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Tender

## **The Provision of Winter Hub Services 2025 & 2026**

Glasgow City Council

F24: Concession notice

Notice identifier: 2025/S 000-034134

Procurement identifier (OCID): ocids-h6vhtk-055116

Published 20 June 2025, 3:31pm

### **Section I: Contracting authority/entity**

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

Glasgow City Council

40 John St, City Chambers

Glasgow

G2 1DU

#### **Contact**

Lesley Thomson

#### **Email**

[Lesley.Thomson2@glasgow.gov.uk](mailto:Lesley.Thomson2@glasgow.gov.uk)

#### **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.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

Applications or, where applicable, tenders must be submitted electronically via

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

The Provision of Winter Hub Services 2025 & 2026

Reference number

GCC006448CPU

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

- 79952000 - Event services

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

Services

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

Glasgow is building a new approach to winter events in the city following a strategic review of the festive offering and to support the economic and social recovery of the city. While long-term plans will continue to evolve in the coming months, Glasgow is seeking to work with partners to develop a programme of events and activity in 2025 and 2026 that supports this objective.

The Council seeks to appoint a single concessionaire who can provide creative, innovative proposals for the delivery of festive “Winter Hub” attractions within Glasgow City Centre and at Glasgow Green. Proposals must include all infrastructure supply and installation.

Initial locations for the Winter Hubs have been identified as:

Glasgow Green

St Enoch Square

A sole concessionaire will be awarded the contract for both years. The single appointed concessionaire will be responsible for the design and build of the winter hubs along with the recruitment and management of all vendors throughout the contract period.

Income – A set fee will be payable to the Council from the successful concessionaire for the

rights to provide the Winter Hubs and associated activities for each year of the contract.

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

Value excluding VAT: £3,500,000

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

This concession 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**

Contract Title: The Provision of Winter Hubs Services 2025 & 2026

Contract Reference: GCC006448CPU

Contract Duration: 2 Years (2025 & 2026 – comprises two Winter Hub sessions)

The Council invites tender bids for a single concessionaire who can provide creative, innovative proposals for the delivery of festive “Winter Hub” attractions within Glasgow City Centre and at Glasgow Green. Proposals must include all infrastructure supply and installation.

Initial locations for the Winter Hubs have been identified as:

Glasgow Green

St Enoch Square

A sole concessionaire will be awarded the contract for both 2025 & 2026 years. The single appointed concessionaire will be responsible for the design and build of the winter hubs along with the recruitment and management of all vendors throughout the contract period.

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

Concession is awarded on the basis of the criteria described below:

- Criterion: Quality criterion: Site Proposal & Customer Experience 20%
- Criterion: Quality criterion: Operational Delivery, Housekeeping and Maintenance 25%
- Criterion: Quality criterion: Sustainability 10%
- Criterion: Quality criterion: Fair Work First 5%
- Criterion: Commercial (Payable Set Fee): 40%

### **II.2.7) Duration of the concession**

Duration in months

24

### **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, indication of information and documentation required

##### **Financial Check**

In order to pass the Financial Check section of the contract, it is mandatory for companies to attain the undernoted:-

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 EBITDA earnings over a 3 year period.

Exceptional items can be excluded from the calculation.

The above would be expressed in the ratio EBITDA/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 a Bidder 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 for the last 2 individual years filed in order for the 3 year profitability requirement to be verified.

A Bidder should have no outstanding issues, with regard to statutory filing requirements with Companies House.

Bidders 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.

Bidders who do not comply with the above financial requirements but are part of a Group, can provide a Parent Guarantee (in the Council style) if the Parent company satisfies the financial requirements stipulated above.

Glasgow City Council reserves the right, at its own discretion, to seek such other information from the Bidder in accordance with Regulations 61(7) or 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

Glasgow City Council's insurance requirements are:

#### Employer's Liability

The organisation/consultant 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 (10000000 GBP) in respect of any one claim and unlimited in the period.

#### Public Liability / Pollution Extension

The organisation/consultant shall take out and maintain throughout the period of their services Public Liability Insurance to the value of at least FIVE MILLION POUNDS STERLING (5000000 GBP) in respect of any one claim and unlimited in the period including Pollution and Contamination cover (sudden and unforeseen) and in the aggregate.

#### Products Insurance

The organisation/consultant shall take out and maintain throughout the period of their services Products Liability insurance to the value of at least FIVE MILLION POUNDS STERLING (5000000 GBP) 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 organisation/consultant 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 TWO MILLION POUNDS STERLING (2000000 GBP) 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.

### Confirmation of Insurances

If the Bidder does not have the specified insurances or not certify an undertaking to do so, this WILL result in the Bidder not being taken to the next stage in the evaluation process.

All successful suppliers will be required to sign an Insurance Mandate, which will be issued in conjunction with the award letter authorising the Council to request copies of insurance documents from the supplier's insurance provider.

If the mandate is not signed and returned the Council reserves the right to request copies of insurance certificates from bidders at any point during the contract period.

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

List and brief description of selection criteria, indication of information and documentation required

Bidders are required to provide 2 relevant examples of supplies and/or services carried out during the last 5 years, similar in scope and scale to the requirements as specified in the Contract Notice and Section 4 of the Invitation to Tender (ITT) Document.

Examples from both public and/or private sector customers and clients may be provided.

Relevant examples should include as a minimum, but is not limited to the following areas:

Name of the client, project name, budget, programme duration, contract start date and end date

Name(s) of key sub-contractors and / or specialist sub-contractors



A project description, together with the teams' role in its delivery; defining the key roles over the service provision

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 nature and scale to this contract, as outlined in Section 4 of the ITT Document.

Minimum level(s) of standards possibly required

The weighting will be out of 100% with 50% attributed to each example. A minimum score of 60 out of 100 overall is required for question 4C.1.2.

Please Note - Any Bidder who fails to achieve the minimum score for this question will be excluded at this stage.

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

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

Key Performance Indicators will be listed under Section 4.13 of the ITT Document.

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## **Section IV. Procedure**

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for submission of applications or receipt of tenders**

Date

22 July 2025

Local time

12:00pm

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

English

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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: 1 January 2027

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

Re SPD Questions 4D.1, 4D1.1, 4D1.2, 4D2, 4D2.1 and 4D2.2; applicants must hold the certificates for Quality Control and Environmental Management Standards or comply with all the questions noted in SPD Section 4D.

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 the council to consider withholding is specifically indicated on the FOI certificate (NB the council does not bind itself to withhold this information).

Tenderers Amendments — Applicants must enter any clause, condition, amendment to specification or any other qualification they may wish to make conditional to this offer. Applicants will be required to complete the tenderers amendment certificate.

Prompt Payment — The successful tenderer shall, as a condition of being awarded the tender, be required to demonstrate to the council'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 sub-contractors in respect of payments due to any sub-sub-contractors, if any. Applicants will be required to complete the prompt payment certificate.

Non Collusion — Applicants will be required to complete the Non Collusion certificate.

Insurance Mandate - All successful suppliers will be required to sign an Insurance Mandate, contained in the buyers attachments area within the PCS Tender portal authorising the Council to request copies of insurance documents from the supplier's insurance provider. If the mandate is not signed and returned the Council reserves the right to request copies of insurance certificates from bidders at any point during the contract period.

Terms and Conditions are located within the Buyers Attachments area of PCS-T.

Additional information pertaining to this contract notice is contained in the Invitation to Tender situated within the Buyers Attachments area of PCS-T. Bidders must ensure they read

these documents in line with this contract notice.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 29513. For more information see:

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

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

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:

Mandatory Community benefits are included in this requirement. For more information refer to Section 5 of the Invitation to Tender situated within the Buyers Attachments area of PCS-T.

(SC Ref:802155)

## **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

Country

United Kingdom

### **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.