

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/018450-2023>

Tender

TENDER FOR THE SUPPLY AND INSTALLATION OF AUDIO VISUAL TECHNOLOGIES AND SERVICES TO ALLOW HYBRID COUNCIL COMMITTEE MEETINGS WITHIN COUNCIL CHAMBERS

Dundee City Council

F02: Contract notice

Notice identifier: 2023/S 000-018450

Procurement identifier (OCID): ocds-h6vhtk-03dd50

Published 28 June 2023, 4:31pm

Section I: Contracting authority

I.1) Name and addresses

Dundee City Council

Dundee House, 50 North Lindsay Street

Dundee

DD1 1NZ

Contact

Claire Petrie

Email

claire.petrie@dundeecity.gov.uk

Telephone

+44 1382434000

Fax

+44 1382433045

Country

United Kingdom

NUTS code

UKM71 - Angus and Dundee City

Internet address(es)

Main address

www.dundeeecity.gov.uk

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00220

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.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

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

TENDER FOR THE SUPPLY AND INSTALLATION OF AUDIO VISUAL TECHNOLOGIES AND SERVICES TO ALLOW HYBRID COUNCIL COMMITTEE MEETINGS WITHIN COUNCIL CHAMBERS

Reference number

DCC/IT/87/23

II.1.2) Main CPV code

- 32321200 - Audio-visual equipment

II.1.3) Type of contract

Supplies

II.1.4) Short description

THE SUPPLY AND INSTALLATION OF AUDIO VISUAL TECHNOLOGIES AND SERVICES TO ALLOW HYBRID COUNCIL COMMITTEE MEETINGS WITHIN COUNCIL CHAMBERS

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 32321200 - Audio-visual equipment

II.2.3) Place of performance

NUTS codes

- UKM71 - Angus and Dundee City

Main site or place of performance

Dundee city

II.2.4) Description of the procurement

Dundee City Council runs various committee meetings to govern Council business. Prior to the Covid pandemic these meetings took place in the Councils historic chamber in City Square, Dundee. Since the Covid pandemic these meetings have taken place remotely. The Council is now seeking proposals for technology and services to allow these meetings to be run in hybrid format with some or all meeting attendees present in the City Square chamber and with some or all meeting attendees attending remotely.

II.2.5) Award criteria

Quality criterion - Name: Technical Equipment Definition to meet Council requirements / Weighting: 60

Quality criterion - Name: Service and Consultancy / Weighting: 30

Quality criterion - Name: Warranty / Weighting: 5

Quality criterion - Name: Delivery / Weighting: 5

Price - Weighting: 40

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

Start date

17 August 2023

End date

30 November 2023

This contract is subject to renewal

No

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.1.2) Economic and financial standing

Selection criteria as stated in the procurement 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

31 July 2023

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

Tender must be valid until: 30 November 2023

IV.2.7) Conditions for opening of tenders

Date

31 July 2023

Local time

12:00pm

Place

Electronic Post box

Information about authorised persons and opening procedure

Procurement Category Officers

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

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=736979.

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.

(SC Ref:736979)

VI.4) Procedures for review

VI.4.1) Review body

Dundee Sheriff Court

6 West Bell Street

Dundee

DD1 9AD

Email

dundee@scotcourts.gov.uk

Telephone

+44 1382229961

Country

United Kingdom

Internet address

www.scotcourts.gov.uk