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Tender

Jousting Events

Historic Environment Scotland

F02: Contract notice

Notice identifier: 2023/S 000-033228

Procurement identifier (OCID): ocds-h6vhtk-041733

Published 9 November 2023, 4:38pm

Section I: Contracting authority

I.1) Name and addresses

Historic Environment Scotland

Longmore House, Salisbury Place

Edinburgh

EH9 1SH

Email

procurement@hes.scot

Fax

+44 1316688877

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

<http://historiconvironment.scot>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00164

I.3) Communication

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

www.publiccontractsscotland.gov.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.publiccontractsscotland.gov.uk

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

Other activity

Tourism, Conservation, Heritage, Built Environment

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Jousting Events

Reference number

HES/C/4231

II.1.2) Main CPV code

- 79952000 - Event services

II.1.3) Type of contract

Services

II.1.4) Short description

HES is looking to appoint a supplier to provide Jousting shows and potentially static displays at events at various sites across the estate.

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
- 79952100 - Cultural event organisation services

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

HES is looking to appoint a supplier to provide Jousting shows and potentially static displays at events at various sites across the estate. The management and co-ordination of the staging of the overall event will be undertaken by the Visitor Events Team. Other events may be required within this contract at additional HES sites.

The estimated value of the contract is 25,000GDP - 35,000GDP per annum.

It is anticipated that there will be 4 Jousting events a year, to be held on 2 weekends. The final number will be determined after consultation with HES's Contract Manager.

The events typically take place between the times of 11:00am and 4:30pm typically on a weekend in late June/early July at Linlithgow Palace and late July at Caerlaverock Castle with the programme repeated each day.

HES require a supplier who has the capability to provide a scripted Jousting show of 45minutes to 1 hour in duration, to be performed twice a day at each location. The show must be theatrical and provide entertainment. The tone must be family friendly and must be enjoyable to a wide audience from a very young age up.

The supplier will be required to provide all equipment associated with staging the Jousting element of the event and will be responsible for setting up and taking down their own tournament arena. HES requires the set to be dressed appropriately, to include a 'Royal Box' and all props, equipment and tents must be provided by the supplier.

The supplier must provide a costumed commentator for the show. The show must be scripted, and an inclusion of the draft script must be included in your submission.

The supplier must provide their own PA system, which must be suitable for outdoor use and in all weathers. The PA system must be suitable for the event location and size of audience to ensure the show is audible and of clear quality. The system must be set up, controlled, and operated by a member of the supplier's crew. Where the operator is visible as part of the show the operator must be in appropriate period costume.

The show must contain a minimum of 4 knights on horseback and there must be a supporting cast of performers and foot people. It also must include theatrical elements including music, fanfares, and flags.

The supplier must have the flexibility to theme the show in different time periods.

The following must be submitted for approval and sign off by the HES Contract Manager at least 2 months before the event takes place –

- Music/score
- Script
- Set Design
- Equipment list and specification
- Knights names and colours
- Horse details
- Cast and crew lists

Static displays and additional activities may also be required in consultation with HES Contract Manager.

The supplier must arrange and pay for stabling for their horses as there are no facilities at HES sites for this.

The supplier will be responsible for organising their own transport to and from events, accommodation, and food.

The supplier will be required to participate in PR and marketing activity. The supplier may also be asked to provide images and biographies/content.

II.2.5) Award criteria

Quality criterion - Name: How the brief will be met / Weighting: 30

Quality criterion - Name: Key personnel / Weighting: 30

Quality criterion - Name: Environmental Impact / Weighting: 5

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

Price - Weighting: 30

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

Duration in months

This contract is subject to renewal

Yes

Description of renewals

Once the initial 2 years are up, the contract will be up for renewal for a further 2 years, which will be reviewed annually.

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.1.2) Economic and financial standing

List and brief description of selection criteria

HES use Scotbis, an independent provider of business credit reports, to assess the financial standing of tenderers. The overall aim of this assessment is to ensure, as far as possible, that any potential Supplier will not have financial difficulties that endanger their ability to perform the Contract. If financial information cannot be gained from that source Historic Environment Scotland will request that you provide full audited accounts for the last full financial year. If Suppliers cannot provide any of the assurances as detailed above, and it is determined by HES that your financial strength is not adequate, then your company may not pass the financial evaluation. If you can provide the assurances as detailed above, HES may explore these options with you before determining whether your company can be taken forward in this procurement exercise. Bank details may also be sought to support the above.

Minimum level(s) of standards possibly required

Employers Liability Insurance 10 million GDP

Public Liability Insurance 10 million GDP

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 December 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

11 December 2023

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: After the extensions have been applied, the tender will be up for renewal in 2028.

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

Please note that HES will not sign up to suppliers' Terms and Conditions. If you have any issues with HES Terms and Conditions then please highlight this in your tender response. HES will not negotiate at point of award or post award of contract.

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=749889.

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx.

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

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:

HES encourage suppliers to think about any community benefits that they could introduce during the lifetime of this contract.

(SC Ref:749889)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=749889

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court and Justic of the Peace Court

Edinburgh

Country

United Kingdom