

UK-London: Event services
OJ S 104/2013 31/05/2013
Contract notice – utilities
Services

Directive 2004/17/EC

Section I: Contracting entity

I.1. Name and addresses

Official name: Crossrail Limited
Postal address: 25 Canada Square
Town: London
Postal code: E14 5LQ
Country: United Kingdom
For the attention of: Catherine Pope
E-mail: catherinepope@crossrail.co.uk
Telephone: +44 2032299100

Internet address(es):

General address of the contracting entity: www.crossrail.co.uk
Address of the buyer profile: <https://crossrail.bravosolution.co.uk>

Additional information can be obtained from:

the abovementioned address

Specifications and additional documents (including documents for a dynamic purchasing system) can be obtained from: the abovementioned address

Tenders or requests to participate must be submitted: the abovementioned address

I.2. Main activity

Railway services

I.3. Contract award on behalf of other contracting entities

Section II: Object of the contract

II.1. Description

II.1.1. Title attributed to the contract by the contracting entity

X4008 Event Management Services

II.1.2. Type of contract and place of performance or delivery

Services

Service category No 27: Other services

NUTS code UKI1 Inner London

II.1.3. Information about a framework agreement or a dynamic purchasing system

The notice involves a public contract

II.1.4. Information about framework agreement

II.1.5. Short description of the contract or purchase(s)

CRL is a wholly owned subsidiary of Transport for London and will act as the delivery agent for the implementation of the Crossrail Project as authorised by the Crossrail Act (2008). Under

the Act, CRL have been delegated the powers to obtain the necessary consents and to build a new passenger railway connecting London City, Canary Wharf, the West End and Heathrow Airport to areas east and west of London.

This notice is for X4008 Event Management services to support Crossrail's Communications Strategy and to help deliver outstanding, inspirational, creative and memorable events that support the campaign themes and major construction milestones throughout the Crossrail project as part of the communication strategy., further information for which is provided elsewhere in this notice.

II.1.6. CPV code(s)

79952000 Event services

II.1.7. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: yes

II.1.8. Information about lots

This contract is divided into lots: no

II.1.9. Information about variants

Variants will be accepted: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

The scope of the work is expected to include:-

Provision from a dedicated team of at least 3 professionals, to help deliver events that support the campaign themes and major construction milestones throughout the Crossrail project as part of the communication strategy. The supplier is required to deliver a variety of services in relation to the events. This may include project managing events, overseen by the Crossrail Project Manager from conception to completion with guidance from the Marketing Communications team once the brief and expenditure has been conveyed.

The supplier would also be required to help deliver events within agreed budgets or at best possible costs to meet the needs of Crossrail in terms of quality, time, location and operating stability.

The supplier would also be required to hire equipment and staff/talent to set-up, de-rig and work during an event on Crossrail's sites or external venues. Management of guests, prior to and during the event will be required.

Equipment may include;

- Staging and viewing platforms
- Props
- Audio Visual, sound and lighting
- Marquees
- Barriers
- Portable toilets
- Installation of signage including vinyl banners, podium banners etc
- Catering
- Event security
- Lighting
- Sourcing of Venues
- Event planning, meet and greet.

Talent/staff may include but not limited to;

- Planning and proposal team

- Set-up and de-rig crew including deliveries
- AV technician (prior to and during event)
- Staff will need to be experienced in dealing with media and film
- Serving staff
- Staff will need to be experienced in dealing with corporate communications departments
- Stage management crew (for larger scale events)
- Security staff
- Guest management staff (includes invitation mail out, RSVP management, follow up calls and guest registration on event day)
- Cloakroom staff
- Runners (event day)

The supplier must have at least 3 years experience of working with large corporate organisations with high public interest profiles, for corporate (events held by corporations for staff, stakeholders or clients) and trade events(promotional event at which goods and services in a specific industry are exhibited and demonstrated) predominately within Greater London. The supplier must be MUTAmarq accredited or actively working towards accreditation /membership – MUTAmarq is the UK trade association for temporary structures, or equivalent. This applies to any subcontractor used to provide temporary structures.

In accordance with Regulation 17 (1) (f) of the Utilities Contracts Regulations 2006, Crossrail Limited may require the successful economic operator to carry out additional work or provide additional services which through unforeseen circumstances become necessary and cannot for technical or economic reasons be carried out separately from the original contract or could be carried out separately but are strictly necessary to the later stages of the performance of the contract. In accordance with Regulation 17(1) (g) of the Utilities Regulations 2006, Crossrail Limited may require the successful economic operator to carry out new works which are a repetition of the work carried out under the original contract. Further information will be provided in the invitation to negotiate document.

II.2.2. Information about options

II.2.3. Information about renewals

II.3. Duration of the contract or time limit for completion

Duration in months: 60 (from the award of the contract)

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

Performance bonds and, where applicable, parent company guarantees.

III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them

III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded

Refer to the pre-qualification documentation.

III.1.4. Contract performance conditions

The performance of the contract is subject to particular conditions: yes

Description of particular conditions: Refer to the pre-qualification documentation.

III.2. Conditions for participation

III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions: Refer to the pre-qualification documentation.

III.2.2. Economic and financial ability

List and brief description of conditions: Refer to the pre-qualification documentation.

III.2.3. Technical and professional ability

List and brief description of conditions: Refer to the pre-qualification documentation.

III.2.4. Information about reserved contracts

III.3. Conditions specific to services contracts

III.3.1. Information about a particular profession

Execution of the service is reserved to a particular profession: no

III.3.2. Information about staff responsible for the performance of the contract

Section IV: Procedure

IV.1. Type of procedure

IV.1.1. Type of procedure

Negotiated

Some candidates have already been selected (if appropriate under certain types of negotiated procedures): no

IV.2. Award criteria

IV.2.1. Award criteria

The most economically advantageous tender in terms of the criteria stated in the specifications or in the invitation to tender or to negotiate

IV.2.2. Information about electronic auction

An electronic auction will be used: no

IV.3. Administrative information

IV.3.1. File reference number attributed by the contracting entity

X4008.

IV.3.2. Previous publication concerning this procedure

no

IV.3.3. Conditions for obtaining specifications and additional documents

(except for a DPS)

Time limit for receipt of requests for documents or for accessing documents: ..

IV.3.4. Time limit for receipt of tenders or requests to participate

19.6.2013 - 12:00

IV.3.5. Languages in which tenders or requests to participate may be submitted

English.

IV.3.6. Minimum time frame during which the tenderer must maintain the tender

IV.3.7. Conditions for opening of tenders

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.2. Information about European Union funds

The procurement is related to a project and/or programme financed by European Union funds:
no

VI.3. Additional information

Economic operators shall note the following:

All economic operators must complete the prequalification questionnaire on the Crossrail eSourcing Portal.

All economic operators are required to express an interest by registering on the Crossrail eSourcing Portal(www.crossrail.bravosolution.co.uk). Registering is only required once.

Registering: Economic operators should browse to the eSourcing Portal and complete the following:

- a) Click the 'Click here to register' link.
- b) Accept the terms and conditions and click 'continue'.
- c) Enter your business and user details.
- d) Note the username you use and click 'Save' when complete.
- e) You will then receive an e-mail with your unique password.

Access to the prequalification questionnaire and information pack (PQQ):

- a) Login to the Crossrail eSourcing Portal with your unique Username and password.
- b) Click on the 'PQQs Open to All Suppliers' link.
- c) Click on the relevant titled Pre-qualification item.
- d) Click the 'Express Interest' button in the 'Actions' box on the left hand side of the page (this will move the prequalification pack into the applicants 'My PQQ' box). This is a secure area for projects only.
- e) Click on the PQQ code. The applicant can now access any attachments by clicking the 'Settings and Buyer Attachments' in the Actions box.
- f) Download the documents relating to the prequalification questionnaire. Click 'Attachments' on the left hand side. The number in brackets refers to number of documents that need to be downloaded. Click on the bold and underlined filename. Select 'Save' and store on your PC.

Responding to the prequalification questionnaire:

- a) The economic operators must now choose 'Reply' or 'reject' (please give a reason if rejecting).
- b) Economic operators can now use the messages functions to communicate with Crossrail and seek clarification.
- c) Please note the deadline for completion, this is a precise time and the eSourcingportal will reject the economic operators prequalification questionnaire if it is submitted after this time.
- d) Economic operators should click 'Publish' when they wish to submit the final completed prequalification questionnaire. Please note that there is detailed onlinehelp.

For further assistance contact the BravoSolution helpdesk which is available Monday to Friday (8am to 6pm) BST on

- a) email – help@bravosolution.co.uk or

b) telephone –0800 368 4850, or outside UK +44 (0)20 3349 6601.

Economic operators must inform CRL that they are interested in the contract by complying with the requirements of the prequalification questionnaire available to parties registering to the Crossrail eSourcing Portal, as above. CRL will use the information provided to select economic operators to be invited to tender for the contract. A response to this notice does not guarantee that an economic operator will be invited to tender. The award process may be terminated or suspended at any time without cost or liability to CRL. CRL does not bind itself to enter into any contract arising out of the procedures envisaged by this notice. No contractual rights express or implied arise out of this notice or the procedures envisaged by it. Any contract let by CRL may contain provision that the contract may be extended at CRL's discretion. CRL reserves the right to vary its requirements and the procedure relating to the conduct of the award process. CRL reserves the right to disqualify any economic operator who: provides information or confirmations which later prove to be untrue or incorrect; does not supply the information required by this notice or by the prequalification questionnaire and information pack, or as otherwise required by CRL during the award process; or fulfils any one or more of the criteria detailed in Regulation 26 of the UK Utilities Contracts Regulations 2006 (as amended).

CRL reserves the right to require the submission of any additional, supplementary or clarification information as it may, in its absolute discretion, consider appropriate.

CRL embraces diversity and welcomes applications from all suitably skilled suppliers of all sizes who can meet the requirements, regardless of gender, ethnicity, sexual orientation, faith, disability or age of supplier workforce and/or ownership. CRL will actively promote green procurement throughout its supply chain and welcomes

applications from suppliers committed to the principles of reducing, reusing and recycling resources and to the practices of buying recycled. CRL strongly supports and implements the Greater London Authority (GLA) Responsible Procurement Policy, details of which may be found at: <http://www.london.gov.uk/rp/policy/>.

Further details as to the application of Responsible Procurement to this procurement may be set out in the prequalification and tender documents.

Economic operators selected to tender for the contract may submit offers which contain variants on the requirements specified in the contract documents. The minimum requirements to be met by the variants, and any specific requirements for the presentation of an offer which contains variants, will be set out in the specifications which will be part of the contract documents issued at tender stage.

VI.4. Procedures for review

VI.4.1. Review body

VI.4.2. Review procedure

VI.4.3. Service from which information about the review procedure may be obtained

VI.5. Date of dispatch of this notice

29.5.2013