



**Knutsford Town Council  
Tender for:**

# **Supply of Christmas Market and Christmas Light Switch On Event Equipment**

**Issued 22nd April 2019**

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## Introduction

The Town Council holds a successful two-day Christmas Market along Princess Street, Knutsford. This is combined with the switching on of the Christmas Lights. This tender is for the provision of event equipment to support these events on a three-year basis.

The dates of the events are as follows:

- 2019 Saturday 30<sup>th</sup> November and Sunday 1<sup>st</sup> December
- 2020 Saturday 28<sup>th</sup> November and Sunday 29<sup>th</sup> November (provisional)
- 2021 Saturday 27<sup>th</sup> and Sunday 28<sup>th</sup> November (provisional)

The Christmas Market is held along Princess Street in gazebos. All stalls must come down overnight and be re-erected on the Sunday morning. The timing for the market is 12 noon to 7pm Saturday and 11am to 4pm Sunday.

If you have any queries in relation to this tender please contact Lisa Benskin – [lisa.benskin@knutsfordtowncouncil.gov.uk](mailto:lisa.benskin@knutsfordtowncouncil.gov.uk) or 01565 653 929.

## Requirements

The following is required for the Market:

- Approx. 34 no. 6m x 3m gazebos (inc. any necessary weights)
- Approx. 6 no. 3m x 3m gazebos (inc. any necessary weights)
- 6ft Trestle Tables (approximately 150)
- Approx. 8 Table and Bench sets for food area
- Electricity supply for approx. 10 stalls (grouped together)
- White LED Festoon Lighting to the front of each stall (i.e. both sides of the gazebo)
- Spot/festoon lighting for hot food area
- Electricity supply for hot food area (approximately 8 stalls grouped together)
- Provision of walkie-talkies for event staff and council staff (5)
- Approx. 3 no. wireless PA systems to play festive music throughout the market
- Member of staff to undertake litter picks throughout the event and empty bins

The following is required for the Switch On:

- Stage Hire – approx. 8m x 6m covered stage
- Approx. 48 no. crowd barriers (to form a reindeer pen in two locations and to create a stage area)
- Provision of approx. 25 no. seats for disabled viewers of the entertainment
- Sound system inc. microphones etc for stage users and lighting
- Any other added value to make the switch on special/memorable

The tender is to include a full service for the provision, erection, dismantling and on-day support for the required provision. The tender shall also include all any required generators to provide the electricity to power the stage, lighting and electricity hook-up.

Costs should be provided for both petrol/diesel and battery powered generators as options.

## Tender Submission

Tenders must be submitted in hard copy by ordinary post. Tenders shall comprise one paper copy of all information and a digital submission contained on either a USB stick or CD. The tender pack will be sealed so as to prevent the contents becoming known. The packs shall not have any external means of identifying a potential supplier.

The envelope must be addressed to:

The Town Clerk  
Christmas Events Tender  
Knutsford Town Council  
Council Offices, Toft Road, Knutsford, WA16 6TA

**NB:** Tenderers must disclose, as part of their submission, if they are known to any Member or Officer of Knutsford Town Council and the nature of that relationship. Failure to do so may result in disqualification from the process.

## Tender Detail

Tenderers should provide per unit costs for each requirement. This is to allow the Town Council to procure flexibly e.g. to have different numbers of gazebos or tables on different days/years at a fixed unit price. This should specify if this cost is per day or per weekend.

Tenderers should include photographs and a technical specification of the proposed staging.

Tenderers which have not supplied services to the Town Council in the past 36 months must provide two references for their services and provide an introduction to their company and services provided.

Tenderers should provide information on any additional added-value services/provision not specified in the requirements that they believe would add value to the event.

## Tender Timeframe

22<sup>nd</sup> April 2019

30<sup>th</sup> May 2019

Issue of tender

Deadline for submission of tenders

## Evaluation Procedure

Submitted tenders shall be scored as follows:

- 1) **Price** most competitively priced tender shall score ten points, second lowest nine points and so on until zero is reached when all remaining tenders shall score zero.
- 2) **Locality** Companies based in Knutsford (parish) shall score an additional two points; companies based in Cheshire shall score an additional one point.
- 3) **Perceived quality of service** – the highest perceived quality of service shall score ten points, second highest nine points and so on until zero is reached when all remaining tenders shall score zero
- 4) **Added Value** – the most competitively priced / best added value shall score five points, second best four points and so on until zero is reached when all remaining tenders shall score zero.
- 5) **Experience** – Experience in similar events and satisfactory references shall score a maximum of five points.

Subject to contract the tender will be awarded to the supplier scoring the highest number of points.

The Council reserves the right not to award the contract.