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Tender

CHRISTMAS LIGHTING EVENT CONCESSION AT ROYAL BOTANIC GARDEN EDINBURGH

Royal Botanic Garden Edinburgh

F24: Concession notice

Notice identifier: 2022/S 000-024477

Procurement identifier (OCID): ocids-h6vhtk-0364dd

Published 1 September 2022, 2:39pm

Section I: Contracting authority/entity

I.1) Name and addresses

Royal Botanic Garden Edinburgh

20a Inverleith Row

Edinburgh

EH3 5LR

Contact

supplychain@rbge.org.uk

Email

supplychain@rbge.org.uk

Telephone

+44 1312482909

Country

United Kingdom

NUTS code

UKM - Scotland

Internet address(es)

Main address

<http://www.rbge.org.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA11182

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

Applications or, where applicable, tenders 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

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

CHRISTMAS LIGHTING EVENT CONCESSION AT ROYAL BOTANIC GARDEN
EDINBURGH

Reference number

RBGE 2022 301

II.1.2) Main CPV code

- 79952000 - Event services

II.1.3) Type of contract

Services

II.1.4) Short description

RBGE wishes to appoint an event production and management company to design, manage and deliver a festive light trail under the terms of a concession agreement.

II.1.5) Estimated total value

Value excluding VAT: £7,000,000

II.1.6) Information about lots

This concession is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

RBGE Garden Edinburgh

II.2.4) Description of the procurement

The event production, promotion and management company will deliver all aspects of the creative design, installation and management of the event including ticketing and marketing under a concessionaire contract.

The management company, its artist(s) and installation team will be required to work collaboratively with RBGE and it will be the responsibility of the successful Concessionaire to deliver a high profile, professional, safe, quality event experience for RBGE visitors

They will be responsible, in agreement with RBGE, for delivering all aspects of the event including:

Working in close partnership with RBGE to develop and agree any event theme and related concepts that highlight and raise awareness of some of RBGE's key messages. This collaboration and agreement will extend to the work of the creative and installation teams.

Collaborating with RBGE and its Representatives to agree on the trail route in the Garden and to develop and agree on a site plan, installation locations, route and full events schedule.

Working in partnership with RBGE to agree event planning, programming, production and marketing. Ensuring any aspects of the event that impact on the Garden, our visitors, neighbours, stakeholders and RBGE's reputation are suitably and timeously addressed.

Provision and management of all ticketing arrangements including sales, refunds and on site arrangements and pricing in agreement with RBGE.

All marketing and promotion of the event including press relations and securing sponsorship opportunities.

Procurement and management of all necessary contractors, including, for example, the creative and production teams, suppliers, security staff and any other sub-contractors and materials. Staff are expected to sign up to the RBGE subcontractor safe guarding policy

Organising all logistical and operational matters for the event, including the management and application of health and safety measures and ensuring compliance with RBGE's standards of environmental protection and any relevant policies.

II.2.5) Award criteria

Concession is awarded on the basis of the criteria stated in the procurement documents

II.2.6) Estimated value

Value excluding VAT: £7,000,000

II.2.7) Duration of the concession

Duration in months

84

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

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

Section IV. Procedure

IV.2) Administrative information

IV.2.2) Time limit for submission of applications or receipt of tenders

Date

19 October 2022

Local time

3:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

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=705328.

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:705328)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=705328

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court

27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom