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Tender

Winter Festivals

The City of Edinburgh Council

F21: Social and other specific services – public contracts

Contract notice

Notice identifier: 2023/S 000-030489

Procurement identifier (OCID): ocds-h6vhtk-0407b6

Published 16 October 2023, 3:33pm

Section I: Contracting authority

I.1) Name and addresses

The City of Edinburgh Council

Waverley Court, 4 East Market Street

Edinburgh

EH8 8BG

Contact

Brodie Smithers

Email

Brodie.Smithers@edinburgh.gov.uk

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

<http://www.edinburgh.gov.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00290

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

www.publictendersscotland.publiccontractsscotland.gov.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.publictendersscotland.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

Winter Festivals

Reference number

CT2978

II.1.2) Main CPV code

- 79952000 - Event services

II.1.3) Type of contract

Services

II.1.4) Short description

Provision of Event Services for Edinburgh's Winter Festivals (Edinburgh's Hogmanay Festival and Edinburgh's Christmas) These Festivals offer a rich and varied programme of activities, events, attractions and celebrations designed to provide magical experiences for visitors and residents alike.

This requirement is being published under the Light Touch Regime

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

- UKM75 - Edinburgh, City of

Main site or place of performance

Edinburgh

II.2.4) Description of the procurement

Historically, Edinburgh's Christmas has taken place over a six-week period from around the third weekend in November to around the 6th of January, at locations in and around the city centre. Previous activities have included a market offer, fairground, family attractions and an ice rink.

Edinburgh's Hogmanay Festival is an internationally renowned New Year event. Edinburgh's Hogmanay Festival has been a 3-day event centred around celebrations on 31st December. The Festival provides unrivalled promotion for the city and images of the midnight fireworks display have previously been broadcast around the world, attracting significant international audiences and awareness. Previous activities have included a street party, concerts in Princes Street Gardens, a torchlight procession and an open-air ceilidh.

In 2021, an extensive public consultation on the future of the winter festivals (Christmas and Hogmanay) was undertaken which is reflected within the specification for the service. It is the intention that any Contract resulting from this procurement process will commence in March/April 2024 to service the 2024/25 requirement for Edinburgh's Christmas and 2025/26 onwards requirement for a combined Edinburgh's Christmas and Edinburgh's Hogmanay. The Contract term will be for an initial period of three years with two optional one year extensions undertaken at the sole discretion of the City of Edinburgh Council (the Council).

II.2.7) Duration of the contract or the framework agreement

Duration in months

36

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

II.2.14) Additional information

This requirement shall involve negotiations. Please download the SPD and accompanying information on PCS-T for full details

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.4) Objective rules and criteria for participation

List and brief description of rules and criteria

Bidders must hold or for insurance commit to obtaining the following

- A minimum general annual turnover of 1.5M GBP and a current ratio of 1.20 for the last two financial years
- Employer's (Compulsory) Liability: 5M GBP
- Public Liability: 10M GBP
- All Risks Insurance (inc Events) 5M GBP
- Health and Safety Policy
- Climate Change Plan
- In addition, providers must satisfy the Prompt Payment and Living wage requirements laid out in the SPD

Further information is included within the SPD and the additional Information section of this notice

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

The Contract shall include bond(s) payable for remediation of Parks and Greenspaces involved in Events

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

Section IV. Procedure

IV.1) Description

IV.1.1) Form of procedure

Procedure involving negotiation

IV.1.10) Identification of the national rules applicable to the procedure

Information about national procedures is available at: <https://www.gov.scot/policies/public-sector-procurement>

IV.1.11) Main features of the award procedure

SPD Process and shortlisting

First Tender

Negotiations and Second Tender (if required)

Final Tender

Award

IV.2) Administrative information

IV.2.1) Previous publication concerning this procedure

Notice number: [2023/S 000-029208](#)

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

31 October 2023

Local time

12:00pm

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

English

Section VI. Complementary information

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

The Council is inviting interested organisations to apply for this Contract by noting interest and completing the Single Procurement Document (SPD). This instruction document and the SPD is available for immediate download on Public Contracts Scotland Tender (PCS-T).

All SPD questions within the PCS-T online questionnaire must be answered by bidders. A Contract Specific Statement of Requirements which relates to mandatory pass/fail criteria is outlined within Section III of this notice.

Responses which pass the mandatory criteria shall be shortlisted to proceed to tender stage by assessment of the following scored question.

Part IV: Selection criteria – Technical and professional ability – Question 4C.1

Please provide a case study that demonstrates your organisation's experience of delivering a similar event. This case study must be for a project completed within the last 10 years.

The information you provide should, as a minimum, cover the following areas:

a description of the event services delivered;

customer details, contract values and dates;

specific measures undertaken to minimise impact on the event site(s) and surrounding areas and remediation strategies during and after the event;

specific measures for delivering community benefits, liaising with key stakeholders and the local community and how you kept them informed with progress and key issues;

The approach adopted in relation to health and safety risks such as security and crowd management; and

Your approach to financing of the project and any dependencies.

Your response is limited to 10 A4 pages per Case Study including images and diagrams.

Higher marks will be allocated to project examples which address all these points in turn and evidence experience of successful delivery of multi day events of a similar size and complexity within an urban environment.

The buyer is using PCS-Tender to conduct this PQQ exercise. The Project code is 25351. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

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:

Contractors shall be required to provide a project specific Community Benefits proposal at tender stage.

(SC Ref:747286)

VI.4) Procedures for review

VI.4.1) Review body

Sheriff Court

Sheriff Court House 27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

Precise information on deadline(s) for review procedures:

A tenderer that suffers loss as a result of a breach of duty under the Public Contracts (Scotland) Regulations 2015 may bring proceedings in the Sheriff Court or the Court of Session. The City of Edinburgh Council (the Council) will have a minimum standstill period of 10 days before awarding the contract. The communication of the award decision notice will be sent by fax or e-mail to all tenderers with the standstill period commencing on the next day. If proceedings are started in the Sheriff Court or the Court of Session against the Council in respect of the decision to award the contract within the standstill period then the Council is prevented from awarding the contract. Post contract award the Sheriff Court or the Court of Session may (1) award damages provided proceedings are brought within 3 months from the date when the grounds for the bringing of the proceedings first arose (2) be entitled to issue an ineffectiveness order or impose a financial penalty on the Council. A claim for an ineffectiveness order must be made within 30 days of the Contract Award Notice being published in the FTS or within 30 days of the date those who expressed an interest in or otherwise bid for the contract were informed of the conclusion of the contract or in any other case within 6 months from the date on which the contract was entered into.