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Tender

## **Audio Visual, Presentation Equipment and Associated Services**

The Scottish Parliament

F02: Contract notice

Notice identifier: 2022/S 000-034390

Procurement identifier (OCID): ocids-h6vhtk-038ac2

Published 5 December 2022, 4:01pm

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

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

The Scottish Parliament

Holyrood

Edinburgh

EH99 1SP

#### **Contact**

ConflictOfInterestDeclaration - Nadia Smith

#### **Email**

[Nadia.Smith@parliament.scot](mailto:Nadia.Smith@parliament.scot)

#### **Telephone**

+44 1313486617

#### **Country**

United Kingdom

**NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

<http://www.parliament.scot>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA10284](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10284)

**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**

Other type

Devolved Parliament

**I.5) Main activity**

Other activity

Legislative Body

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Audio Visual, Presentation Equipment and Associated Services

Reference number

NIC-G&S-121

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

- 79952000 - Event services

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

Services

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

The Scottish Parliamentary Corporate Body (SPCB) requires a Contractor to provide audio visual & presentation equipment on a hire basis and to provide associated technical support services for events and exhibitions.

Hire of audio visual & presentation equipment including lighting and staging.

Audio visual technical services.

Stage and set design.

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

Value excluding VAT: £350,000

#### **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

- UKM75 - Edinburgh, City of

Main site or place of performance

The Scottish Parliament.

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

The Scottish Parliamentary Corporate Body (SPCB) requires a Contractor to provide audio visual & presentation equipment on a hire basis and to provide associated technical support services for events and exhibitions. The Contractor will be required to provide the following:

Hire of audio visual & presentation equipment including lighting and staging.

Audio visual technical services.

Stage and set design.

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

Quality criterion - Name: Technical / Weighting: 60

Price - Weighting: 40

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

Start date

3 April 2023

End date

30 June 2023

This contract is subject to renewal

Yes

Description of renewals

At the sole discretion of the SPCB.

## **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

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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

The Scottish Parliamentary Corporate Body (SPCB) uses Creditsafe, an independent provider of online business credit reports, to assess the financial standing of tenderers. Tenderers are encouraged to review their financial performance on Creditsafe and read information about

how that data is collected and used prior to submitting a tender. Information and the opportunity to run a free report can be found at

<http://www.creditsafe.com/products/business-credit-reports/>

If a tenderer does not agree with the credit rating it has been given by Creditsafe it can provide supporting evidence to demonstrate its current position and this will be taken into account when the financial standing is being assessed.

If a tenderer is not listed on Creditsafe, for whatever reason, then it may be asked to submit equivalent accounts to enable the required assessment of financial standing to be carried out.

Tenderers should have a Creditsafe credit rating of 40 or higher to demonstrate satisfactory financial standing. If a tenderer has a lower credit rating score and has the backing of a parent company with a credit rating of 40 or higher, then the provision of a Parent Company

Guarantee prior to the award of any contract will be acceptable. If a tenderer has a lower

credit rating score and no evidence to support a stable or improved financial standing then the tender may be rejected.

Minimum level(s) of standards possibly required

The tenderer must have the following insurance levels:

Employers' Liability 5,000,000.00

Public / Product Liability 2,000,000.00

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

List and brief description of selection criteria

With reference to 4C of the SPD, tenderers are required to provide two examples that demonstrates they have the relevant experience to deliver the Audio Visual, Presentation and Associated Services.

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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

10 January 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

10 January 2023

Local time

12:00pm

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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: 2027 / 2029

### **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**

A site visit will be held on site at the Scottish Parliament on Monday 12th December 2022 at 11am.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 22958. 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:

Community Benefits requirements can be found in section 9.4 of the specification.

(SC Ref:715319)

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

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

The Scottish Parliament

Holyrood

Edinburgh



EH99 1SP

Email

[procurement@parliament.scot](mailto:procurement@parliament.scot)

Telephone

+44 1313486617

Country

United Kingdom

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

Edinburgh Sheriff Court House

Sheriff Court House, 27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom