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Tender

CT1043 Winter Fesitvals

The City of Edinburgh Council

F02: Contract notice

Notice identifier: 2022/S 000-006426

Procurement identifier (OCID): ocds-h6vhtk-031fb4

Published 9 March 2022, 11:20am

Section I: Contracting authority

I.1) Name and addresses

The City of Edinburgh Council

Waverley Court, 4 East Market Street

Edinburgh

EH8 8BG

Contact

Lynn Hemsley

Email

lynn.hemsley@edinburgh.gov.uk

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00290

I.3) Communication

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

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

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

CT1043 Winter Fesitvals

Reference number

CT1043

II.1.2) Main CPV code

- 79952000 - Event services

II.1.3) Type of contract

Services

II.1.4) Short description

The City of Edinburgh Council (the Council) requires Contracts for the Winter Festivals through the following Lots:

Lot 1 - Edinburgh's Christmas

Lot 2 - Edinburgh's Hogmanay

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

Edinburgh's Christmas

Lot No

1

II.2.2) Additional CPV code(s)

- 79952000 - Event services

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

II.2.4) Description of the procurement

Edinburgh's Christmas offers a rich and varied programme of activities, events, attractions and celebrations designed to provide magical experiences for visitors and residents alike. Historically, Edinburgh's Christmas has taken place over a six-week period from around the third weekend in November to around the 6th of January, at locations in and around the city centre. Please find further details in the documents attached.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

It is the intention of the Council that any Contract resulting from this ITT will commence Spring/Summer 2022 for a period of three years with two optional 12-month extensions (3 + 1 + 1), undertaken at the sole discretion of the Council.

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

II.2) Description

II.2.1) Title

Edinburgh's Hogmanay

Lot No

2

II.2.2) Additional CPV code(s)

- 79952000 - Event services

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

II.2.4) Description of the procurement

Edinburgh's Hogmanay Festival offers a rich and varied programme of activities, events, attractions and celebrations designed to provide magical experiences for visitors and residents alike. Edinburgh's Hogmanay Festival is an internationally renowned New Year event. Historically, Edinburgh's Hogmanay Festival has been a 3-day event centred around celebrations on 31st December. Please find further details in the documents attached.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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

Duration in months

60

This contract is subject to renewal

Yes

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Variants will be accepted: No

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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

Please refer to the Specification for each Lot.

III.1.2) Economic and financial standing

List and brief description of selection criteria

This Section refers to Section B of Part IV of the SPD (Scotland).

Minimum level(s) of standards possibly required

Part IV: Selection criteria - B: Economic and financial standing – Question 4B1a - Tenderers are required to have the following minimum “general” annual turnover for the last two financial years:

Lot 1 (Edinburgh’s Christmas): Value of Rental Income

Lot 2 (Edinburgh’s Hogmanay): 1,300,000 GBP

Where a Tenderer does not have an annual turnover of this value, 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.

Part IV: Selection criteria - B: Economic and financial standing – Question 4B4 - Tenderers will be required provide the following information in response to 4B4:

Lot 1 (Edinburgh’s Christmas):

Current ratio for Current Year: 1.10

Current ratio for Prior Year: 1.10

Lot 2 (Edinburgh’s Hogmanay):

Current ratio for Current Year: 1.20

Current ratio for Prior Year: 1.20

The formula for calculating a Tenderer's current ratio is current assets divided by current liabilities. The acceptable range for each financial ratio is greater than the requested current ratio. Where a Tenderer's current ratio is less than the acceptable value, 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.

Part IV: Selection criteria - B: Economic and financial standing – Question 4B5b & 4B5c - Tenderers are required to hold, or commit to obtaining prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

- a. Employers (Compulsory) Liability Insurance - GBP 5m
- b. Public Liability Insurance - GBP 10m
- c. All risk - GBP 5m

Where a Tenderer does not hold or commit to obtaining the types and levels of insurance indicated, the Council will exclude the Tenderer from the competition.

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

The Contracts contain Community Benefits clauses.

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

19 April 2022

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

Duration in months: 5 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

19 April 2022

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: Early 2026

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 Selection Criteria & Exclusion grounds assessment will be based on the answers provided in response to the SPD. The following SPD questions must be answered by tenderers noting the relating Statement of Requirements as per Appendix 2 in the Instructions to Tenderers:

Parts I, II and III: All questions

Part IV B: Questions 4B1a, 4B3, 4B4, 4B5b and 4B5c

Part IV D: Question 4D1

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=685457.

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.

The Contracting Authority does not intend to include a sub-contract clause as part of community benefits (as per Section 25 of the Procurement Reform (Scotland) Act 2014) in this contract for the following reason:

The Council expects that the appointed Contractor will maximise Small and Medium Enterprises (SME's) engagement to establish local market growth, giving priority to existing and new local businesses and creatives.

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:

The successful Tenderer will be required to deliver Community Benefits in support of the Council's economic, social and environment objectives. Please find further information in the documents attached.

(SC Ref:685457)

Download the ESPD document here:

[\[\[https://www.publiccontractscotland.gov.uk/ESPD/ESPD_Download.aspx?id=685457\]\]](https://www.publiccontractscotland.gov.uk/ESPD/ESPD_Download.aspx?id=685457)

VI.4) Procedures for review

VI.4.1) Review body

Sheriff Court

Sheriff Court House, 27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

A tenderer that suffers loss as a result of a breach of duty under the Public Contracts (Scotland) Regulations 2015 may bring proceedings in the Sheriff Court or the Court of Session. The City of Edinburgh Council (the Council) will have a minimum standstill period of 10 days before awarding the contract. The communication of the award decision notice will be sent by fax or e-mail to all tenderers with the standstill period commencing on the next day. If proceedings are started in the Sheriff Court or the Court of Session against

the Council in respect of the decision to award the contract within the standstill period then the Council is prevented from awarding the contract. Post contract award the Sheriff Court or the Court of Session may (1) award damages provided proceedings are brought within 3 months from the date when the grounds for the bringing of the proceedings first arose (2) be entitled to issue an ineffectiveness order or impose a financial penalty on the Council. A claim for an ineffectiveness order must be made within 30 days of the Contract Award Notice being published in the FTS or within 30 days of the date those who expressed an interest in or otherwise bid for the contract were informed of the conclusion of the contract or in any other case within 6 months from the date on which the contract was entered into.