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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](mailto: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](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.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](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)

**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 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

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### **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

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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

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

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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**

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](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](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](mailto:dundee@scotcourts.gov.uk)

Telephone

+44 1382229961

Country

United Kingdom

Internet address

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