

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/036990-2023>

Tender

## **Production Support Crew & Equipment Hire**

The City of Edinburgh Council

F02: Contract notice

Notice identifier: 2023/S 000-036990

Procurement identifier (OCID): ocds-h6vhtk-042621

Published 15 December 2023, 3:08pm

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

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

The City of Edinburgh Council

Waverley Court, 4 East Market Street

Edinburgh

EH8 8BG

#### **Contact**

Claudine Persaud

#### **Email**

[claudine.persaud@edinburgh.gov.uk](mailto:claudine.persaud@edinburgh.gov.uk)

#### **Telephone**

+44 1314693727

#### **Country**

United Kingdom

**NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

<http://www.edinburgh.gov.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00290](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00290)

**I.3) Communication**

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

<https://www.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.publiccontractsscotland.gov.uk>

**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**

## Production Support Crew & Equipment Hire

Reference number

CT1278

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

- 79952000 - Event services

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

Services

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

The City of Edinburgh Council is seeking to appoint a Framework Agreement of a maximum of 10 multi-disciplinary Suppliers to meet the production needs of live events (mainly concert & conferences etc) at its Cultural Venues.

### **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
- 79952100 - Cultural event organisation services
- 92312110 - Theatrical producer entertainment services
- 92300000 - Entertainment services

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

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

Edinburgh.

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

The Council is seeking to appoint a Framework of a maximum of 10 multi-disciplinary Suppliers. An open procurement process will be followed where by the Single Procurement Document (SPD) will be utilised to identify suitable Tenderers in terms of compliance with the Public Contracts (Scotland) Regulations 2015 and/or the Procurement (Scotland) Regulations 2016/PR(S)A14 and the minimum standards and any other requirements set out in the Tender documents & Contract Notice. Thereafter an Award Criteria and Pricing evaluation will be undertaken to select the tenders which represent the best overall value for money.

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

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

It is the intention of the Council that any Contract resulting from this ITT will be for a period of two years with the option to extend for up to a further two 12 month periods, undertaken at the sole discretion of the Council.

#### **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.1.2) Economic and financial standing**

List and brief description of selection criteria

SPD Part IV: Selection criteria - B: Economic and financial standing – Question 4B.1a - Tenderers must provide their “general” annual turnover for the last two financial years in response to this question.

SPD Part IV: Selection criteria - B: Economic and financial standing – Question 4B.5b & c - Tenderers are required to hold, or commit to obtaining prior to the commencement of any subsequently awarded contract, the specified types and levels of insurance.

SPD Part IV: Selection criteria - B: Economic and financial standing – Question 4B.6 - Tenderers must provide their Current ratio for Current Year & the Prior year.

Minimum level(s) of standards possibly required

SPD Part IV: Selection criteria - B: Economic and financial standing – Question 4B.1a - Tenderers are required to have a minimum “general” annual turnover of GBP 60000 for the last two financial years. Where a Tenderer does not have an annual turnover of this value, the Council may exclude the Tenderer from the competition or may apply discretion seeking supporting evidence to determine the Tenderer’s suitability to proceed in the competition.

SPD Part IV: Selection criteria - B: Economic and financial standing – Question 4B.5b & c - Tenderers are required to hold, or commit to obtaining prior to the commencement of any subsequently awarded contract, the following types and levels of insurance - Employers (Compulsory) Liability Insurance – GBP 5000000 & Public Liability Insurance – GBP 5000000

Tenderers are required to indicate their compliance in response to this question. Where a Tenderer does not hold or commit to obtaining the types and levels of insurance indicated, the Council may exclude the Tenderer from the competition.

SPD Part IV: Selection criteria - B: Economic and financial standing – Question 4B.6 - The formula for calculating a Tenderer’s current ratio is current assets divided by current liabilities. The acceptable range for each financial ratio is greater than 1.10. Where a Tenderer’s current ratio is less than the acceptable value, the Council may exclude the Tenderer from the competition or may apply discretion seeking supporting evidence to determine the Tenderer’s suitability to proceed in the competition.

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

List and brief description of selection criteria

SPD Part IV: Selection criteria - C: Technical and Professional Ability – Question 4C.1.2 - Expertise, capability and capacity - Tenderers are required to demonstrate that they have the expertise, capability and capacity required to deliver the specified services, i.e. the supply of (1) Temporary Labour - Skilled – Technical Production Support (2) Temporary Labour - Non Skilled - Production Support and (3) Production Equipment for Hire.

SPD Part IV: Selection criteria - C: Technical and Professional Ability – Question 4C.3a – Compliance with Mandatory Requirements - Tenderers required to confirm that they are compliant with the Mandatory Requirements detailed in section 1.5 & 1.6 of the Specification as follows:

- Considering that the majority of service requirements are multi-disciplinary, and to ensure full service coverage, it is a mandatory requirement that Framework Suppliers supply at least two elements in each of the three categories detailed in section 1.1 of the Specification.
- Considering that the requirement for service provision (labour & equipment hire) regularly arises on an ad-hoc and/or short-notice basis, it is a mandatory requirement that Framework Suppliers are able to offer service provision within a 2-hour window of request.

SPD Part IV: Selection criteria - C: Technical and Professional Ability – Question 4C.4 - Inclusion of prompt payment clause - Tenderers are required to confirm that they will include the standard clause in all contracts used in the delivery of the framework agreement, ensuring payment of sub-contractors at all stages of the supply chain within 30 days and include a point of contact for sub-contractors to refer to in the case of payment difficulties.

SPD Part IV: Selection criteria - D: Quality Assurance – Question 4D.1 - Payment of the Real Living Wage - Tenderers are required to confirm that they will pay any staff that are directly involved in the delivery of the framework agreement (including any agency or sub-contractor staff), at least the Real Living Wage.

Minimum level(s) of standards possibly required

SPD Part IV: Selection criteria - C: Technical and Professional Ability – Question 4C.1.2 - Expertise, capability and capacity - To demonstrate compliance Tenderers must provide two examples of the delivery of similar contracts to the specified services, delivered during the last three years. Where a Tenderer does not demonstrate compliance to the Council's satisfaction, the Council may exclude the Tenderer from the competition.

SPD Part IV: Selection criteria - C: Technical and Professional Ability – Question 4C.3a – Compliance with Mandatory Requirements - Where a Tenderer does not demonstrate compliance to the Council's satisfaction, the Council may exclude the Tenderer from the competition.

SPD Part IV: Selection criteria - C: Technical and Professional Ability – Question 4C.4 - Inclusion of prompt payment clause - Where a Tenderer does not commit to the inclusion of a prompt payment clause, the Council may exclude the Tenderer from the competition.

SPD Part IV: Selection criteria - D: Quality Assurance – Question 4D.1 - Payment of the Real Living Wage - Where a Tenderer does not commit to pay any staff that at least the Real Living Wage, the Council may exclude the Tenderer from the competition.

---

## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 10

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

The procurement is covered by the Government Procurement Agreement: No

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

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

8 February 2024

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

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

Date

8 February 2024

Local time

12:30pm



---

## Section VI. Complementary information

### VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: It is envisaged that the contract opportunity will be advertised in the final quarter of 2025 if the extension options are not undertaken, otherwise, in the final quarter of 2026 or the final quarter of 2027.

### 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

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

[https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=753436](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=753436).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

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:

Suppliers appointed to the Framework will be required to deliver the following Community Benefit:

- each Framework Supplier will rebate 1% of contract spend annually to be utilised to deliver a Community Benefit agreed between the Supplier and the Council (e.g. donation to Back to School Bank - A charity which aims is to provide a School Uniform for children who need help getting a new school uniform as a result of poverty in Edinburgh).

(SC Ref:753436)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=753436](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=753436)

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

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

Edinburgh Sheriff Court

Sheriff Court House, 27 Chambers Street,

Edinburgh

EH1 1LB

Country

United Kingdom

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

Precise information on deadline(s) for review procedures

An economic operator that suffers or risks suffering loss or damage attributable to a breach of duty under Public Contracts (Scotland) Regulations 2015 may bring proceedings in the Sheriff Court or Court of Session. A claim for an ineffectiveness order must be made within 30 days of the Contract Award Notice being published in the Find a Tender Service /OJEU or within 30 days of the date those who expressed an interest in or otherwise bid for the contract were informed of the conclusion of the contract or in any other case within 6 months from the date on which the contract was entered into.