

**Tender – Rapid Procurement Process for Small Scale Requirements**

Conservatoire Theatrical Lighting Package

The University of Chichester

**Latest date for Return – 02/03/2023 12:00 (GMT)**

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1. Introduction and general background
   1. Purpose of this tender document

The purpose of this tender is to enable suppliers to demonstrate expertise and compliance with the University’s requirements, and to enable the University to assess the most economically advantageous solutions to its requirements, using the prescribed tendering methodology for requirements of this size and nature.

* 1. Background to this tender

The University of Chichester Conservatoire is seeking to increase its stock of intelligent theatrical lights, enabling us to further support our ever-increasing number of productions, and events.

Our fixtures see heavy use during semester time, with events/shows taking place every week. These productions vary from musical theatre and staged concerts to traditional classical concerts and jazz nights. These events take place on a range of sites, from our small on-site studio theatre/chapel through to medium and large-scale venues across the south coast. Some of these venues include The Regis Centre (Bognor Regis), Portsmouth Guildhall, New Theatre Royal (Portsmouth), Minerva Theatre (Chichester Festival Theatre) and Connaught Theatre (Worthing). Due to the amount these fixtures move between different venues, wheeled flightcases are essential for every item.

Our current stock of fixtures is: 19x ETC Lustr+ Series I, 4x ETC Desire D40, 6x Robe Robin 300, 3x SGM P5 & 2x Martin Era Performance 400 CLD. We are wishing to use this tender to increase our current stock of moving fixtures but also slowly replace our outdated static profiles. The power standard we use currently is 16a and PowerCON, with the only exception being our Martin Era’s that use TrueCON.

* 1. High level requirements

We are wanting to increase the number of intelligent fixtures we have at our disposal, particularly moving profiles that are shuttered (x2) and shutterless (x4) but also LED Batons (as many that can fit within budget). The specifications for the fixtures include:

|  |  |
| --- | --- |
| **Moving Profiles** | **LED Batons** |
| 17,000 to 20,000 lumens  6° to 53° beam aperture  <25.0 kg per unit  ~540° pan, ~260° tilt  550W max power consumption  7000K colour temperature  CMY colour mixing  Shutter blades (shuttered fixture only)  Indexable gobo wheel with rotation | 10/20 RGBW LEDs  ~2000 lumens  Pixel-mapping capability  5° to 50° zoom  ~200° of controllable tilt  0.5m/1.0m wide  <10kg per unit  250W max power consumption  2000k – 10,000k colour temperature  Ability to attach various light filters |

Each fixture will need to be supplied with a wheeled flightcased (individually or in dual cases) and include rated flying hardware, rated safety cables and power adapters that will allow us to connect these fixtures to both 16a and PowerCON.

* 1. The bidding process

Whether through our tendering advertisements, or where we have contacted you directly to ask for a quotation, we ask that you contact us only through the email account [tenders@chi.ac.uk](mailto:tenders@chi.ac.uk). This includes for your submission, and any questions you may have. We are obliged by the Public Contacts Act (2015) and by our own financial regulations to undertake a competitive process. In this case the perceived value of the tender, process requires us to obtain 3 quotations. To help us assess quotations we have added a questionnaire, and ask that you complete this to help us understand the value your company can achieve.

We have allowed 5 weeks for the return of quotations, and have set a closing date and time of 12:00 on 2nd of March 2023. Submission is through [tenders@chi.ac.uk](mailto:tenders@chi.ac.uk)

* 1. Seeking clarification

For all queries please contact us by email [tenders@chi.ac.uk](mailto:tenders@chi.ac.uk). Please note that during the tender period you should not contact University staff directly, as this might be considered canvassing, and in which case the University might need to exclude your organisation from the tender process.

Please note that dependent upon the nature of the enquiry, and in so much as it does not identify your organisation, the answers to any questions you raise may be circulated to all suppliers who have expressed interest in this tender.

* 1. Procurement timetable

The procurement project is working to the following timescale:

|  |  |
| --- | --- |
| Stage | Key Dates |
| Publication of Tender Notice | 25th January 2023 |
| Closing Date for submission | 2nd March 2023 |
| Clarifications | 9th March 2023 |
| Award | Appointment Notice + 10 Days |

* 1. Submission details

You are welcome to notify the University with your ‘Expression of Interest’ but please do send your completed submission (including a completed version of this document) to the University by the closing date (12:00 2nd March 2023), to [tenders@chi.ac.uk](mailto:tenders@chi.ac.uk).

* 1. The assessment process

The University awards contracts on the basis of most economically advantageous tender, (quote) assuming that there is nothing that excludes the tenderer. All documents submitted are assessed by a panel to ensure fairness and understanding. The panel reviews the quotation for;

|  |  |  |  |
| --- | --- | --- | --- |
| Section Number | Criteria | Maximum Marks Available | Maximum Weighting Available |
| 1.1 | Costs & Equipment Specification | 20 | 40% |
| 1.2 | Organisational experience and capability | 20 | 35% |
| 1.3 | Compliance with the Social Value Model\* | 5 | 10% |
| 1.4 | Added value | 10 | 15% |
| 1.5 | Exclusion grounds \*see ([link](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/558520/PPN_8_16_StandardSQ_Template_v3.pdf)) | 5 | Pass / Fail |
| Total | | 60 | 100% |

* Within your proposal, please draw attention to your environmental sustainability policies and the activities you take in minimising climate damage, including for example energy minimisation.
  1. Confidentiality and Freedom of Information

All tendering documentation and correspondence are treated as strictly confidential. However, the University is subject to UK Data Protection Legislation, and the Freedom of Information Act 2000. This means that the University can be asked to disclose procurement and contracting information. Please indicate any areas of your submission that you consider should be exempted from any disclosure requests and identify why they should not be disclosed.

* 1. The template for your bid/quote

We have set out a template below, and ask that you use this to help us understand your bid, in a way that allows us to compare its benefits against others. This anticipates question we / you may have.

You are welcome to submit other information, but please do help us by identifying what you can do, in relation to our requirements, and do please answer the questions below where it is possible to do so.

We have deliberately avoided overloading the quotations process with the rigors of (for example) the Crown Commercial Service’s ‘reason for exclusion’, but please note there are a number of requirements we have to have before finalising any subsequent contracts. These range from the ownership of the companies we work with, to environmental sustainability and key questions such as your policies and approach to Modern Slavery and equal opportunity.

1. Questions

There is no limit to word count for the questions, but please bear in mind the need for clarity etc.

5 marks are available for each question and are weighted accordingly as per the table in 0.8.

* 1. Costs and Equipment Specification

|  |  |
| --- | --- |
| 1 | Please list a shuttered profile fixture you feel best matches our requirements and budget. State any features which may not fit within our specification but may still be suitable. |
|  | |

|  |  |
| --- | --- |
| 2 | Please list a shutterless profile fixture you feel best matches our requirements and budget. State any features which may not fit within our specification but may still be suitable. |
|  | |

|  |  |
| --- | --- |
| 3 | Please list an LED baton you feel best matches our requirements and budget. State any features which may not fit within our specification but may still be suitable. |
|  | |

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| --- | --- |
| 4 | Please provide the full cost of each fixture (including flightcasing, flying hardware, rated safety equipment and necessary power adapters) and the total number of each fixture that can be obtained within our budget. |
| Please use the pricing schedule template in Appendix 2 | |

* 1. Organisational experience and capability

|  |  |
| --- | --- |
| 5 | Please describe any previous projects similar to this which you have been involved with. |
|  | |

|  |  |
| --- | --- |
| 6 | Please describe any previous work done within a higher education setting. |
|  | |

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| --- | --- |
| 7 | Please describe any official partnerships/supplier agreements you have with industry manufacturers. |
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|  |  |
| --- | --- |
| 8 | Please specify whether you will be sourcing the equipment from a supplier or directly from the manufacturer. What timeframe can you guarantee the equipment will be delivered to us. |
|  | |

* 1. Compliance with the Social Value Model

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| --- | --- |
| 9 | Please tell us something about you and your organisation, for example in relation to the social value model. (Shown in Appendix 1) |
|  | |

* 1. Added value

|  |  |
| --- | --- |
| 10 | Please describe what support you will be able to provide post-delivery of the equipment and for how long. |
|  | |

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| --- | --- |
| 11 | Please describe any add-ons which can be provided. |
|  | |

* 1. Exclusions Grounds

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| --- | --- |
| 12 | Please confirm that you would be happy to supply the necessary information and that there would not any reasons why you would be excluded under the Crown Commercial Services’ Standard Selection Questionnaire, (details of which can be found at the following link ([CSSSQ](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/558520/PPN_8_16_StandardSQ_Template_v3.pdf))) |
|  | |

1. The technical requirements

To comply with the Public Contracts Regulations 2015 and our own financial regulations, before it makes any final decisions, the University is required to ensure that any supplier meets the standards set out in the Crown Commercial Services’ Standard Selection Questionnaire. In addition to ensuring suitability and value the University will only award, where it is assured that any partner or supplier y fully supports the Modern Slavery Act and actively incorporates the various aspects of the Social Value Model into its ways of working.

Please note that during the contacting phase of this procurement, we will ask short-listed candidates questions from the Crown Commercial Services’ Standard Selection Questionnaire about;

* The status and formation of your company
* The ownership of your company, and any exclusion grounds (for example convictions)
* Any sub-contractors that you might use
* Economic and financial standing
* Technical and professional ability (potentially to access references of relevant existing customers)
* Compliance with statutory obligations (Modern Slavery Act)
* Liabilities Insurance

How your company supports the Social Value Model (including recovering from Covid 19, tackling inequality, fighting climate change, equal opportunity and wellbeing). Principles of the SVM are described in **Appendix 1**

Appendix 1: Social Value Model: Model Award Criteria

|  |  |  |
| --- | --- | --- |
| SVM Theme | SVM Policy Outcome | SVM Model Award Criteria |
| COVID-19 Recovery | Help local communities to manage and recover from the impact of COVID-19 | Effective measures to deliver any/all of the following benefits through the contract:   * Creation of employment, re-training and other return to work opportunities for those left unemployed by COVID-19, particularly new opportunities in high growth sectors. * Support for people and communities to manage and recover from the impacts of COVID-19, including those worst affected or who are shielding. * Support for organisations and businesses to manage and recover from the impacts of COVID-19, including where new ways of working are needed to deliver services. * Support for the physical and mental health of people affected by COVID-19, including reducing the demand on health and care services. * Improvements to workplace conditions that support the COVID-19 recovery effort including effective social distancing, remote working, and sustainable travel solutions. |
| Tackling economic inequality | Create new businesses, new jobs and new skills[[1]](#footnote-2) | Effective measures to deliver any/all of the following benefits through the contract:   * Create opportunities for entrepreneurship and help new organisations to grow, supporting economic growth and business creation. * Create employment and training opportunities particularly for those who face barriers to employment and/or who are located in deprived areas, and for people in industries with known skills shortages or in high growth sectors. * Support educational attainment relevant to the contract, including training schemes that address skills gaps and result in recognised qualifications. |
| Increase supply chain resilience and capacity | Effective measures to deliver any/all of the following benefits through the contract:   * Create a diverse supply chain to deliver the contract including new businesses and entrepreneurs, start-ups, SMEs, VCSEs and mutuals. * Support innovation and disruptive technologies throughout the supply chain to deliver lower cost and/or higher quality goods and services. * Support the development of scalable and future-proofed new methods to modernise delivery and increase productivity. * Demonstrate collaboration throughout the supply chain, and a fair and responsible approach to working with supply chain partners in delivery of the contract. * Demonstrate action to identify and manage cyber security risks in the delivery of the contract including in the supply chain |
| Fighting Climate Change | Effective stewardship of the environment | Effective measures to deliver any/all of the following benefits through the contract:   * Deliver additional environmental benefits in the performance of the contract including working towards net zero greenhouse gas emissions. * Influence staff, suppliers, customers and communities through the delivery of the contract to support environmental protection and improvement. |
| Equal opportunity | Reduce the disability employment gap | Effective measures to deliver any/all of the following benefits through the contract:   * Demonstrate action to increase the representation of disabled people in the contract workforce. * Support disabled people in developing new skills relevant to the contract, including through training schemes that result in recognised qualifications. |
| Tackle workforce inequality | Effective measures to deliver any/all of the following benefits through the contract:   * Demonstrate action to identify and tackle inequality in employment, skills and pay in the contract workforce. * Support in-work progression to help people, including those from disadvantaged or minority groups, to move into higher paid work by developing new skills relevant to the contract. * Demonstrate action to identify and manage the risks of modern slavery in the delivery of the contract, including in the supply chain. |
| Wellbeing | Improve health and wellbeing | Effective measures to deliver any/all of the following benefits through the contract:   * Demonstrate action to support health and wellbeing, including physical and mental health, in the contract workforce. * Influence staff, suppliers, customers and communities through the delivery of the contract to support health and wellbeing, including physical and mental health. |
| Improve community integration | Effective measures to deliver any/all of the following benefits through the contract:   * Demonstrate collaboration with users and communities in the co-design and delivery of the contract to support strong integrated communities. * Influence staff, suppliers, customers and communities through the delivery of the contract to support strong, integrated communities. |

Appendix 2: Pricing Schedule

|  |  |  |
| --- | --- | --- |
| **Pricing Schedule** | | |
| **Item** | **Quantity** | **Price** |
| **Shuttered Moving Profile** |  | £XXXX |
| **Flight Case (wheeled)** |  | £XXXX |
| **Safety Cable** |  | £XXXX |
| **Flying Hardware + G Clamp(s)** |  | £XXXX |
| **Power Adapter (16a to unit connector)** |  | £XXXX |
| **Power Adapter (PowerCON to unit connector)** |  | £XXXX |
|  |  |  |
| **Shutterless Moving Profile** |  | £XXXX |
| **Flight Case (wheeled)** |  | £XXXX |
| **Safety Cable** |  | £XXXX |
| **Flying Hardware + G Clamp(s)** |  | £XXXX |
| **Power Adapter (16a to unit connector)** |  | £XXXX |
| **Power Adapter (PowerCON to unit connector)** |  | £XXXX |
|  |  |  |
| **LED Baton** |  | £XXXX |
| **Flight Case (wheeled)** |  | £XXXX |
| **Safety Cable** |  | £XXXX |
| **Flying Hardware + G Clamp(s)** |  | £XXXX |
| **Power Adapter (16a to unit connector)** |  | £XXXX |
| **Power Adapter (PowerCON to unit connector)** |  | £XXXX |
|  |  |  |
| **Warranty** |  | £XXXX |
| **Delivery Charges** |  | £XXXX |
|  |  |  |
|  |  |  |
| *Add additional costs as appropriate* |  | £XXXX |
| **Subtotal** |  | £XXXX |
| **VAT** |  | £XXXX |
| **Total** |  | **£XXXX** |

1. The University will welcome the opportunity to develop degree apprenticeships, internships and placements, Continuous Professional Development, as well as collaborative programmes and career pathways with suppliers. [↑](#footnote-ref-2)