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Tender

## **Services for the Commercialisation, Management and Operational Delivery of the Great Scottish Run and Associated Events**

Glasgow Life (Culture & Sport Glasgow)

F02: Contract notice

Notice identifier: 2023/S 000-031831

Procurement identifier (OCID): ocds-h6vhtk-03b0b3

Published 27 October 2023, 2:56pm

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

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

Glasgow Life (Culture & Sport Glasgow)

38 Albion Street

Glasgow

G1 1LH

#### **Contact**

Jason Starrs

#### **Email**

[jason.starrs@glasgowlife.org.uk](mailto:jason.starrs@glasgowlife.org.uk)

#### **Telephone**

+44 1412875923

**Country**

United Kingdom

**NUTS code**

UKM82 - Glasgow City

**Internet address(es)**

Main address

[www.glasgowlife.org.uk](http://www.glasgowlife.org.uk)

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA10287](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10287)

**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.publictendersscotland.publiccontractsscotland.gov.uk](http://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](http://www.publictendersscotland.publiccontractsscotland.gov.uk)

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

Body governed by public law

**I.5) Main activity**

General public services

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## **Section II: Object**

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

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

Services for the Commercialisation, Management and Operational Delivery of the Great Scottish Run and Associated Events

Reference number

CSG005810

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

- 92622000 - Sports-event organisation services

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

Services

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

Glasgow Life are seeking to appoint a supplier that can deliver the services for the Commercialisation, Management and Operational Delivery of the Great Scottish Run and Associated Events

#### **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

- UKM82 - Glasgow City

Main site or place of performance

Glasgow

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

Glasgow Life are seeking to appoint a supplier that can deliver for the Commercialisation, Management and Operational Delivery of the Great Scottish Run and Associated Events

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

Quality criterion - Name: Quality / Weighting: 40

Price - Weighting: 60

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

3 years with option of two twelve month extension options to be take solely at Glasgow Life's discretion.

#### **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**

List and brief description of selection criteria

Bidders must comply with the undernoted financial requirements in order

to participate in the tendering process:-

There is a minimum financial requirement that affects trading performance, and balance sheet strength.

Financial requirements for trading performance and balance sheet strength should be calculated on latest filed accounts with Companies House.

#### **Trading Performance**

An overall positive outcome on pre tax profits over a 3 year period

Exceptional items can be excluded from the calculation.

The above would be expressed in the ratio Pre-Tax Profit/Turnover

#### **Balance Sheet strength**

Net worth of the organisation must be positive at the time of evaluation

and organisation must not be subject to an insolvency process.

Intangibles can be included for purposes of the Total Assets figure.

The above would be expressed in the ratio Total Assets/Total Liabilities

If an applicant is only required to file abbreviated accounts with Companies House, then in the event of the company being successful in the procurement process, full set of accounts will be required in order to verify the above ratios have been complied with.

An applicant should have no outstanding issues, with regard to statutory filing requirements with Companies House.

Applicants who have been trading for less than the 3 years noted above must provide evidence that they are complying with the above minimum financial requirements for the period in which they have been trading.

Applicants who do not comply with the above financial requirements but are part of a Group, can provide a Parent Guarantee if the Parent company satisfies the financial requirements stipulated above.

Where the applicant is a group of economic operators (such as a consortium), the Lead Party of that group must comply with minimum financial requirements.

If the pandemic has had an adverse affect on the latest set of accounts filed with Companies House, Glasgow Life will take that into account in determining financial suitability for the contract.

The above, however, should not impinge on the financial viability of the company, as defined by the ratios set out in the above financial requirements.

Glasgow Life reserves the right, at its own discretion, to seek such other information from the Bidder in accordance with Regulation 61 (8) of the Public Contracts (Scotland) Regulations 2015 to prove the Bidder's economic and financial standing.

Minimum level(s) of standards possibly required

#### Employers (Compulsory) Liability Insurance

Bidder shall take out and maintain, throughout the period of their services, Employer's Liability insurance to the value of at least TEN MILLION POUNDS STERLING (10,000,000) in respect of any one claim and unlimited in the period.

#### Public Liability Insurance

Bidder shall take out and maintain, throughout the period of their services, Public Liability insurance to the value of at least FIVE MILLION POUNDS STERLING (5,000,000) in respect of any one claim and unlimited in the period.

#### Product Liability

Bidder shall take out and maintain, throughout the period of their services, Employer's Liability insurance to the value of at least FIVE MILLION POUNDS STERLING

(5,000,000) in respect of any one claim and unlimited in the period.

#### Cancellation Insurance

Bidder shall take out and maintain cancellation insurance to cover all appropriate costs and expenses associated with cancellation of the Events or any part thereof;

#### Professional Indemnity Insurance

Bidder shall take out and maintain throughout the period of their services and for a further 1 year on completion of their service, Professional Indemnity insurance to the value of a minimum ONE MILLION POUNDS STERLING (1,000,000) in respect of any one claim and in the aggregate.

#### Motor Liability Insurance

Where the Services require the Supplier to use a motor vehicle in areas where members of the public are situated, third party motor liability insurance to TWENTY MILLION POUNDS STERLING (20,000,000) for third party property damage caused by a private vehicle, TEN MILLION POUNDS STERLING (10,000,000) for third party property damage caused by a non-private vehicle, and unlimited in relation to death or bodily injury caused by a private or non-private vehicle.

The above insurances shall be with an insurance company registered with Financial Conduct Authority (FCA) in the UK, or equivalent body for other EU member states by The Company and any organisation shall not sub-let or sub-contract any part of the commission unless the sub-contractor is similarly insured, unless The Company agrees otherwise. It is the express responsibility of the lead organisation to ensure this is the case.

Should the Bidder not have the specified insurances at the time of tendering then, the Bidder must certify in their response to the SPD that the specified insurance will be obtained.

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

List and brief description of selection criteria

Bidders must complete Question 4C1.2 (Technical Professional Ability Great Scottish Run Document) of the Single Procurement Document (SPD). The SPD can be found in the Qualification envelope of Project 24271 of the Public Contracts Scotland Tenders (PCS-T) website

The bidders response to this question will be evaluated in accordance of scoring

methodology set out within the Invitation to Tender document (Please refer to Section 8 Evaluation Criteria of the Invitation to Tender).

Please note that the Invitation to Tender can be found in the supplier's attachment area of the Public Contracts Scotland Tender website (PCS-T).

The section has a total available score of 100 points, with an available score of 33.33 points attributed to each example. Glasgow Life expects that bidders should attain a total score of at least 64 of the available 100 points. Any bidder failing to achieve the minimum score may (at Glasgow Life's discretion) be excluded and the bidder will be notified accordingly. Please note that where a bidder is excluded at this selection criteria stage, the bidder will not be evaluated under the evaluation criteria stage.

Minimum level(s) of standards possibly required

Bidders are required to provide 3 examples of a similar size or value within the last FIVE years, from either the public or private sector where your organisation has the relevant experience to deliver the scope of service. Your examples must include multi-venue environments; should outline your record of accomplishment in delivering solutions within tight budgets and timeframes, similar in scale and complexity to that outlined in the Scope of Services and should include but is not limited to all the following:

Relevant examples should indicate project value, brief description and contact details. Relevant examples should also demonstrate the experience that your company, and the skills and experience of the proposed team, have on projects of a similar scale and nature that is described in the Scope of Requirements.

Your response should address as a minimum, but is not limited to the following areas:-

- The scope, size and setting of the project.
- The team's role in the delivery.
- Lessons Learned

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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.2.1) Previous publication concerning this procedure**

Notice number: [2023/S 000-006819](#)

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

Date

13 November 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: 22 March 2024

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

Date

13 November 2023

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 2027-2029

### **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**

Re SPD Questions 4D.1, 4D1.1, 4D1.2, 4D2, 4D2.1 and 4D2.2 bidders must hold the certificates or comply with the questions noted in SPD 4D attached at

<https://www.glasgow.gov.uk/index.aspx?articleid=19621>

Freedom of Information Act - Information on the FOI Act is contained in Appendix A of the ITT. Applicants must note the implications of this legislation and ensure that any information they wish Glasgow Life to consider withholding is specifically indicated on the FOI Certificate contained in the buyers attachments area within the PCS Tender portal (NB Glasgow Life does not bind itself to withhold this information).

Tenderers Amendments - The tenderer must enter any clause, condition, amendment to specification or any other qualification he may wish to make conditional to this offer. Buyers will be required to complete the tenderers amendment certificate contained in the buyers attachment area within PCS Tender portal.

Prompt Payment - The successful tenderer shall, as a condition of being awarded the tender, be required to demonstrate to Glasgow Life's satisfaction that all funds due to the tenderer's permitted sub-contractors in respect of these works are paid timeously and that as a minimum invoices rendered by subcontractors shall (unless formally disputed by the tenderer) be paid within 30 days of receipt.

The successful tenderer shall also impose this condition on its subcontractors in respect of payments due to any sub-sub-contractors, if any. Buyers will be required to complete the prompt payment certificate contained in the buyers attachment area within PCS Tender portal.

Bidders will be required to complete the Non-Collusion certificate contained in the buyers attachments area within the PCS Tender portal

Terms and Conditions are located within Section 3 of the ITT document.

<https://www.sdpScotland.co.uk/>

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 24271. For more information see:

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

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:

The Company is committed to maximising Community Benefits from procurement activity. This will be achieved through the inclusion of specific clauses within procurement contracts known as Community Benefits clauses. Community Benefit clauses are requirements which deliver wider benefits in addition to the core purpose of a contract. These clauses can be used to build a range of economic, social or environmental conditions into the delivery of contracts.

Please provide a detailed statement which must include:

- a) details of the Community Benefits you will provide as part of this contract;
- b) what resource (staff responsible) will you use to ensure successful delivery
- c) detailed commitment to the approach, including how you will monitor to track successful delivery of each of the Community Benefits you wish to deliver; and
- d) how you will update The Company on progress

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 24271. For more information see:

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

The Contracting Authority does not intend to include a sub-contract clause as part of community benefits (as per Section 25 of the Procurement Reform (Scotland) Act 2014) in this contract for the following reason:

Not Applicable

(SC Ref:738375)

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

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

Glasgow Sheriff Court and Justice of the Peace

1 Carlton Place

Glasgow

G6 9TW

Email

[glasgow@scotscourt.gov.uk](mailto:glasgow@scotscourt.gov.uk)

Telephone

+44 141429888

Country

United Kingdom