**INVITATION TO TENDER (ITT)**

**Contract for Pantomime Entertainment**

**and Related Services.**

**The contract includes pre-sale marketing for 2018/19 season and includes Pantomime seasons 2018/2019, 2019/20 and 12 month optional extension for season 2020/21**

**DN313675**

**Closing date for submission of e-Tenders:**

**1200 NOON, Friday 26th January 2018**

to be returned electronically by upload to the Council's e-tendering module "Pro-Contract" hosted on the South East Business Portal (SEBP)

**PLEASE FOLLOW THE LINK PROVIDED ON THE INVITATION TO TENDER ISSUED VIA THE SOUTH EAST BUSINESS PORTAL (SEBP) IN ALL CORRESPONDENCE RELATED TO THIS CONTRACT OPPORTUNITY**

**Fareham Borough Council**

**INVITATION TO TENDER (ITT) FOR THE SUPPLY OF:**

**Pantomime Entertainment and Related Services**

1. **INTRODUCTION**

This electronic Invitation to Tender (ITT) is issued by Fareham Borough Council (the ‘Council’) using the open procedure. All suppliers expressing interest in this tender must submit a genuine and compliant proposal for the Council’s consideration.

The Council has a requirement for the following; **Pantomime Entertainment Service**.

The Pantomime entertainment service will be supplied in entirety and in full compliance with Fareham Borough Council’s written Specification contained herein **(See Appendix B).** The term' Promoter'isreferredtoin this documentasthe'Supplier').

**Background**

Ferneham Hall was opened in 1982 since when it has been operated by Fareham Borough Council as a multi-purpose arts and public entertainment venue, providing a varied programme of concerts, one night shows, light entertainment, exhibitions, displays and an annual pantomime. It also provides a civic venue for major local events, ceremonial occasions and elections. The annual pantomime is a major part of Ferneham Hall’s events programme with set up and removal times taking up to approximately five to six weeks of the year’s programme. As the venue does not benefit from a summer season the Pantomime forms the main focus for the year and the main source of income.

The pantomime has followed the lines of a traditional family pantomime with a minimum of one well known celebrity. Consequently, it is the intention to continue with this format for the next 2 to 3 years.

**Previous Pantomimes Titles:**

2017 - ‘Aladdin’

2016 - ‘Sleeping Beauty’

2015/16 - ‘Dick Whittington’

2014/15 - ‘Snow White & the Seven Dwarfs’

2013/14 - ‘Jack and the Beanstalk’

2012/13 - ‘Cinderella’

2011/12 - 'Beauty & the Beast'

2010/11 - 'Aladdin'

2009/10 - 'Snow White & the Seven Dwarfs'

**Other Pantomimes in the area:**

Aside from small local pantomimes produced through some schools and naval establishments, the main venues that the local media compare Ferneham Hall with are The Mayflower in Southampton, The Kings in Southsea, Portsmouth and The New Theatre Royal in Portsmouth.

The Council wishes to use this electronic Invitation to Tender (eITT) to select and award business to a preferred supplier capable of supplying our needs for the Christmas seasons of 2018/19. You are also invited to submit your proposals for 2019/20 and the optional extension period of 12 months to cover the Christmas season of 2020/21.

The ITT aims to provide a framework for conveying the Council's current and future requirements in this area of spend. We are looking for suppliers who want to contribute and drive improved performance by working cooperatively with the Council in pursuit of excellence in cost, service and quality. Suppliers responding to this ITT are given the opportunity to put forward their ideas and concepts as to how we may work together to drive improvement over the duration of the contract.

The successful supplier will be the Council's preferred provider for its Pantomime entertainment service under the categories defined in this ITT (see **Appendix A**).

1. **Contract Basis**

The successful tenderer will be required to enter into a contract with the Council, which for the avoidance of doubt will consist of the Council's Agreement set out in **Appendix A** of this ITT. Any purchase order and any additional terms and conditions as may be agreed between the parties and recorded in the final contract, together with the final service specification as set out in **Appendix B** of this ITT.

For the avoidance of doubt, the service specification as currently set out in **Appendix B** to this ITT, is a draft version and may be subject to alteration before contract award.

Tenderers should also note the contract already set out in **Appendix A**, which for the avoidance of doubt may be subject to alteration and addition.

1. **TIMELINE - PROPOSED TENDER SCHEDULE**

For guidance, the Council requires tenderers to bid on the basis of the timeline below:

Issue of e-ITT by the Council 20.12.2017

Deadline for clarification questions 19.01.2018  
Closure date for e-ITT responses 26.01.2018 (12 noon)  
Evaluation period (including call-in) 26.01.2018 to 19.03.2018

Award of contract w/c 19.03.2018 (tentative)

The timeline is tentative and may be subject to change.

Visits to Ferneham Hall may be arranged with the General Manager, Rod Cameron, telephone 01329 824864 or email [rcameron@fareham.gov.uk](mailto:rcameron@fareham.gov.uk)

1. **Specification**

The Specification enclosed with this document is indicative of the PANTOMIME ENTERTAINMENT SERVICE considered to be suitable for the purposes intended. It is not intended to preclude consideration of alternatives providing equivalent functionality, performance and quality, such that any variation from the indicative Specification does not materially affect the operational viability of the PANTOMIME ENTERTAINMENT SERVICE.

The PANTOMIME ENTERTAINMENT SERVICE supplied shall meet the requirements of the Council detailed in **Appendix B** herein. The tenderer will specify how it intends to meet / exceed the specification requirement in support of a tender.

Tenderers putting forward alternative or similar arrangements must state the details to justify the offered solution and submit full supporting specifications, information and price lists.

**NOTE:** The Council reserves the right to negotiate and agree variations and changes to specifications and prices with a tenderer prior to the award of a contract.

1. Supplier Response Forms

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| **Supplier Response forms (index)** | Tenderers are required to download, complete and upload the following appendices by the close date indicated in the SEBP tender timeline.  **Appendix C1** – Supplier Self Declaration and Selection Form  **Appendix C2** - Proforma Schedules for Tenderers to detail their response to provision of the works services required by the Council under the criteria of Service and Quality.  **Appendix C3 –** Tender Pricing Response Proforma  **Appendix E** - Form of Tender  **Appendix F -** Safeguarding Policy |

1. Evaluation Criteria

The Council’s award decision will be based on Most Economically Advantageous Tender (MEAT) over the contract lifetime taking into account Cost, Quality & Service of the tendered offering. The Council are looking for a reliable, innovative and financially stable supplier who will have the ability to “meet or exceed” our requirements. These requirements relate to;

* Company background and trading history
* Innovative productions that generate demand
* Quality of service
* Customer service
* Ability to deliver range / volume of service
* Competitive ticket pricing
* Innovative sales and marketing solutions

The evaluation will employ the Most Economically Advantageous Tender (MEAT) method to score the tenders submitted, weighted as follows;

**50% COST**: Commercial factors, including the reference to expected/realistic income to Ferneham Hall and the supplier, reference to specific expenditure the supplier proposes should be covered by the venue, reference to staffing level requirements and which costs will be covered by supplier & venue, ticket prices, delivery timescales, service and maintenance costs.

**50% QUALITY / SERVICE**

QUALITY: Minimum of one named/popular artist supported by a professionally minded cast. Scenery, props, costumes and promotional material to be equal to or better than that used in Ferneham Hall's three previous pantomimes including 2017 ‘Aladdin’ (samples included in in tender pack). Supplier to provide a selection of recent promotional material, (including posters and leaflets), also a recent DVD\* to demonstrate the quality of the Pantomime with respect to the costumes, set and cast. Provision of media reviews including local press and The Stage will be evaluated. SERVICE: Customer service offering & promotional support proposed throughout the contract for all pantomimes. Supplier support proposals and expectations of the Council will be evaluated.

The Council will seek assurance of the Supplier's suitability and financial standing as part of the Service evaluation, including reference checks.

\* Send via post to Mr Rod Cameron, General Manager, Ferneham Hall, Osborn Road, Fareham PO16 7DB

The Council does not undertake to accept the lowest nor any tender and reserves the right to make an award based on specific elements of the tender offer.

The Council may require a parent company guarantee / bank guarantee / performance bond prior to contract award. Evidence of the assurance will be requested prior to contract award. If your organisation is unable to provide the evidence at that point, the Council will be unable to proceed with the contract award.

All tenderers / interested parties will be advised of our award decision in line with our tender timeline in Section 3 herein. Due to the commercial interests of ALL tenderers the Council will not disclose detailed information of the winning / unsuccessful bids to other parties involved in the bid process subject to any of the obligations under the Freedom of Information Act 2000. We will however inform you of your final score and how it compared to the winning bidder's score.

1. **REFERENCE CONTRACTS**

A minimum of three references will be required as part of your tender submission (Selection Questionnaire).

Tenderers must state if they have had any business with other departments of the Council and any other Hampshire Local Authorities over the last 3 years prior to the date of the Tender. Tenderers must detail the scale and scope of their relationships with the aforementioned, along with the contact name in the Authority.

1. **Completion of SUPPLIER RESPONSE PROFORMA & Schedules**

Completion of the Supplier Response Proforma (**Appendix C2 & C3**) and the Form of Tender (**Appendix E**) should be in accordance with the guidance specified.

Prices quoted on the Price Schedule in **Appendix C3** should be net, but applicable discounts or other allowances should also be shown.

Tenderers shall quote all prices excluding Value Added Tax, in pounds sterling. It is incumbent upon Tenderers to ensure the unit price for the elements of the PANTOMIME ENTERTAINMENT SERVICE includes all the necessary items to meet the Specification.

**Important:** Failure to upload your fully completed Bidder’s Response Proforma (Appendix C1, C2 & C3) and your Form of Tender (Appendix E) and Fareham Borough Council Safeguarding Policy (Appendix F) by the tender close date will invalidate your tender submission.

1. **CONFIDENTIALITY**

The contents of this eITT are confidential and are not to be disclosed to any third party.

1. **CANVASSING AND COLLUSIVE TENDERING**

Any Tenderer who directly or indirectly canvasses any member of the Council, Executive Member (Councillors) or their agents concerning the award of the Contract or who directly or indirectly attempts to obtain information concerning any other tenders or proposed tender will be disqualified. The Council shall not consider for acceptance and shall accordingly reject any tender submitted by a tenderer who:

* Calculates, fixes or adjusts the percentages and fees shown in the tender by or in accordance with any agreement or arrangement with any other person other than authorised officers of the Council or their agents; or
* Communicates to any person other than authorised officers of the Council or their agents the percentages or fees or Hourly rates in the tender prior to formal tender acceptance; or
* Enters into any agreement with any other person that such other person shall refrain from submitting a tender or shall fix or adjust the percentages or fees to be shown by another tenderer in their tender.
* Offers to agree to pay any person having direct connection with this tender or does pay or give any sum of money, inducement or valuable consideration, directly or indirectly, for doing or having done or causing or having caused to be done in relation to any other tenderer or any other persons proposed tender, any act or omission.
* Any such non-acceptance or rejection of a tender by the Council is always without prejudice to any other civil remedies available to the Council or any criminal liability which such conduct by a tenderer may attract. It is the responsibility of the Tenderer to ensure that he/she is fully conversant with the nature and extent of the obligations they will be under in the event that the Contract is awarded.

Should any additions or deletions to any part of the ITT, supplementary clauses or additional information be considered necessary prior to the date for submission of tenders, these will be issued to all Tenderers by the Council and will be deemed to form part of the ITT.

1. **SUBCONTRACTING**

In the event that any of the Council's requirements for the PANTOMIME ENTERTAINMENT SERVICE cannot be served directly by the tenderer and requires sub-contracting in some form, the nature of the proposed sub-contract(s) must be detailed.  
  
Proposed sub-contract information must include elements such as:-

* Who is to be used?
* Reasons why they are to be used?
* the actions to be taken to ensure continuity of quality, cost and management information from sub-contractors

1. **HOW TO RESPOND TO THIS e-TENDER**

The e-ITT and associated documents are issued electronically to suppliers selected from the earlier expression of interest phase.

For your convenience, here is a summary of how you should submit your electronic tender response. For your e-tender to be considered, please comply with these instructions:

* All correspondence related to this e-ITT will be via the SEBP link as attached to the original invitation email from the SEBP to your registered user. Only the supplier named contact registered on the SEBP portal using their personal ID and password combination will be able to view, download and upload contract documents.
* Please acknowledge via SEBP your receipt of this tender pack confirming that you expect to submit a tender by the appointed time. Click on Intend to Submit / Decline button as appropriate.
* Please use the Question & Answer section within the SEBP system for both technical and commercial issues.
* Please upload your completed tender (including ALL response ProFormas) to the SEBP prior to the close deadline. Please leave sufficient time to do this as uploading times can vary dependant of file size. (Use PDF documents where possible to reduce file sizes).
* The "Form of Tender" document **(Appendix E)** MUST be separately attached as a .pdf document to enable easy access at the Council’s "tender opening ceremony". Please complete the "Form of Tender" as requested.

Your completed tender response must be uploaded to the South East Business Portal using the link provided **no later than 12 noon on CLOSE DATE.**

**Please note:** Suppliers can upload / amend their tender response via the SEBP at any time prior to the close date. The tender response is secure and only visible to the supplier up until the close deadline date / time at which point the system is locked to the supplier and contents become visible to the opening Council (in this case Fareham BC). In preparing a tender response you must not make any changes to the text of the documents as supplied to you, only add information where indicated. Each and every point in the e-ITT documents must be responded to. It is important that bids are completed in line with the requirements set out in this invitation and that ALL **Supplier Response** **Appendices** are completed. **Please do not include any information, brochures or other literature unless it is specifically requested in this document.**

Tender responses not available / visible to the Council in the SEBP response section after the submission deadline may not be considered (unless the Council have given prior notification to ALL tenderers of an extension period).

All costs in submitting the tender will be borne by the tenderer.

The information provided by the Council in connection with this e-ITT is provided in good faith but does not purport to be comprehensive and Tenderers should carry out their own due diligence checks as to the full extent of the Council’s requirements before submitting a Tender.

**The Council’s right to exclude Tenders**

The Council reserves the right to exclude a Tender where:

1. such Tender is submitted after the submission deadline, is completed incorrectly, is materially incomplete or otherwise fails to meet the requirements set out in this e-ITT or any other requirements that have been notified to Tenderers;
2. any of the circumstances set out in Regulation 57 of the Public Contracts Regulations 2015 entitling the Council to exclude the Tenderer apply to the Tenderer at any stage during the tender process regardless of whether or not such Regulations apply to this tender process;
3. the tenderer is guilty of material misrepresentation in relation to its Tender submission and/or the process;
4. the Tenderer contravenes any of the requirements of this e-ITT;
5. the Tenderer fails to respond promptly and adequately to any reasonable request from the Council for clarification or additional information;
6. there is a change in identity, control, financial standing or other factor impacting on the selection and/or evaluation process affecting the Tenderer; or
7. such Tender is submitted on terms that amend those set out by the Council in this e-ITT including but not limited to the terms and conditions of contract,

The rejection of a Tender will not prejudice any other remedy civil or otherwise available to the Council.

This e-ITT shall not confer any contractual rights on Tenderers.

**Contacting Fareham Borough Council relating to this tender:**

Please use the messaging facility within the SEBP system for both Technical & Commercial questions.

If you are experiencing problems with your SEBP connection (e.g. login/password issue) please:

**1.** Log a support ticket by emailing:

[ProContractSuppliers@proactis.com](mailto:ProContractSuppliers@proactis.com)

A support ticket will be auto-logged in the PROACTIS Supplier Support Helpdesk. **http://proactis.kayako.com/default**

**2**. For time-sensitive or Emergency situations **only,** please contact the Telford Supplier Support Service Desk on +44 (0)330 005 0352 who will be able to assist.

**All other enquiries contact:**

**Fareham Borough Council (Procurement Manager):**

Karen Richards, [krichards@fareham.gov.uk](mailto:krichards@fareham.gov.uk)

Direct Line: 01329 824360

1. **APPENDIX INDEX**

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| **Appendix A** | **Contract Agreement**  - The Council's Pantomime Entertainment Service Agreement |
| **Appendix B** | **Specification of Service** |
| **Appendix B1** | **Technical Specification 2017** |
| **Appendix C1** | **Supplier Self Declaration and Selection form** |
| **Appendix C2** | **Bidders’ Cost / Service / Quality Response Proforma** |
| **Appendix C3** | **Bidders’ proposal of Associated Costs** |
| **Appendix E** | **Form of tender** (Offer to the Council) |
| **Appendix F** | **Fareham Borough Council Safeguarding Policy** |