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Tender

Tender for Christmas Lights Decoration in Dundee City Centre

Dundee City Council

F02: Contract notice

Notice identifier: 2024/S 000-016255

Procurement identifier (OCID): ocids-h6vhtk-0469e4

Published 23 May 2024, 9:06am

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

Telephone

+44 1382433691

Country

United Kingdom

NUTS code

UKM71 - Angus and Dundee City

Internet address(es)

Main address

www.dundee.gov.uk

Buyer's address

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

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

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

Other activity

Events

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Tender for Christmas Lights Decoration in Dundee City Centre

Reference number

DCC/CD/322/23

II.1.2) Main CPV code

- 79952000 - Event services

II.1.3) Type of contract

Services

II.1.4) Short description

This procurement process is for the contract for the festive decorations within the City Centre area for the Christmas Holiday period. The holiday period will be the 6 weeks running up to Christmas (dates would be confirmed each year by the project lead).

II.1.5) Estimated total value

Value excluding VAT: £400,000

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 for the festive decorations within the City Centre area for the Christmas Holiday period. The holiday period will be the 6 weeks running up to Christmas (dates would be confirmed each year by the project lead).

Dundee City Council is seeking to appoint a competent contractor to design, supply, install, maintain the lighting provision over the period of the contract and the storage of the lighting over the remainder of the year.

Dundee City Council is seeking a lighting and decoration scheme that is impactful and is a celebration of the festive season. The lighting scheme should include proposals to enhance the living Christmas tree at City Churches as a focal point.

Dundee City Council is looking to appoint a contractor to design, supply, install and maintain a new festive lighting scheme for Dundee City Centre. The contractor will also be expected to remove and store the lighting.

II.2.5) Award criteria

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

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

Quality criterion - Name: Site Specific Risk Assessment and Method Statement / Weighting: pass/fail

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

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

Quality criterion - Name: Delivery Timescale / Weighting: pass/fail

Quality criterion - Name: Site Visit / Weighting: pass/fail

Quality criterion - Name: The Proposal for Lighting / Weighting: 25

Quality criterion - Name: Contractor Resource, Resourcing of Requirements / Weighting: 25

Quality criterion - Name: Delivery of Contract and Quality of Service / Weighting: 25

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

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

Quality criterion - Name: Environment / Weighting: pass/fail

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

Price - Weighting: 20

II.2.6) Estimated value

Value excluding VAT: £400,000

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

This contract has the option to extend for a further 1 year period.

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 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 5 - 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 – 31/03/2028, 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

List and brief description of selection criteria

Selection criteria is stated within the procurement documents.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

Contract performance conditions are listed within the tender documents.

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

24 June 2024

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: 3 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

24 June 2024

Local time

12:00pm

Place

PCS Electronic Postbox

Information about authorised persons and opening procedure

Category Officer

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, bill of quantities, 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=765952.

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.

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 requirement is detailed within the tender documents.

(SC Ref:765952)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=765952

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

Scottish Court Service

Saughton House, Broomhouse Drive

Edinburgh

EH11 3XD

Email

enquiries@scotcourts.gov.uk

Telephone

+44 1314443300

Country

United Kingdom