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Tender

WHC - Audio Visual Support and Webcasting Services

Welwyn Hatfield Borough Council

F02: Contract notice

Notice identifier: 2023/S 000-031921

Procurement identifier (OCID): ocds-h6vhtk-040ffc

Published 30 October 2023, 9:53am

Section I: Contracting authority

I.1) Name and addresses

Welwyn Hatfield Borough Council

The Campus

Welwyn Garden City

AL8 6AE

Contact

Procurement

Email

a.harper@welhat.gov.uk

Telephone

+44 1707357371

Country

United Kingdom

NUTS code

UKH23 - Hertfordshire

Internet address(es)

Main address

www.welhat.gov.uk

I.3) Communication

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

<https://supplyhertfordshire.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://supplyhertfordshire.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

General public services

Section II: Object**II.1) Scope of the procurement**

II.1.1) Title

WHC - Audio Visual Support and Webcasting Services

Reference number

C1054

II.1.2) Main CPV code

- 72212900 - Miscellaneous software development services and computer systems

II.1.3) Type of contract

Services

II.1.4) Short description

Welwyn Hatfield Borough Council is seeking a contractor to provide in-meeting technical support prior to and during Council governance meetings. This may be in person in the Council Chamber or virtually via dedicated platforms (such as the Zoom / Teams application).

II.1.5) Estimated total value

Value excluding VAT: £160,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 45232331 - Ancillary works for broadcasting

II.2.3) Place of performance

NUTS codes

- UKH23 - Hertfordshire

II.2.4) Description of the procurement

Welwyn Hatfield Borough Council is seeking a contractor to provide in-meeting technical support prior to and during Council governance meetings. This may be in person in the Council Chamber or virtually via dedicated platforms (such as the Zoom / Teams application).

II.2.5) Award criteria

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

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

A two year extension (in increments of not less than one year).

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

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

As detailed in the tender documents

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

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: No

IV.2) Administrative information

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

Date

30 November 2023

Local time

12:00pm

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

English

IV.2.7) Conditions for opening of tenders

Date

30 November 2023

Local time

2:00pm

Place

Virtual

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 2-4years

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.4) Procedures for review

VI.4.1) Review body

Institute of Arbitrators

London

Country

United Kingdom