

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/004893-2024>

Not applicable

## **Event Technical Services**

Portsmouth City Council

F14: Notice for changes or additional information

Notice identifier: 2024/S 000-004893

Procurement identifier (OCID): ocids-h6vhtk-043908

Published 14 February 2024, 11:20am

### **Section I: Contracting authority/entity**

#### **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/>

---

## **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/aspx/home>

---

## **Section VI. Complementary information**

### **VI.6) Original notice reference**

Notice number: [2024/S 000-004515](#)

---

## Section VII. Changes

### VII.1.2) Text to be corrected in the original notice

Section number

II.1.4

Instead of

Text

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

Read

Text

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 - Monday 11th 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

Section number

IV.2.2

Instead of

Date

8 March 2024

Local time

12:00pm

Read

Date

11 March 2024

Local time

12:00pm

Section number

IV.2.7

Instead of

Date

8 March 2024

Local time

12:01pm

Read

Date

11 March 2024

Local time

12:01pm