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Tender

## **Ticketing Agent - 2023 UCI Cycling World Championships**

2023 Cycling World Championships Ltd

F02: Contract notice

Notice identifier: 2022/S 000-012419

Procurement identifier (OCID): ocds-h6vhtk-033721

Published 12 May 2022, 4:09pm

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

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

2023 Cycling World Championships Ltd

C/O VisitScotland, Ocean Point One, 94 Ocean Drive

Edinburgh

EH6 6JH

#### **Email**

[sandra.maclennan@visitscotland.com](mailto:sandra.maclennan@visitscotland.com)

#### **Telephone**

+44 1314722222

#### **Country**

United Kingdom

#### **NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

[www.visitscotland.com](http://www.visitscotland.com)

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA30467](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA30467)

**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

[www.publictendersscotland.publiccontractsscotland.gov.uk](http://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

[www.publictendersscotland.publiccontractsscotland.gov.uk](http://www.publictendersscotland.publiccontractsscotland.gov.uk)

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

Other activity

Events

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Ticketing Agent - 2023 UCI Cycling World Championships

Reference number

CWC23026

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

- 79952000 - Event services

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

Services

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

2023 UCI World Cycling Championships Limited would like to appoint a Ticketing Agent to provide the end to end service of the delivering the ticketing function for the 2023 UCI World Cycling Championships.

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

This contract is divided into lots: No

### **II.2) Description**

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

- 79952000 - Event services

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

NUTS codes

- UKM82 - Glasgow City

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

2023 World Cycling Championships Limited would like to appoint a Ticketing Agent to provide the end to end service of the delivering the ticketing function for the 2023 World

Cycling Championships.

### **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**

Duration in months

14

This contract is subject to renewal

Yes

Description of renewals

2023 Cycling World Championships Limited may extend the period of the contract at its discretion in the event of any postponement of the Championships.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

The procurement documents include an option for 2023 Cycling World Championships Limited to also appoint the successful tenderer to provide an access control system (and related services) for relevant 2023 UCI Cycling World Championships event venues, which option may be exercised by 2023 Cycling World Championships Limited at its sole discretion.

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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## **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

Cycling Worlds would expect tenderers to be a member of STAR (Society of Ticketing Agents)

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

here is a minimum financial requirement of trading performance and liquidity.

As part of the evaluation we will request a copy of your accounts for the last three years.

Please refer to these statements when completing section 4B Economic and Financial Standing of the SPD (Scotland).

Minimum level(s) of standards possibly required

Tenderers must demonstrate a return on capital employed at a ratio of greater than zero. Ratio will be calculated as follows: net profit after tax divided by net assets (total assets less current liabilities).

Tenderers must demonstrate a Current Ratio of greater than 1. Current Ratio will be calculated as follows: net current assets divided by net current liabilities.

There must be no qualification or contra-indication from any evidence provided in support of the tenders economic and financial standing.

Tenderers who have been trading for less than the three years notes above must provide evidence that they are complying with the above minimum financial requirements for the period in which they have been trading.

Tenderers 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.

Minimum Insurance Requirements

It is a requirement of this contract that bidders hold or can commit to obtain prior to the commencement of any subsequently awarded contract, the types of insurance indicated below.

#### Employer's Liability Insurance

The Tenderer shall have in place and maintain, throughout the period of the contract, Employer's Liability insurance with a minimum level of cover of 5,000,000 GBP per claim.

#### Public Liability Insurance

The Tenderer shall have in place and maintain, throughout the period of the contract, Public Liability insurance with a minimum level of cover of 5,000,000 GBP per claim.

#### Product Liability Insurance

The Tenderer shall have in place and maintain, throughout the period of the contract, Product Liability insurance with a minimum level of cover of 5,000,000 GBP per claim.

#### Professional Indemnity Insurance

The Tenderer shall have in place and maintain, throughout the period of the contract, Professional Indemnity insurance with a minimum level of cover of 5,000,000 GBP per claim.

Tenderers that fail to meet any of the minimum requirements set out above will be excluded

### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

Tenderers must complete Question 4C1.2 (CWC23026 Schedule 4 Technical & Professional Questionnaire of the Single Procurement Document (SPD)).

The Tenderers response to this section of the SPD will be assessed and scored by the Purchaser in accordance with the scoring methodology set out in the procurement documents (see section 5.2.2 of the Invitation to Tender). Please note that the Invitation to Tender can be found in the suppliers' attachment area of Public Contracts Scotland Tenders website. The section has a total available score of 100, with an available score of 33.33 attributed to each example.

2023 Cycling World Championships Limited expects that Tenderers should attain a total score of at least 64 of the available 100 points. Any Tender failing to achieve the minimum

score may (at 2023 Cycling World Championships Limited's discretion) be excluded and the Tenderer will be notified accordingly. Please note that where a Tender is excluded at the selection criteria stage, the Tender will not be evaluated under the evaluation criteria stage.

Minimum level(s) of standards possibly required

Tenderers must provide 3 relevant examples of similar size or value projects, from within the last 5 years where you have delivered similar or same services for multi-sport, multi-venue events.

Relevant examples should indicate project value, project duration, brief project description and client contact details.

The named customer/ event contact provided must be prepared to provide written evidence to the Client to confirm the accuracy of the information provided.

Relevant examples should also demonstrate the experience that your company, and the skills and experience of the proposed team, possess on projects of a similar scale and nature, identifying what experience this will bring.

Your response should address as a minimum, but is not limited to the following areas:

Sports competitions incorporating multiple ticket types across multiple sessions and venues

Ticket sales campaigns

Inventory management (allocations, sales and fulfilment)

Manifest management

On site ticket office installation and management

Access Control systems

Examples must cover ticket sales volumes of circa 100,000 tickets per event.

To ensure that start-up companies have a chance to demonstrate any experience relevant to the current requirement, examples may be provided from experienced personnel that will be engaged by the Tenderer to carry out the relevant activities/services or from members of a consortium (where a consortium bid is proposed).

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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**

Date

14 June 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: 14 (from the date stated for receipt of tender)

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

Date

14 June 2022

Local time

12:00pm

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## **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**

Tenderers should be aware that any Contract that is awarded pursuant to this procurement will be entered into by 2023 Cycling World

Championships Limited for its own benefit and for the benefit of:

(i) Visit Scotland;

(ii) the Scottish Ministers, Glasgow City Council, UK Sport and any other public sector bodies that are involved in the planning,

organisation and/or staging of the 2023 Cycling World Championships at any time or from time to time; and

(iii) British Cycling and the Union Cycliste Internationale.

Right to extend: The Purchaser currently anticipates that Contract will be awarded for an initial period of 14 months, with a right for the Purchaser to extend that period at its discretion in the event of any postponement of the Championships.

NOTE: Suppliers can access the tender documents on Public Contracts Scotland (PCST) at

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

Clarification and Responses - Suppliers must submit any clarification questions through the PCST website. Please ensure that you allow Tenderers should be aware that any Contract that is awarded pursuant to this procurement will be entered into by 2023 Cycling

World Championships Ltd.

The value of the contract is dependent on the volumes of ticket sales and the rates of the fees payable to the successful supplier. For information, the current estimated value of ticket sales across the Championships (based on 100% ticket sales) is in the region of 1,800,000 GBP.

NOTE: Suppliers can access the tender documents on Public Contracts Scotland (PCST) at

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

Clarification and Responses - Suppliers must submit any clarification questions through the PCST website. Please ensure that you allow sufficient time for uploading their submission responses to avoid any last-minute problems.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 21215. For more information see:

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

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

(SC Ref:691421)

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

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

Sherriff Court

Edinburgh

Country

United Kingdom