture and Leisure directorate on behalf of Portsmouth City Council ('the Council') is inviting tenders from suitably qualified suppliers to provide the supply of equipment and services at the below events:

- Armed Forces Day
- International Kite Festival
- Fireworks Display
- Remembrance Sunday Service and Parade

This contract is applicable to the above events under the management of the Portsmouth City Council's Events and Lord Mayor's Team. These are regular events held in Portsmouth with attendee numbers ranging from 30 up to 50,000.

The estimated annual value of the contract is £50,000 based upon current specification, event frequencies and sites. The value of the contract may increase or decrease in the event of changes to specification, changes to frequencies, and removal or addition of events from the contract. The council cannot provide any guarantees of increases or decreases of the contract; however, any increases will be capped at 50% of the per annum contract value. The upper value of the contract is £75,000 per annum.

The initial contract term will be for 3 years with possibility of extending the term by a further 2 years in increments to be agreed, subject to the agreement and performance of

both parties. The form of contract used will be the Council's standard terms for the supply of services.

This Contract is for the Council's Events and Lord Mayor's Team to use the services of the supplier. The Council cannot guarantee the value or volume it may place with the supplier under this contract.

The procurement timetable is set out below.

PIN issued - Friday 24th November 2023

Procurement documents available on In-tend - Friday 9th February 2024

Deadline for requests for clarification - Wednesday 21st February 2024 at 23:59

Tender return deadline - Friday 8th March 2024 at 12:00

Evaluation of tenders completed - Wednesday 20th March 2024

Award decision notified to bidders - Wednesday 27th March 2024

Standstill period starts - Thursday 28th March 2024

Standstill period ends - Monday 8th April 2024

Contract award - Tuesday 9th April 2024

Contract Commencement - 31st May 2024

The Council will administrate the procurement process using its e-sourcing system In-tend.

The In-tend system can be accessed free of charge via the following web link:

<https://intendhost.co.uk/portsmouthcc/asp/home>

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

Value excluding VAT: £375,000

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

This contract is divided into lots: No

## **II.2) Description**

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

- 71356000 - Technical services

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

NUTS codes

- UKJ31 - Portsmouth

Main site or place of performance

-Guildhall Square, Portsmouth

-Alexandra Park, Hilsea

-Southsea Common, Southsea

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

The Council is inviting tenders from suitably qualified suppliers to provide the supply of equipment and services at the below events:

Armed Forces Day

Date: Either Saturday 8th June or Saturday 15th June 2024 (TBC)

Location: Southsea Common, Portsmouth

Timings: 10:00-16:00 (timings are provisional and may change)

This event is part of the National programme of celebration and thanks for our Armed Services. Locally our Armed Forces Day event is a chance for the City of Portsmouth to show our support for the men and women who make up the Armed Forces Community: from currently serving troops and Service families, veterans and cadets. The aim of the event is to bring the local community and visitors to the city together to celebrate Armed Forces Day and also to inspire members of the public of all ages to engage with Armed Forces related organisations.

We will have entertainment, activities, parades and a vehicle display available throughout the day alongside family activities, trade stands and children's rides. We welcome everyone to come and be part of our Armed Forces Day. Expected numbers are likely to be 6,000+ for the day.

### Operational Hours:

Pre-Event Set Up: Access to the site will be permitted from 10:00 on the Friday prior to the event. Also from 07:00 until 09:30 on the event day.

Event Day: From 10:00-16:00 (subject to confirmation).

Post-Event de-rig: From 16:30 on the event day. Also from 07:00 on the Sunday following the event. Site to be clear by 12:00 on the Sunday following the event.

We are looking for the following offer (subject to change):

- Stage sound with mics and band amplification (Stage approx. 5m x 5m). Front of house engineer and stage sound monitor engineer and crew.
- Sound around 2x large arenas with mics (Arena 1 - 100m x 50m, Arena 2 - 50m x 30m)
- Provision of technical support - 1x technical support to cover electrical standby, arena support and to advise Portsmouth City Council.
- Provision of 2x cabins to accommodate Event Control (2x people) and Security Control point (2x people).
- Installation of power for use by 4x traders. Requires provision of cabling/ramp to existing power source.

Situations may arise that could impact on the running of the events, such as weather etc. In these cases, it will be the Council's decision and responsibility to notify suppliers as soon as possible of any alternative arrangements / cancellations.

### International Kite Festival

Date: Saturday 27th - Sunday 28th July 2024

Location: Southsea Common, Portsmouth

Timings: 10:00-17:00

The Portsmouth International Kite Festival, now in its 32nd year, is a very popular event and is not only part of the professional kite fliers calendar but is a major fixture on the seafront, attracting approximately 10,000 people per day (based on previous years' attendance).

There are 3 arenas: main arena hosting professional kite flying displays, large static

displays and small displays. There is also a kite making workshop and a kids' flying arena directly in front of this.

Throughout the weekend there is a mix of trade stands, children's rides, catering concessions and arts & crafts stalls.

Operational Hours:

Pre-Event Set Up: Access to the site will be permitted from 10:00 on the Friday prior to the event. Also from 07:00 until 09:30 on the event day.

Event Days: From 10:00-17:00 each day.

Post-Event de-rig: From 17:30 on the event day. Also from 07:00 on the Monday following the event. Site to be clear by 12:00 on the Monday following the event.

We are looking for the following offer (subject to change):

- Stage sound with mics and band amplification (Stage approx. 5m x 5m). Front of house engineer and stage sound monitor engineer and crew.
- Sound around 1x large arena with mics (Arena size: 120m x 110m)
- Provision of technical support - 1x technical support to cover electrical standby, arena support and to advise Portsmouth City Council.
- Provision of 2x cabins to accommodate Event Control (2x people) and Security Control point (2x people).
- Provision of additional cabin or equivalent to house technician overseeing the arena.
- Installation of power for use by 4x traders. Requires provision of cabling/ramp to existing power source.

Situations may arise that could impact on the running of the events, such as weather etc. In these cases, it will be the Council's decision and responsibility to notify suppliers as soon as possible of any alternative arrangements / cancellations.

Fireworks Display

Date: Tuesday 5th November 2024

Location: Alexandra Park, Hilsea and Southsea Common, Southsea (to be confirmed)

Timings: 17:00-19:30

The popular annual firework display brings the local community together, along with visitors from outside the city. The event features food and drink stalls and stage entertainment culminating in a 20-minute fireworks display.

Currently the event is planned to be split between 2 sites located at either end of the city. The two events will run simultaneously.

Operational Hours:

Pre-Event Set Up: Access to the site will be permitted from 09:00 on the day preceding the event. Also from 07:00 on the event day.

Event Day: From 17:00-19:30.

Post-Event de-rig: From 20:00 on the event day. Also from 07:00 on the day following the event. Sites to be clear by 12:00 on the day following the event.

We are looking for the following offer (subject to change):

Tech to be replicated on each site.

- Stage sound with mics and band amplification (Stage approx. 5m x 5m). Front of house engineer and stage sound monitor engineer and crew.
- Sound around the safety line fence. Approx 350m of fence line.
- Provision of technical support - 1x technical support to cover electrical standby, arena support and to advise Portsmouth City Council.
- Provision of 2x cabins to accommodate Event Control (2x people) and Security Control point (2x people).
- Provision of 12x tower lights
- Provision of system to incorporate MP3 music to accompany the fireworks display. The fence line and stage sound systems can be used for this purpose, does not require a third system.
- Provision of generator. Due to the wide site layout and location of power hubs, an additional generator is needed to ensure power can be provided across the site.

Situations may arise that could impact on the running of the events, such as weather etc.



In these cases, it will be the Council's decision and responsibility to notify suppliers as soon as possible of any alternative arrangements / cancellations.

### Remembrance Sunday Service and Parade

Date: Sunday 10th November (Subject to confirmation from the Royal British Legion)

Location: Guildhall Square

Timings: 10:30-12:00

Remembrance Sunday is an annual service and parade held to remember all those from the city who have lost their lives during conflict, whilst representing their country.

The event attracts approximately 500 serving military, reservists, cadets and veterans who take part in the parade. Approximately 4000 local residents attend.

The multi-faith service is led by representatives of local faith groups as well as veterans, cadets and other speakers. A wreath laying ceremony takes place at the WWI and WWII memorials following the service.

### Operational Hours:

Pre-Event Set Up: Access to the site will be permitted from 07:00 on the day of the event.

Event Day: 10:30-12:00.

Post-Event de-rig: From 12:30 on the event day. Site to be clear by the end of the event day.

We are looking for the following offer (subject to change):

- 2x stand mics for those leading the Service
- Amplification of the choir (x3 stand mics to amplify approximately 30 people)
- Sound around the entire Portsmouth Guildhall Square site
- Provision of technical support - 1x technical support to cover electrical standby, sound support and to advise Portsmouth City Council.

Please note that electrical power will be provided on site.

Situations may arise that could impact on the running of the events, such as weather etc.

In these cases, it will be the Council's decision and responsibility to notify suppliers as soon as possible of any alternative arrangements / cancellations.

**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: £375,000

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

Duration in months

60

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: Yes

Description of options

The initial contract term will be for 3 years with possibility of extending the term by a further 2 years in increments to be agreed, subject to the agreement and performance of both parties.

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

### **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

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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**

Originally published as:

Date

8 March 2024

Local time

12:00pm

Changed to:

Date

18 March 2024

Local time

12:00pm

See the [change notice](#).

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

English

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

Date

8 March 2024

Local time

12:01pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

The High Court of Justice

The Strand

London

WC2A 2LL

Country

United Kingdom