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Tender

## **EHC 1123 Hertford Theatre Provision and Installation of Specialist Loose Equipment**

East Hertfordshire District Council

F02: Contract notice

Notice identifier: 2023/S 000-034465

Procurement identifier (OCID): ocds-h6vhtk-041bc6

Published 21 November 2023, 5:41pm

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

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

East Hertfordshire District Council

Wallfields, Pegs Lane

Hertford

SG13 8EQ

#### **Contact**

Rob Allwood

#### **Email**

[robert.allwood@eastherts.gov.uk](mailto:robert.allwood@eastherts.gov.uk)

#### **Country**

United Kingdom

**NUTS code**

UKH23 - Hertfordshire

**Internet address(es)**

Main address

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

Buyer's address

[www.supplyhertfordshire.uk](http://www.supplyhertfordshire.uk)

**I.3) Communication**

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

[www.supplyhertfordshire.uk](http://www.supplyhertfordshire.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.supplyhertfordshire.uk](http://www.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

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## **Section II: Object**

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

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

EHC 1123 Hertford Theatre Provision and Installation of Specialist Loose Equipment

Reference number

EHC391/1289/2023

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

- 31500000 - Lighting equipment and electric lamps

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

Supplies

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

East Hertfordshire District Council are currently seeking tenders for the provision of specialist loose equipment for Hertford Theatre. The theatre equipment package include a range of installed and deployable equipment to compliment the newly installed infrastructure in the Theatre. The procurement will involve designing the package, procuring the necessary kit, installing it and providing training. The tender documents can be accessed from the **My Tenders** area of the Supply Hertfordshire website and selecting the **View Details** button of this project. Please note the deadline for returns and allow sufficient time to make your return as late returns will not be permitted. Any questions relating to this tender should be made via correspondence on the website and can be addressed to the main contact as shown in the details above.

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

Value excluding VAT: £900,000

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

This contract is divided into lots: No

### **II.2) Description**

## **II.2.2) Additional CPV code(s)**

- 31500000 - Lighting equipment and electric lamps
- 31530000 - Parts of lamps and lighting equipment
- 32350000 - Parts of sound and video equipment
- 32323300 - Video equipment
- 51313000 - Installation services of sound equipment
- 51314000 - Installation services of video equipment
- 32332300 - Sound recorders
- 32342410 - Sound equipment
- 32351000 - Accessories for sound and video equipment
- 31527270 - Platforms lighting
- 32351100 - Video-editing equipment
- 32330000 - Apparatus for sound, video-recording and reproduction
- 31527260 - Lighting systems

## **II.2.3) Place of performance**

NUTS codes

- UKH23 - Hertfordshire

Main site or place of performance

Hertford Theatre, The Wash, Hertford, SG14 1PS

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

The Council requires a supplier to provide specialist loose equipment to Hertford Theatre as part of its growth and legacy project. The requirements of the theatre equipment package will also include designing the package, procuring the necessary kit, delivery and installation by the supplier to include training. The package includes elements of Stage Engineering,

Stage Lighting and Sound, Comms and AV. The appointed contractor will be required to assume design responsibility for the package, including ensuring the proposed equipment is compatible with the installed infrastructure, installation and training. Support will be provided throughout the project by the theatre consultant, client, and design team.

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

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

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

Value excluding VAT: £900,000

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

Duration in months

6

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

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## **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

Selection criteria as stated in the procurement 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

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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

21 December 2023

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

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

Date

21 December 2023

Local time

12:00pm

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## Section VI. Complementary information

### VI.1) Information about recurrence

This is a recurrent procurement: No

### VI.3) Additional information

To access this procurement opportunity please visit <https://intendhost.co.uk/supplyhertfordshire.aspx/Home> and follow the on-screen guidance. In accordance with Regulation 53 of The Public Contracts Regulations 2015, the Council's procurement documents are available within the e-Tendering system. This is a one stage procurement process. Therefore, if you wish to be considered as a tenderer you must complete and submit a tender by the specified closing date and time. Tender submissions cannot be uploaded after this return deadline. If you are experiencing problems In-Tend offer a help section which includes a dedicated UK support desk which can be contacted via email: [support@in-tend.com](mailto:support@in-tend.com) or Telephone: +44 1144070065 for any website/technical questions, Monday to Friday, 8:30-17:30. The Council reserves the right at any time to cease the procurement process and not award a Contract or to award only part of the opportunity described in this notice. If the Council takes up this right, then they will not be responsible for or pay the expenses or losses, which may be incurred by any organisation or tenderer as a result. The Council undertakes to hold confidential any information provided in the proposal submitted, subject to the Council's obligations under the law including the Freedom of Information Act 2000. If the organisation considers that any of the information submitted in the proposal should not be disclosed because of its sensitivity then this should be stated with the reason for considering it sensitive. The Council will then endeavour to consult with the applicant about such sensitive information when considering any request received under the Freedom of Information Act 2000 before replying to such a request. The Council reserves the right to carry out additional financial checks on all organisations bidding for this opportunity at any time during the procurement process. This is to ensure that they continue to meet the Council's requirements and remain financially viable to fulfil the requirements under the Contract.

### VI.4) Procedures for review

#### VI.4.1) Review body

High Court England and Wales

The Strand

London



WC2A 2LL

Country

United Kingdom

#### **VI.4.2) Body responsible for mediation procedures**

The High Court England and Wales

The Strand

London

WC2A 2LL

Country

United Kingdom

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

Precise information on deadline(s) for review procedures

The Contracting Authority will incorporate a minimum 10 calendar days (when using electronic means) standstill period at the point information on the award of the contract is communicated to tenderers. This period allows unsuccessful tenderers to challenge the decision to award a contract before a contract is executed / signed (as appropriate). The Public Contracts Regulations 2015 ( Regulations ) provide for aggrieved parties who have been harmed or at risk of harm by a breach of the rules to take action in the High Court (England and Wales). Any such action must be brought promptly and within the time limits as defined in the above regulations. Where a contract has not been entered into the court may order the setting aside of the award decision or order the Contracting Authority to amend any document and may award damages. If the contract has been entered into the court has the options to award damages and/or to shorten or order the contract ineffective.

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

The Cabinet Office

70 Whitehall

London

SW1A 2AS

Country

United Kingdom