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Planning

## **Christmas Light Switch-on Events**

South Lanarkshire Council

F01: Prior information notice

Prior information only

Notice identifier: 2024/S 000-014816

Procurement identifier (OCID): ocds-h6vhtk-04584c

Published 9 May 2024, 12:56pm

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

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

South Lanarkshire Council

Almada Street

Hamilton

ML3 0AA

#### **Contact**

Rachael Lyon

#### **Email**

[rachael.lyon@southlanarkshire.gov.uk](mailto:rachael.lyon@southlanarkshire.gov.uk)

#### **Country**

United Kingdom

**NUTS code**

UKM95 - South Lanarkshire

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00410](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00410)

**I.3) Communication**

Additional information can be obtained from the above-mentioned address

**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**

Christmas Light Switch-on Events

Reference number

SLC/CE/24/021

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

- 92300000 - Entertainment services

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

Services

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

South Lanarkshire Council's Community and Enterprise Resources, Enterprise and Sustainable Development Services have a requirement to appoint a qualified organisation to produce, deliver and manage a programme of staged Christmas celebrations at their Christmas Lights Switch On Events.

The Christmas Light Switch On Events are highly popular, family-based events staged every year in the build up to the festive season.

South Lanarkshire Council invites tenders to provide an event package and event management service for five Christmas Lights Switch On Events in the following five towns: -

- Lanark
- East Kilbride Village
- Rutherglen
- Cambuslang
- Carluke

Each Christmas Light Switch On Event should last for approximately two hours on a fully rigged outdoor staging unit. Sites for each event have been identified, the detail of these will be provided to the successful tenderer. Previous events have included street entertainment, presenters, giveaways and children's entertainment. The events may contain additional elements such as fairgrounds and Christmas

markets. These are not included within the scope of this tender however the successful tenderer may have to liaise with organisers of these elements during the event planning process to provide a holistic event experience.

The lights are traditionally switched on by Santa and South Lanarkshire's Provost at 5pm (although this may vary by town).

The events are primarily targeted at families with children aged 16 and under.

Proposals should include the following:

- Provision of staging, pa, lighting and generators.
- Inclusion on technician, riggers and stage production.
- Pre-production
- Potential backline hire for live acts
- Provision of live entertainment (including a headline act)
- Provision of presenters (main presenter and back up MC)
- Complimentary street entertainment
- Provision of suitable first aid cover
- Provision of suitable on-site health and safety advice.
- Provision if event security
- Public Liability Cover for the event.

It is not necessary that all events are identical. The successful candidate will be the licence holder for the event on behalf of South Lanarkshire Council and as such will take on all administrative duties that this entails.

In addition to the Christmas event programme, there may be occasions where South

Lanarkshire Council require event management and production at ad hoc times throughout the duration of this contract. With this in mind, bidders are asked to provide a day rate for services.

This will allow officers to utilise the services of the successful bidder throughout the duration of the contract if required.

It is expected that the event organisers will have proven expertise in delivering events of a similar nature.

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

This contract is divided into lots: No

## **II.2) Description**

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

- 92300000 - Entertainment services

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

NUTS codes

- UKM95 - South Lanarkshire

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

This contract will be awarded via the Open Tender procedure based on the most economically advantageous tender (MEAT) criteria which enables the Council to take account of criteria that reflect qualitative technical aspects of the tender submission as well as price when reaching an awarding decision.

The Council has adopted a sequential opening process for any tender exercise conducted per the following stages:

As part of Stage 1 the bidders will be required to complete a Single Procurement Document (SPD) as part of the Qualification envelope self-declaring that they meet the criteria requirements.

As part of Stage 2 the bidders will then be required to complete a Technical response based on Technical Specific questions related to the contract including Fair Work First and Community Benefits.

As part of Stage 3 the bidders will then be required to complete a Commercial response based on services required.

As part of the tender evaluation process the Council will then request evidence from the recommended bidders prior to being appointed.

It is anticipated that the form of contract for this Lot will be South Lanarkshire Councils Standard Terms and Conditions for Service.

It is anticipated that the contract term will be for 3 years with the option to extend for up to a further 24 months.

### **II.3) Estimated date of publication of contract notice**

10 June 2024

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

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## **Section VI. Complementary information**

### **VI.3) Additional information**

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=759839](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=759839).

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