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Tender

## **Sheffield Covid Memorial brief**

Sheffield Museums Trust

F02: Contract notice

Notice identifier: 2022/S 000-029700

Procurement identifier (OCID): ocds-h6vhtk-0377b0

Published 21 October 2022, 10:11am

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

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

Sheffield Museums Trust

Leader House, Surrey Street

Sheffield

S1 2LH

#### **Contact**

Janet Jennings

#### **Email**

[visualart@sheffieldmuseums.org.uk](mailto:visualart@sheffieldmuseums.org.uk)

#### **Telephone**

+44 1142782600

#### **Fax**

+44 1142782660

**Country**

United Kingdom

**NUTS code**

UKE32 - Sheffield

**Internet address(es)**

Main address

<http://www.museums-sheffield.org.uk/>

Buyer's address

[https://www.mytenders.co.uk/search/Search\\_AuthProfile.aspx?ID=AA31889](https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA31889)

**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

<https://bit.ly/sheffieldcovidmemorial>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.museums-sheffield.org.uk](http://www.museums-sheffield.org.uk)

Tenders or requests to participate must be submitted to the above-mentioned address

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

Recreation, culture and religion

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Sheffield Covid Memorial brief

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

- 92000000 - Recreational, cultural and sporting services

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

Services

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

Sheffield Museums is working with Sheffield City Council to appoint an artist to design and construct a Covid Memorial within Sheffield's city centre. The engagement, involvement and ownership of the memorial by the people of Sheffield is a fundamental part of this project and we are particularly looking for an artist with experience of working with under-represented communities to create work in the public realm.

The memorial will be sited within Balm Green Gardens in Sheffield City Centre. It will become a focal point to mark Sheffield's experience of Covid and a place where people come to remember loved ones and reflect on the help and support of services, community, neighbours, friends, and family. The memorial will be a lasting testimony to the city's experience - celebrating small acts of kindness, supporting positive change and remembering those we have lost.

Sheffield City Council anticipate that the memorial will be in place for the third national commemoration of the pandemic on the 23rd March 2023. The successful artist will be able to develop and install the work within this timescale and will be required to engage with a wide range of stakeholders until September 2023. The selection process will be facilitated by Sheffield Museums on behalf of Sheffield City Council. Once appointed, the artist will be contracted to Sheffield City Council.

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

Value excluding VAT: £140,000

### **II.1.6) Information about lots**

This contract is divided into lots: No

## **II.2) Description**

### **II.2.3) Place of performance**

NUTS codes

- UKE32 - Sheffield

Main site or place of performance

Sheffield City Centre

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

Sheffield Museums is working with Sheffield City Council to appoint an artist to design and construct a Covid Memorial within Sheffield's city centre. The engagement, involvement and ownership of the memorial by the people of Sheffield is a fundamental part of this project and we are particularly looking for an artist with experience of working with under-represented communities to create work in the public realm.

The memorial will be sited within Balm Green Gardens in Sheffield City Centre. It will become a focal point to mark Sheffield's experience of Covid and a place where people come to remember loved ones and reflect on the help and support of services, community, neighbours, friends, and family. The memorial will be a lasting testimony to the city's experience - celebrating small acts of kindness, supporting positive change and remembering those we have lost.

It is anticipated that the memorial will be in place for the third national commemoration of the pandemic on the 23rd March 2023. The successful artist will be able to develop and install the work within this timescale and will be required to engage with a wide range of stakeholders until September 2023.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.6) Estimated value**

Value excluding VAT: £140,000

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

Start date

25 November 2022

End date

30 September 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

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

### **III.2) Conditions related to the contract**

#### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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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

21 November 2022

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: 29 September 2023

#### **IV.2.7) Conditions for opening of tenders**

Date

21 November 2022

Local time

1:00pm

Place

Sheffield Museums Trust, Leader House, Surrey Street, Sheffield, S1 2LH

Information about authorised persons and opening procedure

Janet Jennings, SMT

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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 payment will be used

### **VI.3) Additional information**

(MT Ref:227730)

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

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

Public Procurement Review Service

Cabinet Office

London

Email

[publicprocurementreview@cabinetoffice.gov.uk](mailto:publicprocurementreview@cabinetoffice.gov.uk)

Telephone

+44 3450103503

Country

United Kingdom

Internet address

<https://www.gov.uk/government/publications/public-procurement-review-service-scope-and-remit>

#### **VI.4.2) Body responsible for mediation procedures**

Sheffield Museums

Leader House

Sheffield

S1 2LH

Email

[visualart@sheffieldmuseums.org.uk](mailto:visualart@sheffieldmuseums.org.uk)

Telephone

+44 01142782600

Country

United Kingdom



Internet address

[www.museums-sheffield.org.uk](http://www.museums-sheffield.org.uk)

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

Tender review and selection will take place w/c 21 November 2022

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

Sheffield Museums

Leader House

Sheffield

S1 2LH

Email

[visualart@sheffieldmuseums.org.uk](mailto:visualart@sheffieldmuseums.org.uk)

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