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Tender

## **Tender for the Provision of Dundee Christmas Village**

Dundee City Council

F02: Contract notice

Notice identifier: 2024/S 000-015174

Procurement identifier (OCID): ocids-h6vhtk-045933

Published 13 May 2024, 3:59pm

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

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

Dundee City Council

Dundee House, 50 North Lindsay Street

Dundee

DD1 1NZ

#### **Contact**

Alix Finlayson

#### **Email**

[alix.finlayson@dundeecity.gov.uk](mailto:alix.finlayson@dundeecity.gov.uk)

#### **Telephone**

+44 1382433691

#### **Country**

United Kingdom

**NUTS code**

UKM71 - Angus and Dundee City

**Internet address(es)**

Main address

[www.dundeeecity.gov.uk](http://www.dundeeecity.gov.uk)

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00220](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00220)

**I.3) Communication**

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

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

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

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

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

**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**

Tender for the Provision of Dundee Christmas Village

Reference number

DCC/CD/18/24

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

- 79952000 - Event services

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

Services

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

It is Dundee City Council's ambition to continue to improve the city's celebrations by hosting the main Christmas Village in Dundee's City Square in 2024 which should include the following elements.

The requirement is for a Christmas Village in City Square, which operates 7 days a week and features.

A real ice rink, minimum size of 10m x 20m, managed by the appointed company, providing an authentic ice-skating experience for visitors.

A varied food and drink offering that provides a sense of place to Dundee and caters for a range of tastes and dietary requirements.

A funfair, which has an appropriate mix of traditional, family, and thrill rides. These should be themed appropriately for the season. Traditional elements that align with the weight restriction and site capacity will be considered.

Associated theming and dressing, including but not limited to, Christmas decorations, light features, projections, background music and designed site signage.

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

Value excluding VAT: £540,000

#### **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

- UKM71 - Angus and Dundee City

Main site or place of performance

Dundee City Centre

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

This procurement process is for the contract the provision of a Christmas Village within the Dundee City Centre.

Dundee's annual events portfolio offers a rich and varied programme of attractions, activities and celebrations throughout the year which are designed to attract visitors to the city, to improve the quality of life of those who live or work in Dundee, and to strengthen Dundee's image and reputation. As part of the Council's ongoing commitment to improving the city's cultural and event offering, Dundee City Council seeks competent proposals for the delivery of Dundee's Christmas Village 2024.

Previously, Dundee's Christmas activities have taken place in City Square and Slessor Gardens, over a 6-week period, starting the fourth week in November and ending on the first week in January. Previous events featured a range of elements, including a real ice rink, food & drink outlets, chalet markets featuring a wide range of makers and traders, family attractions, rides, and a Santa's grotto.

It is Dundee City Council's ambition to continue to improve the city's celebrations by hosting the main Christmas Village in Dundee's City Square in 2024 which should include the following elements.

The requirement is for a Christmas Village in City Square, which operates 7 days a week

and features listed below.

A real ice rink, minimum size of 10m x 20m, managed by the appointed company, providing an authentic ice-skating experience for visitors.

A varied food and drink offering that provides a sense of place to Dundee and caters for a range of tastes and dietary requirements.

A funfair, which has an appropriate mix of traditional, family, and thrill rides. These should be themed appropriately for the season. Traditional elements that align with the weight restriction and site capacity will be considered.

Associated theming and dressing, including but not limited to, Christmas decorations, light features, projections, background music and designed site signage.

We expect the operator to allocate a minimum of 20% of market spaces to local traders, thereby promoting community engagement and supporting local businesses.

It is anticipated that to deliver these elements, the winning contractor will be required to hire equipment and to work with third parties to put suitable arrangements in place. Competent specialists should be used for each aspect where this is not available in-house.

In addition to responsibility for the areas above, the management of the Village, including but not limited to stewarding, first aid, staffing, and emergency evacuation will also remain the responsibility of the winning contractor of this tender as well as marketing and promotion.

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

Quality criterion - Name: Community Benefits (question 1) / Weighting: 2

Quality criterion - Name: Community Benefits (question 2) / Weighting: 1

Quality criterion - Name: Fair Work First / Weighting: 2

Quality criterion - Name: Method Statement 1 Christmas Village Proposal / Weighting: 40

Quality criterion - Name: Method Statement 2 Production Management and Health and Safety / Weighting: 15

Quality criterion - Name: Method Statement 3 Partnership and Promotion / Weighting: 10

Quality criterion - Name: Method Statement 4 Activation of UTG / Weighting: 10

Quality criterion - Name: Compliant with Specification of Requirements / Weighting: pass/fail

Quality criterion - Name: CDM Construction design and Management Regulations 2015 / Weighting: pass/fail

Quality criterion - Name: Duty of Care, Health and Safety and Risk Management / Weighting: Pass/fail

Quality criterion - Name: Health and Safety 1 / Weighting: pass/fail

Quality criterion - Name: Health and Safety 2 / Weighting: pass/fail

Quality criterion - Name: Communications Plan outline / Weighting: pass/fail

Quality criterion - Name: Environment / Weighting: Pass/Fail

Quality criterion - Name: Fair Tax Declaration / Weighting: Pass/ fail

Price - Weighting: 20

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

This contract has the option to extend for a further 2 x 1 year periods

#### **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

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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

NA

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

List and brief description of selection criteria

Bidders will require to hold insurance levels which are listed within Appendix 9 - Conditions of Contract for the Provision of Services

Minimum level(s) of standards possibly required

4B.6

The Council will utilise Equifax Score check to assess the Economic and financial standing of organisations bidding for contracts. Tenderers (including all participants in a group) are required to have a Score check Score of 35 or above in order to demonstrate their financial strength and stability.

It is recommended that Tenderers review their own Score check score in advance of submitting a Tender Submission. Where the Tenderer does not have a Score check score, or where the Tenderer does not consider that the Score check score reflects their current financial status; the Tenderer may give an explanation within the Tender Submission, together with any relevant supporting alternative evidence which demonstrates its financial strength/stability.

Where the Tenderer is under no obligation to publish accounts and therefore does not have a Score check score, they must provide their audited financial accounts for the previous 2 years as part of their SPD response in order that the Council may assess these to determine the suitability of the Tenderer to undertake a contract of this size.

As an alternative to the above requirement but only for bidders who started trading less than 3 years prior to the return date for the Tender response set out below, those bidders

must demonstrate adequate financial capacity for the Contract by the following evidence:

A business plan for a minimum 3-year trading period setting out projected annual average turnover;

audited or unaudited (if the company has no legal audit requirement) accounts for any years trading to date, and

letter of support for the bidder's bank setting out the level of financial support available to the business from the bank and for how long that is available.

A bank letter of support should explain the amount and duration of financial support made available to the business by the bank and what information, such as a business plan for the period 01/04/2024 – 31/03/2027, was considered by the bank in deciding to make that support available. These are matters of fact not opinion so should be able to be given by any bank on the authority of their customer. It must be understood, however, that the sufficiency or otherwise of the bank letter can only be judged after submission and assessment of all Questionnaire responses so the provision of as much information as possible is encouraged.

All of this information must be in terms entirely satisfactory to the Purchasing Authority. We reserve the right (but are not obliged) to seek additional clarification and/or supporting information from or about the bidder to satisfy us in this regard, for example, a bank reference.

Where a Tenderer does not meet the minimum financial requirements in its own right and wishes to rely on the financial standing of a parent company, Tenderers should provide a statement that they commit to obtaining a parent company guarantee in the form attached in the Standard Documents Parent Company Guarantee.

Where a consortium bid is received, the Score check score of each consortium member shall be assessed and each must achieve a Score check score of 35 or above.

Where a sub-contractor material to the performance of the Contract or where the Tenderer intends to sub-contract more than 25% of any contract value to a single sub-contractor, the Tenderer may be required to confirm that the sub-contractor(s) has a Score check score of 35 or above. The Council reserves the right to request one copy of all sub-contractor last 3 financial years' audited accounts and details of significant changes since the last financial year end.

### **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 performance indicators have been listed within the specification of requirements tender documents

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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

13 June 2024

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

13 June 2024

Local time

12:00pm

Place

PCS Electronic Postbox

Information about authorised persons and opening procedure

Category Officer

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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**

Please complete and sign the documentation and upload via Public Contracts Scotland Electronic Postbox. A checklist is provided within the Invitation to Tender documentation which can be found in the Additional Documents Area of PCS. (Tender offer, pricing schedules, bonafide tender, Declaration of Non-Involvement, SPD online (Single Procurement Document)).

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=766429](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=766429).

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](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.

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

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:

Details of the Community Benefits Requirements are found within the tender documents

(specification of requirements)

(SC Ref:766429)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=766429](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=766429)

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

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

Dundee Sherriff Court and Justice of the Peace Court

Sherriff House, 6 West Bell Street

Dundee

DD1 9AD

Country

United Kingdom

### **VI.4.4) Service from which information about the review procedure may be obtained**

Scottiswh Court Service

Saughton House, Broomhouse Drive

Edinburgh

EH11 3XD

Email

[enquiries@scotcourts.gov.uk](mailto:enquiries@scotcourts.gov.uk)

Telephone

+44 1314443300

Country

United Kingdom

