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Planning

Technical Services

Portsmouth City Council

F01: Prior information notice

Prior information only

Notice identifier: 2023/S 000-034869

Procurement identifier (OCID): ocids-h6vhtk-041cd1

Published 24 November 2023, 5:51pm

Section I: Contracting authority

I.1) Name and addresses

Portsmouth City Council

Civic Offices, Guildhall Square

PORTSMOUTH

PO12AL

Contact

Procurement Service

Email

procurement@portsmouthcc.gov.uk

Telephone

+44 2392688235

Country

United Kingdom

Region code

UKJ31 - Portsmouth

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

<https://in-tendhost.co.uk/portsmouthcc.aspx/home>

I.3) Communication

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

<https://in-tendhost.co.uk/portsmouthcc.aspx/home>

Additional information can be obtained from the above-mentioned address

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Technical Services

II.1.2) Main CPV code

- 79952000 - Event services

II.1.3) Type of contract

Services

II.1.4) Short description

The Events Team, Culture and Leisure directorate on behalf of Portsmouth City Council ('the Council') is hoping to obtain a better understanding of the level of interest from suitably qualified suppliers to provide the supply of equipment and services at the below events:

- Armed Forces Day
- International Kite Festival
- Fireworks Display
- Remembrance Sunday Service and Parade

The estimated annual value of the contract is £50,000 per annum based upon current specification, event frequencies and sites. The value of the contract may increase or decrease in the event of changes to specification, changes to frequencies, and removal or addition of events from the contract. The council cannot provide any guarantees of increases or decreases of the contract; however, any increases will be capped at 50% of the per annum contract value. The upper value of the contract is £75,000 per annum.

The initial contract term will be for 3 years with possibility of extending the term by a further 2 years in increments to be agreed, subject to the agreement and performance of both parties. The form of contract used will be the Council's standard terms for the supply of services.

We are also using the opportunity to share with you a top-level service specification and ask you to comment on our requirements. Any information a supplier shares could be used to assist drafting our final specification in support of any tender activity.

Suppliers should note that there is no obligation to take part in this exercise and that if they do not take part it will not preclude them from any subsequent related procurement process. Engaging suppliers will not receive preferential treatment in any subsequent quotation or tender process, and this is in no way an indication of the selection of any organisation or a guarantee of future work.

Documentation can be obtained from Portsmouth City Council's e-tendering site at

<https://in-tendhost.co.uk/portsmouthcc/asp/Home>. Potential suppliers will need to register to access documentation. Assistance with registering can be found on the home-screen.

II.1.5) Estimated total value

Value excluding VAT: £375,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 71356000 - Technical services

II.2.3) Place of performance

NUTS codes

- UKJ31 - Portsmouth

II.2.4) Description of the procurement

Audio and Service specifications are available on the E-tendering portal - <https://in-tendhost.co.uk/portsmouthcc/asp/Home>. An overview of the 4 events that require technical services can be found below;

Armed Forces Day

Date: Either Saturday 8th June or Saturday 15th June 2024 (TBC)

Location: Southsea Common, Portsmouth

Timings: 10:00-16:00 (timings are provisional and may change)

This event is part of the National programme of celebration and thanks for our Armed Services. Locally our Armed Forces Day event is a chance for the City of Portsmouth to show our support for the men and women who make up the Armed Forces Community: from currently serving troops and Service families, veterans and cadets. The aim of the event is to bring the local community and visitors to the city together to celebrate Armed Forces Day and also to inspire members of the public of all ages to engage with you and other Armed Forces related organisations.

We will have entertainment, activities, parades and a vehicle display available throughout

the day alongside family activities, trade stands and children's rides. We welcome everyone to come and be part of our Armed Forces Day. Expected numbers are likely to be 6,000+ for the day.

Operational Hours:

Pre-Event Set Up: Access to the site will be permitted from 10:00 on the Friday prior to the event. Also from 07:00 until 09:30 on the event day.

Event Day: From 10:00-16:00 (subject to confirmation).

Post-Event de-rig: From 16:30 on the event day. Also from 07:00 on the Sunday following the event. Site to be clear by 12:00 on the Sunday following the event.

We are looking for the following offer (subject to change):

- Stage sound with mics and band amplification
- Sound around 2x large arenas with mics
- Provision of technical support
- Provision of cabins
- Installation of power at various traders. Number to be confirmed.

Situations may arise that could impact on the running of the events, such as weather etc. In these cases, it will be the Council's decision and responsibility to notify suppliers as soon as possible of any alternative arrangements / cancellations.

International Kite Festival

Date: Saturday 27th - Sunday 28th July 2024

Location: Southsea Common, Portsmouth

Timings: 10:00-17:00

The Portsmouth International Kite Festival, now in its 32nd year, is a very popular event and is not only part of the professional kite fliers calendar but is a major fixture on the seafront, attracting approximately 10,000 people per day (Based on previous years' attendance).

There are 3 arenas: main arena hosting professional kite flying displays, large static

displays and small displays. There is also a kite making workshop and a kids flying arena directly in front of this.

Throughout the weekend there is a mix of trade stands, children's rides, catering concessions and arts & crafts stalls.

Operational Hours:

Pre-Event Set Up: Access to the site will be permitted from 10:00 on the Friday prior to the event. Also from 07:00 until 09:30 on the event day.

Event Days: From 10:00-17:00 each day.

Post-Event de-rig: From 17:30 on the event day. Also from 07:00 on the Monday following the event. Site to be clear by 12:00 on the Monday following the event.

We are looking for the following offer (subject to change):

- Stage sound with mics and band amplification
- Sound around 2x large arenas with mics
- Provision of technical support
- Provision of cabins
- Installation of power at various traders. Number to be confirmed.

Situations may arise that could impact on the running of the events, such as weather etc. In these cases, it will be the Council's decision and responsibility to notify suppliers as soon as possible of any alternative arrangements / cancellations.

Fireworks Display

Date: Tuesday 5th November 2024

Location: Alexandra Park, Hilsea and Southsea Common, Southsea (to be confirmed)

Timings: 17:00-19:30

The popular annual firework display brings the local community together, along with visitors from outside the city. The event features food and drink stalls and stage entertainment culminating in a 20-minute fireworks display.

Currently the event is planned to be split between 2 sites located at either end of the city. The two events will run simultaneously.

Operational Hours:

Pre-Event Set Up: Access to the site will be permitted from 09:00 on the day preceding the event. Also from 07:00 on the event day.

Event Day: From 17:00-19:30.

Post-Event de-rig: From 20:00 on the event day. Also from 07:00 on the day following the event. Sites to be clear by 12:00 on the day following the event.

We are looking for the following offer (subject to change):

Tech to be replicated on each site.

- Stage sound with mics and band amplification
- Sound around 1x large arena with mic
- Provision of technical support
- Provision of cabins
- Provision of tower lights
- Provision of system to incorporate MP3 music to accompany the fireworks display (TBC)

Situations may arise that could impact on the running of the events, such as weather etc. In these cases, it will be the Council's decision and responsibility to notify suppliers as soon as possible of any alternative arrangements / cancellations.

Remembrance Sunday Service and Parade

Date: Sunday 10th November (Subject to confirmation from the Royal British Legion)

Location: Guildhall Square

Timings: 10:30-12:00

Remembrance Sunday is an annual service and parade held to remember all those from the city who have lost their lives during conflict, whilst representing their country.

The event attracts approximately 500 serving military, reservists, cadets and veterans who take part in the parade. Approximately 4000 local residents attend.

The multi-faith service is led by representatives of local faith groups as well as veterans, cadets and other speakers. A wreath laying ceremony takes place at the WWI and WWII memorials following the service.

Operational Hours:

Pre-Event Set Up: Access to the site will be permitted from 07:00 on the day of the event.

Event Day: 10:30-12:00.

Post-Event de-rig: From 12:30 on the event day. Site to be clear by the end of the event day.

We are looking for the following offer (subject to change):

- 2x stand mics
- Amplification of the choir
- Sound around the Guildhall Square
- Provision of technical support

Situations may arise that could impact on the running of the events, such as weather etc. In these cases, it will be the Council's decision and responsibility to notify suppliers as soon as possible of any alternative arrangements / cancellations.

II.3) Estimated date of publication of contract notice

18 December 2023

Section IV. Procedure

IV.1) Description

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: No