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Tender

Supply and Maintenance of Media Related Services at Sandwell Register Office, Sandwell Valley Crematorium and Rowley Regis Crematorium

Sandwell Metropolitan Borough Council

F02: Contract notice

Notice identifier: 2023/S 000-036539

Procurement identifier (OCID): ocds-h6vhtk-0424f7

Published 12 December 2023, 2:58pm

Section I: Contracting authority

I.1) Name and addresses

Sandwell Metropolitan Borough Council

Sandwell Council House, Freeth Street

Oldbury

B69 3DB

Contact

Michelle Hackwood

Email

michelle_hackwood@sandwell.gov.uk

Country

United Kingdom

NUTS code

UKG37 - Sandwell

Internet address(es)

Main address

www.sandwell.gov.uk

Buyer's address

www.sandwell.gov.uk

I.3) Communication

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

<https://in-tendhost.co.uk/sandwellmbc>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/sandwellmbc>

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

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Supply and Maintenance of Media Related Services at Sandwell Register Office, Sandwell Valley Crematorium and Rowley Regis Crematorium

Reference number

SMBC 23048

II.1.2) Main CPV code

- 50334400 - Communications system maintenance services

II.1.3) Type of contract

Services

II.1.4) Short description

Sandwell Metropolitan Borough Council has a requirement for a supplier of a music database, visual tributes, and a webcasting recording service. This must include internet for live webcasting of wedding ceremonies at Sandwell Register Office and funeral services at Sandwell Valley Crematorium and Rowley Regis Crematorium. In addition, continued ongoing maintenance and licencing of the systems. Any licence required for music should be held by and paid for by the successful supplier. The fulfilment of the contract is dependent upon the supplier's ability to utilise existing media related infrastructure or demonstrate. Potential applicants are required to undertake a site visits to Sandwell Valley, Rowley Regis Crematoriums and Sandwell Register Office to ensure compatibility with the current ICT equipment Installed at all three (3) sites as part of the tender process. Confirmation of compatibility will be required from bidders and essential to submitting a compliant bid.

II.1.5) Estimated total value

Value excluding VAT: £260,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 50334400 - Communications system maintenance services
- 48521000 - Music or sound editing software package
- 48222000 - Web server software package

II.2.3) Place of performance

NUTS codes

- UKG37 - Sandwell

II.2.4) Description of the procurement

Sandwell Metropolitan Borough Council has a requirement for a supplier of a music database, visual tributes, and a webcasting recording service. This must include internet for live webcasting of wedding ceremonies at Sandwell Register Office and funeral services at Sandwell Valley Crematorium and Rowley Regis Crematorium. In addition, continued ongoing maintenance and licencing of the systems. Any licence required for music should be held by and paid for by the successful supplier. The fulfilment of the contract is dependent upon the supplier's ability to utilise existing media related infrastructure or demonstrate. Potential applicants are required to undertake a site visit to Sandwell Valley, Rowley Regis Crematoriums and Sandwell Register Office to ensure compatibility with the current ICT equipment installed at all three (3) sites as part of the tender process. Confirmation of compatibility will be required from bidders and essential to submitting a compliant bid.

II.2.5) Award criteria

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

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

Start date

1 March 2024

End date

29 February 2028

This contract is subject to renewal

Yes

Description of renewals

The contract will be renewed in 4 years

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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

Please refer to ITT Documents

III.1.2) Economic and financial standing

List and brief description of selection criteria

Please refer to ITT Documents

Minimum level(s) of standards possibly required

Please refer to ITT Documents

III.1.3) Technical and professional ability

List and brief description of selection criteria

Please refer to ITT Documents

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

12 January 2024

Local time

3:00pm

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

English

IV.2.7) Conditions for opening of tenders

Date

12 January 2024

Local time

3:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

VI.4) Procedures for review

VI.4.1) Review body

The High Court of England

Royal Court of Justice the Strand

London

WC2A 2LL

Country

United Kingdom