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Tender

## **Audio Visual Services 062-2022 at MCCCL**

Manchester City Council

F02: Contract notice

Notice identifier: 2023/S 000-012012

Procurement identifier (OCID): ocds-h6vhtk-03c46a

Published 26 April 2023, 2:41pm

### **Section I: Contracting authority**

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

Manchester City Council

Manchester Central, Petersfield

Manchester

M2 3GX

#### **Contact**

Mr Luke Sheldon

#### **Email**

[procurement@manchestercentral.co.uk](mailto:procurement@manchestercentral.co.uk)

#### **Telephone**

+44 16183427003245

#### **Country**

United Kingdom

**Region code**

UKD3 - Greater Manchester

**Internet address(es)**

Main address

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

Buyer's address

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

**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://procontract.due-north.com>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com>

**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**

Audio Visual Services 062-2022 at MCCCL

Reference number

DN639730

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

- 50340000 - Repair and maintenance services of audio-visual and optical equipment

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

Services

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

Manchester Central is currently looking for a Contractor to provide a range of Audio-Visual Services at Manchester Central. The Contract will be for a period of three (3) years with the option to extend for a further two (2) years from the commencement date of services. The potential revenue to the contractor is estimated at £1 million per year.

Site visits are available upon request. Please email [l.sheldon@manchestercentral.co.uk](mailto:l.sheldon@manchestercentral.co.uk) to book an appointment

The successful bidder will be the sole supplier of:

Provision of AV services within Exchange Auditorium. The successful bidder will invoice Manchester Central directly for the provision of Exchange Auditorium AV. The successful bidder will purchase the fixed auditorium AV equipment from Manchester Central upon commencement of the Contract and will be responsible for the management and upkeep of the equipment thereafter (as detailed in Appendix 6). At the end of the Contract, the successful bidder will offer Manchester Central, or other successful bidding participant, the opportunity to acquire the fixed Exchange Auditorium equipment at market value.

Provision of AV services for basic Client packages relative to current fixed rates, such basic packages will be included into the venue sale by Manchester Central (Appendix 2). The successful bidder will invoice Manchester Central directly for the provision of basic Client packages.

Provision of free AV services for a number of Manchester Central's events, including annual staff conferences, client sales visits and basic internal meetings, including use of any fixed equipment. To the value of £25k

The successful bidder will be Manchester Central's preferred supplier for:

Provision of AV services for bespoke Client packages, of which prices have been directly agreed with Manchester Central's Clients. The successful bidder will invoice Clients directly for bespoke packages. Audio Visual Services are deemed those such as sound vision and lighting equipment; set and staging; graphics; digital media; and theatre; including the labour and transport necessary to provide these Services.

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

Value excluding VAT: £5,000,000

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

This contract is divided into lots: No

## **II.2) Description**

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

NUTS codes

- UKD3 - Greater Manchester

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

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## Service Provision

### Management

The Contractor shall offer Manchester Central internal and external Clients a professional and effective level of management, with regard to the fulfilment of the services, including but not limited to the following key responsibilities:

- To provide an Operations Manager to oversee the team, delivering exceptional customer service and expertise at the level expected by Manchester Central and clients, in conjunction with Manchester Central event management teams.

- The Contractor will provide Client professional services for the creation of safe and secure environments for their guests. It must be of sufficient standard, quality and type expected by Manchester Central.

- The provision of trained staff as may be necessary to operate the event at the appropriate operational times on days of events to reasonably meet event needs.

- Given the dynamic nature of the event industry, the Contractor will be expected to react and respond to service provision queries or operational demands at short notice.

- The Contractor will be responsible for providing all staff with the following uniform; black t-shirt with logo, black trousers, and black shoes.

- The Contractor will be responsible for providing all staff with sufficient safety / PPE (Personal Protective Equipment) where applicable.

•The Operations Manager and onsite team must work alongside the Manchester Central event management team to ensure a cultural fit.

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Start date

1 August 2023

End date

31 July 2026

This contract is subject to renewal

Yes

Description of renewals

The Contract period will be for three (3) years with the option to extend for a further two (2) years. It is intended for the contract to commence in August 2023.

### **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

## **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

2 June 2023

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

2 June 2023

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

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

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

Manchester Central Convention Complex Limited

Manchester

Country

United Kingdom