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Tender

## **PTHR - Stage Lighting and Loose AV Equipment**

Renfrewshire Council

F02: Contract notice

Notice identifier: 2022/S 000-031879

Procurement identifier (OCID): ocds-h6vhtk-03832a

Published 10 November 2022, 3:53pm

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

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

Renfrewshire Council

Renfrewshire House, Cotton Street

Paisley

PA1 1JB

#### **Contact**

Rebecca Park

#### **Email**

[rebecca.park@renfrewshire.gov.uk](mailto:rebecca.park@renfrewshire.gov.uk)

#### **Telephone**

+44 3003000300

#### **Country**

United Kingdom

**NUTS code**

UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00400](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00400)

**I.3) Communication**

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

<https://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

<https://www.publictendersscotland.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**

PTHR - Stage Lighting and Loose AV Equipment

Reference number

RC-CPU-22-171

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

- 32321200 - Audio-visual equipment

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

Supplies

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

Renfrewshire Council is seeking a suitably experienced contractor to supply, deliver and install stage lighting and loose AV equipment as part of the Paisley Town Hall Refurbishment project.

Full details are contained in the ITT document as contained in the general attachments area on PCS-t.

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

Value excluding VAT: £276,000

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

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 32321300 - Audio-visual materials
- 32351300 - Audio equipment accessories
- 31000000 - Electrical machinery, apparatus, equipment and consumables; lighting

- 31500000 - Lighting equipment and electric lamps
- 31520000 - Lamps and light fittings
- 31527000 - Spotlights
- 31527260 - Lighting systems
- 31527270 - Platforms lighting

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

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Main site or place of performance

Paisley Town Hall, Paisley, Renfrewshire

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

Renfrewshire Council is using the open procedure for above GPA threshold supply contracts to procure a contractor for the supply, delivery and installation of the stage lighting and loose AV equipment at the Paisely Town Hall.

The Council require a suitably experienced contractor to propose supply the equipment, propose the optimum layout for the equipment in alignment with the fitted AV system, installing the stage lighting and AV equipment and providing One Ren's technical officers training on the use of the system installed.

The Contractor must prepare to install the by 30 April 2023 though this may be delaying until end May 2023.

Full details on the Council's requirements and supporting documentation can be found in the ITT document contained in the general attachments area on PCS-t

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

Quality criterion - Name: Quality / Weighting: 30

Price - Weighting: 70

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

Start date

6 March 2023

End date

30 April 2023

This contract is subject to renewal

Yes

Description of renewals

The contract expiry date may be extended where there are delays to the practical completion of the main works in the Paisley Town Hall Refurbishment Project which impact on the commencement of the loose AV installation.

#### **II.2.10) Information about variants**

Variants will be accepted: Yes

#### **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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

The Tenderer must be registered or enrolled in the relevant trade register kept in the Member State of its establishment as described in Schedule 5 of the Public Contracts (Scotland) Regulations 2015.

Tenderers should confirm they are registered or enrolled on the relevant trade register and provide information relating to this i.e. registration number, member number etc.

Failure to do so may result in the Tenderer being disqualified from the process

### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

Tenderers must confirm they already have or commit to obtain prior to the commencement of the contract, the following levels of insurance:

- Employers Liability – statutory minimum 5m GBP, each and every claim (and no relevant working at height restriction)
- Public and products liability – minimum 5m GBP, each and every claim, but in the aggregate for products
- Statutory motor vehicle cover, with a valid MV certificate in the company name and no less than 5m GBP for property damage cover OR where there is no company fleet and employees use their own vehicles instead, a letter signed by a person of appropriate authority confirming that the provider has ongoing arrangements in place to ensure that employees' vehicles are appropriately insured and maintained for business purposes.

It is recommended that Tenderers review their own D&B Failure Score in advance of submitting their SPD Submission. If, following this review, Tenderers consider that the D&B Failure Score does not reflect their current financial status; the Tenderer should give an explanation within the SPD Submission, together with any relevant supporting independent evidence.

Where the Tenderer is under no obligation to publish accounts and therefore does not have a D&B Failure Score, they must provide their audited financial accounts for the previous 2 years as part of their SPD Submission in order that the Council may assess these to determine the suitability of the Tenderer to undertake a contract of this size.

Where a consortium bid is received, the D&B Failure Score of each consortium member shall be assessed.

Minimum level(s) of standards possibly required

Tenderers must self-declare as part of the SPD (Scotland), as contained in the Qualification Envelope that they will have the requested insurance cover as detailed in this document, the SPD and Contract Notice, or commit to obtain the insurance prior to the commencement of the Contract.

If Tenderers do not currently hold this level of cover they may in the SPD (Scotland) state that in the event of being successful in the procurement process for a Contract, the

required insurance cover will be put in place. Evidence of the required insurance cover will be a condition of entering into a Contract. It is condition of the Contract that these minimum indemnity levels be held for the duration of the Contract and updated evidence will be required on the insurance renewal date.

Tenderers unable to commit to obtain the levels of insurance detailed above will be assessed as a FAIL and be excluded from the competition.

Tenderers who do not achieve a minimum D&B failure score of 20 and above and fail to provide any additional explanation or supporting information may be assessed as a FAIL and may be excluded from the Procurement Process.

Tenderers who do not provide sufficient financial information as they consider that their D&B Failure Score does not reflect their current financial status by the SPD Submission deadline may be assessed as a FAIL and may be excluded from the Procurement Process.

Tenderers that do provide sufficient financial information as they consider that their D&B Failure Score does not reflect their current financial status by the SPD Submission deadline however fail to satisfy the Council that they have sufficient financial standing to undertake requirements within this procurement exercise will be assessed as a FAIL and will be excluded from the Procurement Process.

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

List and brief description of selection criteria

4C.1 - Tenderers are required to provide two (2) examples of supplies and services carried out within the past three (3) years that demonstrate that they have the relevant experience to deliver supply and installation services similar in scope, scale and duration to that described in the Specification of Requirements.

Examples should include:

- Name of project with brief description and duration, including start and end dates (month/ year) it was carried out,
- Name of Client,
- Name of contact within the Client's organisation and their contact details, who may be contacted for further information, and Brief description of whether, or not, the project was completed on time and within budget

The Tenderer must hold a UKAS (or equivalent) accredited independent third party

certificate of compliance in accordance with BS EN ISO 9001 (or equivalent), or documented policies and procedures as set out in the ITT document Part 4 D.1 (Quality Assurance) Minimum Requirements.

Evidence of appropriate health and safety procedures, policies and documentation with example risk assessments for manual handling, working at height and other key risks associated with the nature and scope of the contract requirements.

Minimum level(s) of standards possibly required

Tenderers unable to submit examples which demonstrate relevant experience in at least two (2) projects similar in scope and scale to the Specification of Requirements will not be considered.

Tenderers unable to meet the minimum requirements for quality management system certification will be assessed as a FAIL and will be excluded from the competition.

Tenderers unable to submit sufficient Health and Safety certification will be assessed as a FAIL and will be excluded from the competition.

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

#### **III.2.2) Contract performance conditions**

Refer to ITT - the Council has included requirement for community benefits

#### **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

12 December 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**

Duration in months: 5 (from the date stated for receipt of tender)

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

Date

12 December 2022

Local time

12:00pm

Place

Electronic Opening

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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**

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 22822.  
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:

Refer to ITT for types of community benefits that may be offered. Clauses will be associated with performance and delivery of community benefits.

(SC Ref:713136)

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

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

Refer to Section VI.4.3

Refer to Section VI.4.3

Country

United Kingdom

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

Precise information on deadline(s) for review procedures

An economic operator that suffers or risks suffering, loss or damage attributable to breach of duty under the Public Contract (Scotland) Regulations 2015 may bring proceedings in the Sheriff Court or the Court of Session.

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

Court of Session

Parliament Square

Edinburgh

EH1 1RQ

Country

United Kingdom