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Tender

## **The Provision of Event Management Services for Glasgow 850 Clyde Chorus Event**

Glasgow City Council

F02: Contract notice

Notice identifier: 2024/S 000-032512

Procurement identifier (OCID): ocds-h6vhtk-04a754

Published 10 October 2024, 8:57am

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

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

Glasgow City Council

40 John St, City Chambers

Glasgow

G2 1DU

#### **Contact**

Fiona Fern

#### **Email**

[fiona.fern@glasgow.gov.uk](mailto:fiona.fern@glasgow.gov.uk)

#### **Telephone**

+44 1412876442

#### **Country**

United Kingdom

**NUTS code**

UKM82 - Glasgow City

**Internet address(es)**

Main address

[www.glasgow.gov.uk](http://www.glasgow.gov.uk)

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00196](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00196)

**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://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

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/esop/pts-host/public/pts/web/login.html>

**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**

The Provision of Event Management Services for Glasgow 850 Clyde Chorus Event

Reference number

GCC006229CPU

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

- 79952000 - Event services

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

Services

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

Event Management Services are required to support the planning of the Clyde Chorus. It is a multi-venue, multi-genre music event taking place in various established and bespoke venues along the River Clyde.

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

Value excluding VAT: £250,000

#### **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 City

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

Event Management Services are required to support the planning of the Clyde Chorus. It is a multi-venue, multi-genre music event taking place in various established and bespoke venues along the River Clyde.

Taking place in May 2025 celebrating Glasgow's musical talents, the team require the services of an event management company to support all elements of the successful delivery to include but not limited to, event project management, site services, stewarding, ticketing and promotion and licensing, catering and waste and health and safety.

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

Quality criterion - Name: Project Team / Weighting: 10

Quality criterion - Name: Customer Experience / Weighting: 15

Quality criterion - Name: Operational Delivery / Weighting: 15

Quality criterion - Name: Marketing and Ticketing / Weighting: 20

Quality criterion - Name: Sustainability / Weighting: 5

Quality criterion - Name: Fair Work First / Weighting: 5

Price - Weighting: 30%

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

Value excluding VAT: £250,000

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

Duration in months

9

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

#### **II.2.14) Additional information**

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015

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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

Question Reference: 4B.4 - The bidder confirms the name, value and/or range of the financial ratios specified in the relevant Contract Notice are as follows-

Trading Performance Ratio

An overall positive outcome on pre-tax profit over a 3 year period. Exceptional items occurring in the normal course of business and non-recurring items can be excluded from calculation.

Liquidity Ratios

Current Ratio - Current Assets/Current Liabilities

Leverage Ratio - Long-term Bank Debt/Net Worth

Service Providers must achieve a score of 5 and above from a combination of above two liquidity ratios.

Scoring Method:

Current Ratio

Range Score

0.00 to 0.80 0

0.81 to 0.90 1

0.91 to 1.00 2

1.01 to 1.10 3

1.11 to 1.20 4

1.21 and above 5

Leverage Ratio

0.01 to 19.99 5

20.00 to 39.99 4

40.00 to 59.99 3

60.00 to 79.99 2

80.00 to 100.00 1

Question Reference: 4B.6 - Concerning any other economic or financial requirements, that may have been specified in the relevant Contract Notice, the bidder declares that-

Intangibles can be included for purposes of the Net Worth figure.

The above ratios and minimum turnover requirements should be calculated on last set of accounts filed at Companies House.

For non-UK Companies, ratios and minimum turnover should be calculated on information contained in the most recent audited accounts. Service Providers who have been trading for less than 3 years must provide evidence that they have met the above minimum financial requirements for the period during which they have been trading.

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

The Council reserves the right at its own discretion to seek such other information from the Service Provider in accordance with Regulation 61(7) or Regulation 61(8) of the Public Contracts (Scotland) Regulations 2015 to prove the Bidder's economic and financial standing.

Service Providers who are subsequently appointed to the Framework shall, during the lifetime of the Framework Agreement, inform the Council immediately of any material changes to the information provided in their submission in relation to economic and financial standing. The Council notes Regulation 60(9) and 60(11) of the Public Contracts (Scotland) Regulations 2015 and reserves the right to refuse to award a contract following a mini-competition should the Bidder no longer meet the requirements set out in this SPD.

Any Service Provider that fails to achieve or exceed the criteria as stated above will be excluded at this stage.

The Council reserves the right at its own discretion to seek such other information from the Applicant in accordance with Regulation 61(7) or Regulation 61(8) of the Public Contracts (Scotland) Regulations 2015 to prove the Applicant's economic and financial standing.

Minimum level(s) of standards possibly required

Glasgow City Council's Insurance Requirements are-

#### Employer's Liability

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

#### Public Liability

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

#### Products Liability

The organisation shall take out and maintain throughout the period of their services Products Liability insurance to the value of a minimum of FIVE MILLION (5,000,000) POUNDS STERLING in respect of any one claim and in the aggregate.

#### Glasgow City Council's Professional Indemnity Insurance Requirements

Glasgow City Council also requires that the successful bidder will retain a sufficient level of Professional Indemnity Insurance required to cover any services to be performed within the scope of the contract.

The standard requirement for Glasgow City Council is:

#### Professional Indemnity

The organisation 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 of TWO MILLION (2,000,000) POUNDS STERLING in respect of any one claim and in the aggregate.

The above insurances shall be with an insurance company registered with Financial Conduct Authority (FCA) in the UK, or equivalent body for EU member states by the council and any organisation shall not sub-let or sub-contract any part of the commission unless the sub-contractor is similarly insured, unless the council 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 this ITT that the specified insurance will be obtained.

The Council reserves the right at its own discretion to seek such other information from the Applicant in accordance with Regulation 61(7) or Regulation 61(8) of the Public Contracts (Scotland) Regulations 2015 to prove the Applicant's economic and financial standing.

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

Selection criteria as stated in the procurement documents

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

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

No KPI's only Outputs and Milestones



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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

11 November 2024

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: 4 (from the date stated for receipt of tender)

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

Date

11 November 2024

Local time

12:00pm

Place

Glasgow City Chambers

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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 invoicing will be accepted

Electronic payment will be used

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

Bidders must hold certificates for Quality Assurance and Environmental Management Standards or comply with all questions noted in SPD Section 4D. Bidders must note the implications FOI legislation and ensure that any info they wish the council to consider withholding is indicated. (NB the council does not bind itself to withhold this info).  
Tenderers Amendments - Bidders must enter any clause, condition, amendment to specification or any other qualification they may wish to make conditional to this offer within the Tenderers Amendment statement on PCS-T. Prompt Payment - The successful tenderer shall, as a condition of being awarded, be required to demonstrate to the council's satisfaction that all funds due permitted sub-contractors are paid timeously and as a minimum, invoices rendered by subcontractors shall be paid within 30 days of receipt. The successful tenderer shall also impose this condition on its sub-contractors in respect of payments due to any sub-sub-contractors. Bidders will be required to complete the prompt payment statement and Non-collusion statement within PCS-T. All bidders will be required to sign an Insurance Mandate within PCS-T. If is not signed and returned the council reserves the right to request copies of certificates at any point during the contract period. The terms and conditions is located within the buyers attachment area of PCS-T.

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:

Community Benefits are a mandatory requirement of this tender. A mandatory specified requirement equating to 5 points has been requested to be delivered over the duration of the contract. Please see the Invitation to Tender document for further information.

(SC Ref:778375)

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

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

Glasgow Sheriff Court and Justice of the Peace Court

PO Box 23, 1 Carlton Place

Glasgow

G5 9DA

Email

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

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/the-courts/court-locations/glasgow-sheriff-court-and-justice-of-the-peace-court>

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

Precise information on deadline(s) for review procedures

Glasgow City Council (“the Council”) must, by notice in writing as soon as possible after the decision has been made, inform all tenderers and candidates concerned of its decision to award the contract, conclude the framework agreement or establish a dynamic purchasing system. The Council must allow a period of at least the relevant standstill period (where the notice is sent by facsimile or electronic means the period is 10 days ending at midnight at the end of the 10th day after that on which the last notice is sent, when sent by other means the period is 15 days) to elapse between the date of despatch of the notice referred to in Regulation 85(1) of the Public Contracts (Scotland) Regulations 2015 (“the Regulations”). The Council is obliged to comply with the Regulations and any eligible economic operator can bring an action in the Sheriff Court or the Court of Session where as a consequence of a breach by the Council, suffers or risks suffering loss or damage. The bringing of court proceedings during the standstill period means that the Council must not enter into the contract, conclude the framework agreement or establish the dynamic purchasing system unless the proceedings are determined, discontinued or disposed of; or the court, by interim order, brings to an end the prohibition. The bringing of court proceedings after the standstill period has elapsed and the remedies that are

available to the courts are detailed in the Regulations. Economic Operators can write to the Council seeking further clarification on the notice, to which the Council must respond within 15 days. Economic Operators should be mindful to seek their own independent legal advice when they consider appropriate to do so.