

**TENDER FOR PROPOSALS FOR A
CREATIVE LIGHTING PROGRAMME FOR
DESTINATION CATHEDRAL QUARTER BID
2021**

**INSTRUCTIONS TO TENDERERS &
SPECIFICATION**

September 2021

SECTION 1 – INSTRUCTIONS & INFORMATION FOR TENDERERS

1. INVITATION TO TENDER

Destination Cathedral Quarter BID (“CQ BID”) invites tenders from organisations or a collective of organisations, for the design, supply and installation of creative lighting in the Cathedral Quarter area from September 2021 to enhance the Cathedral Quarter experience and planned campaign.

The successful Tenderer will be required to deliver the installations within the identified key zone, working with the Cathedral Quarter BID Team. They will also be required to engage with the providers of the existing lighting and work together where appropriate.

The Organisation/s shall be deemed to have satisfied itself before submitting its tender as to the accuracy and sufficiency of the rates and prices stated in the tender which shall (except in so far as is otherwise provided in the contract) cover all the organization/s' obligations under the contract and the organization/s' shall be deemed to have obtained for itself all necessary information as to risks and any other circumstances which might reasonably influence or affect the tender.

SUBMISSION OF TENDER

This tendering process is being carried out electronically via Destination CQ website.

Should you have any queries, or if you are having any problems accessing the documentation, (insert hyperlink) please contact Damien Corr by emailing Damien.corr@destinationcq.com

CQ BID uses PCs with the Microsoft Windows operating system and the MSOffice suite of applications.

Responses must always be submitted in MSWord/PDF format; if you are unable to comply with this requirement, you must contact CQ BID at the earliest opportunity explaining why you cannot comply.

The tender must be completed as directed and returned via the email address provided. Posted, telephoned or faxed tenders will not be accepted.

The tender may be emailed at any time until the closing date and time specified within this document. Tenders may also be retracted and re-submitted at any time before the closing date and time.

The tender must be submitted no later than **12 noon on Friday 8th October 2021**. It will not be possible to submit a response after this deadline.

Tenders, including all attachments, must be in English and prices in Sterling, exclusive of VAT.

Information submitted shall be checked for completeness and compliance with the instructions before evaluation.

3. REQUESTS FOR CLARIFICATION

This tender is being provided to all Tenderers on the same basis and CQ BID shall not enter into detailed discussion of the requirements at this stage.

All requests for clarification or further information in respect of this tender, or any questions about the procurement, should be submitted **by email to CQ BID**. No approach of any kind in connection with this tender should be made to any other person within, or associated with, CQ BID.

If CQ BID considers any question or request for clarification to be of material significance, both the question and the response will be communicated, in a suitably anonymous form, to all Tenderers who have responded or have expressed an interest, or those that show an interest before the closing date and time for the submission of the tender.

Any such communication from Tenderers must be received by 8th October 2021
Communications shall be treated in confidence, but shall be subject to the paragraph above.

4. ALTERATIONS TO CQ BID DOCUMENTS

CQ BID shall not accept any amendments to the contents of any document issued by CQ BID as part of this procurement process.

5. WRITTEN ACCEPTANCE

Acceptance by CQ BID shall only be made by written instruction to the successful Tenderer.

4. RIGHT TO ISSUE FURTHER INSTRUCTIONS

During the tendering period, CQ BID reserves the right to make changes to the Contract Documentation, which changes shall be accepted by the Tenderer without reservation.

5. EXPENSES AND LOSSES

CQ BID shall not be responsible for, or pay for, any expenses or losses that may be incurred by any Tenderer in preparing their tender proposals.

6. PREPARATION OF TENDER

It is the responsibility of prospective Tenderers to obtain for themselves, at their own expense, any additional information necessary for the preparation of their tenders.

7. RIGHT TO REQUEST ADDITIONAL INFORMATION

CQ BID reserves the right to require any Tenderer to provide additional information supplementing or clarifying any of the information provided in response to the requests set out in this tender. CQ BID may also seek independent financial and market advice to validate information declared, or to assist in the evaluation of the tender.

8. CONFIDENTIALITY

All information supplied by CQ BID in connection with this invitation to tender shall be treated as confidential by prospective Tenderers, except that such information may be disclosed so far as is necessary for the purpose of obtaining sureties, guarantees and quotations necessary for the preparation and submission of the tender.

9. CONSORTIA OR SUB-CONTRACTING

Where a consortium or sub-contracting approach is proposed, all information requested should be given in respect of the proposed prime contractor or consortium leader. Relevant information should also be provided in respect of consortium members or sub-contractors who will play a significant role in the delivery of services or products under any ensuing contract. Responses must enable CQ BID to assess the overall service proposed.

Where the proposed prime contractor is a special purpose vehicle or holding company, information should be provided about the extent to which the SPV/holding company will call upon the resources and expertise of its members to fulfil the requirement.

CQ BID recognises that arrangements in relation to consortia and sub-contracting may be subject to future change. Service providers/suppliers should therefore respond in the light of such arrangements as are currently envisaged. Tenderers are reminded that any future change in relation to consortia and sub-contracting must be notified to CQ BID so that it can make a further assessment by applying the selection criteria to the new information provided.

Details should also be provided in relation to the proportion of any contract awarded that the Tenderer proposes to sub-contract.

14 TENDER PRICES

Prices quoted must be inclusive of all expenses.

15 COMPLETION OF DECLARATION FOR APPLICANTS

The declaration for applicants shall be completed by the Tenderer and submitted in the manner and by the date and time stated in paragraph two, together with all relevant supporting documents and references, unless already provided to the satisfaction of CQ BID.

The declaration for applicants shall be completed:

Where the Tenderer is an individual, by that individual,

Where the Tenderer is a partnership, by two duly authorised partners,

Where the Tenderer is a company, by two Directors or by a Director and the Secretary of the company, such persons being duly authorised for that purpose OR by one Director of the Company with their signature attested by an independent witness.

16 OPENING OF TENDERS

Tenderers, or any representatives thereof, will not be permitted to be present when the tenders are opened.

17 RETURN OF SPECIFIED SUPPLEMENTARY DOCUMENTS

Failure to provide the required information, make a satisfactory response to any question, or supply documentation referred to in responses, within the specified timescale, may result in the tender being rejected. In the event that none of the tenders are deemed satisfactory, CQ BID reserves the right to terminate the procurement exercise and, where appropriate, to re-advertise.

18 QUALIFIED TENDERS

Qualification of tenders may result in their rejection.

19 PERIOD TENDERS ARE TO BE HELD OPEN

Tenders are required to be kept open for acceptance for a period of six months from the closing date for submission of tenders.

20 ARITHMETICAL ERRORS

Where examination of tenders reveals errors or discrepancies which would affect the tender figure(s) in an otherwise successful tender, the Tenderer must be given details of such errors and discrepancies and afforded an opportunity of confirming or withdrawing his/her offer. If the Tenderer withdraws, the next Tenderer in competitive order is to be examined and dealt with in the same way.

Any exception to this procedure may only be authorised by CQ BID.

21 INTERVIEWS

CQ BID reserves the right to interview some or all of the Tenderers as part of the evaluation process. Interviews shall be used to seek clarification on all or part of the Tenderer's submission and may also be used in the evaluation of the tender.

22 PERIOD OF THE CONTRACT

The contract shall be from date of award until completion

23 AWARD OF CONTRACT

CQ BID reserves the right not to award a contract to any Tenderer under this process.

24 FORMAL CONTRACT

The successful Tenderer shall be required to execute a formal contract with CQ BID and until such execution, the successful tender, together with CQ BID's written acceptance, shall form a binding agreement in the terms of the contract documents and where there is any discrepancy or difference between the tender and the (other) contract documents, the latter shall prevail.

27 DISQUALIFICATION OF TENDERERS

CQ BID may disqualify any Tenderer who fails to provide a satisfactory response to any question in the tender or who inadequately or incorrectly completes any response.

28 BUDGET

The total budget for this tender is £45,000 and is to include the complete design, supply and delivery, and maintenance for a period of two years.

30 EVALUATION CRITERIA

CQ BID shall evaluate submissions in terms of the most economically advantageous tender, taking into consideration the following award criteria:

Quality – 80% weighting

The evaluation of quality will assess the strength of the contract delivery proposals submitted in response to the requirements set out in CQ BID's specification. Tenderers will only be evaluated on the information provided in their written submission. This evaluation is made up of two stages; the subcriteria and weightings outlined at Tables 1 and 2 below. The selection criteria identified will be marked on a pass/fail basis while a maximum of 5 points is available for each scored Quality subcriteria. The evaluation, score weightings and total available scores are set out in the tables below.

The total score will be allocated a percentage-weighted score out of 80%.

Price – 20% weighting

Commercial submissions will be evaluated by comparison of the Tenderer's submitted total price within their attachment provided in response to the Technical Response, with the overall lowest submission being allocated the full commercial submission weighting of 20%. The scoring of all other commercial submissions will be allocated a pro rata percentage as laid out below:

$$\text{Tenderer's Price Score} = \frac{\text{Lowest Tenderer's Cost Assessment Total}}{\text{Tenderer's Cost Assessment Total}} \times \text{Weighting Percentage}$$

The qualitative percentage score and the commercial percentage score will then be combined to provide an overall score for each submission.

Stage One – PASS/FAIL

Table 1

Evaluation area	Relative Weighting	Question	Details
Previous Experience	Pass/Fail	Organisation/s and Team Members	<p>The organisation/collective of organisations must provide evidence, using a minimum of two relevant case studies completed within the last five years, that they have combined experience of delivering projects similar in nature to that being sought by CQ BID. The organisation/s must demonstrate a collective capacity and ability to deliver lighting schemes developed and delivered through key stakeholder engagement.</p> <p>Maximum 6 x A4 sides, images/video clips encouraged</p>

The above selection criteria will be assessed on a pass/fail basis. Tenderers failing at this stage will not be assessed any further. The scoring rationale is set out below:

Score	Rationale
Pass	A response that demonstrates the organisation/s and team members' sufficient levels of competence and experience of providing similar services within the last five years.
Fail	A response that demonstrates insufficient or limited levels of competence and experience of providing similar services within the last five years.

Stage Two – QUALITY AND COST

Table 2

Evaluation area	Relative Weighting	Weighting	Component
Quality	80%	25%	Q.1. Approach to delivery How will you source lighting supply and installation, ensuring that concepts are deliverable? (identifying all necessary stakeholders and processes)
		45%	Q.2 Creative and innovative response to brief Proposed concepts and rationale in terms of appropriateness in enhancing scheme areas and current lighting provision, and in addressing outlined objectives. <ul style="list-style-type: none"> - Thematic approach and rationale - Proposed programme of installation, <i>and/or</i> concept and inspirational images (mood board/visuals to assist the panel in visualising the concept if new work is being commissioned) - Detail how the proposal meets the outlined objectives
		5%	Q.3 Project Plan including GANTT chart
		5%	Q.5 Environmental impact
Cost	20%	20%	Pricing
Total	100%	100%	

SCORING RATIONALE

The scoring rationale behind the evaluation criteria is in accordance with the graduated approach set out in the following table:

	Rationale	Score
Excellent	Excellent response that meets the requirements. Response is clearly explained and provides detailed, unequivocal supporting evidence and no weaknesses. Demonstrates detailed understanding and strong ability to deliver requirement.	5
Good	A good response that meets the requirements with good, convincing supporting evidence. Demonstrates good understanding and ability to deliver requirement.	4
Acceptable	Response generally meets requirements but with minor reservations in one or more areas. Demonstrates reasonable understanding and suggests the Tenderer has the ability to deliver the requirement but lacks sufficient detail to award a higher mark.	3
Poor	A response with some material reservations. Response does not convincingly demonstrate that the Tenderer understands the requirement and/or the response lacks detail and/or evidence for the solution to be applied. Response raises some concerns that the proposed approach might not be acceptable and might not deliver the requirements.	2
Very Poor	A response with serious reservations. Limited detail and supporting evidence for the solution to be applied. High risk that the proposed approach will not be acceptable and will not deliver the requirements.	1
Unacceptable / No Response	Response fails to address the question in virtually all areas.	0

Explanatory notes

Where an 'unacceptable response' is given, such that a zero score is recorded, then this will be grounds for excluding that tender from any further consideration. For any tenders so excluded, the relevant price will also be excluded from the evaluation.

Where a less than 2 is scored for a response to any single question the submission may be rejected and may not proceed further in the process.

Cost - 20%

Your cost must provide a detailed breakdown under the following headings where appropriate:

creative and administrative/management fees,
design and conceptualization (including on site assessments and identifying suitable connections for product) material/equipment,
installation: service connections/disconnections and associated costs, supply of replacement light fittings for duration of two year period all relevant insurance, licences, evaluation and documentation
and all other associated design, management and operational costs;

SECTION TWO

Specification: Proposals for a CQ Creative Lighting Programme for 2021

INTRODUCTION/BACKGROUND

Belfast's Cathedral Quarter is a thriving business community, a rich and eclectic arts and cultural community with a diverse built environment and a growing number of visitor attractions.

Special events and festive lighting and dressing has predominantly been delivered through various individual agency initiatives and not aligned with an overall vision for the city. Through the Revitalisation Scheme, CQ BID is delivering pilot projects to test new approaches and concepts, including the optimisation of outdoor areas to support businesses with social distancing.

This particular tender is to deliver a creative lighting scheme to enhance scheme areas within the Cathedral Quarter and pilot new approaches to delivering lighting.

CONTEXT

The DfC Revitalisation Covid-19 fund was created in response to covid, to help support businesses in recovery. Belfast City Council is working with CQ BID to activate and boost vibrancy in areas within the Cathedral Quarter to support social distancing and create attract areas for people to work, visit, shop and invest. The DfC Revitalisation Covid-19 project covers physical environmental interventions as well as lighting and greening to incentivise footfall and support businesses adapting to Covid-19 restrictions.

Among the objectives is to drive footfall into the Cathedral Quarter by improving and enhancing the streets to become vibrant, bustling, colourful spaces through two-year temporary environmental improvements. It is envisaged that the lighting elements of the scheme will complement other interventions and align with Luminous City: A Lighting Strategy for Belfast.

The scheme areas include:

1. Union Street (between Donegall Street and Little Donegall Street – see Fig 1.)
It is envisaged that lighting will complement the current lighting provision within the area, and seek to illuminate the areas beneath the canopies.

2. Exchange Place – Please note, a lighting scheme has been agreed for this area, for which Field and Lawn have been identified as suppliers. (Fig 2.)
3. Warehouse Lane (beneath canopy - Fig 3.)
It is envisaged that lighting will complement the proposed Exchange Place scheme and simple warm festooning would be acceptable.
4. Warehouse Lane – Feature Lighting at Waring Street entrance (Fig.4)

This tender is designed to specifically complement scheme areas with relevant and creative lighting. We are seeking design, supply and installation and have agreed some basic concepts for most of the scheme areas except the Warehouse Lane feature lighting, for which we are leaving the brief open enough for creative responses.

The total budget for this tender to include the complete design, delivery, installation (repair and maintenance if necessary for duration of two year scheme) is £45,000

OBJECTIVES

The objectives of this pilot are to:

- reflect the distinctive cultural and creative character of the Cathedral Quarter
- enhance the existing lighting provision
- enhance the overall schemes
- drive footfall to the Cathedral Quarter and increase dwell time
- be site specific, respond to the site's environment where possible
- pilot new approaches to the delivery of city lighting, taking a more creative/conceptual approach

REMIT OF ORGANISATION / SCOPE OF SERVICES

This contract shall include the design, procurement, manufacture, testing, certification and delivery of the proposed lighting in the 4 areas

The successful organisation/s is required to:

Provide a detailed breakdown of budget covering all aspects of delivery including but not limited to:

- *creative and administrative/management fees,*
- *material/equipment,*
- *installation, including service connections/disconnections and associated costs,*
- *all relevant insurance, licences,*
- *evaluation and documentation*

Adequate provision of replacement supply for two year period and all other associated design, management and operational costs

Work within the existing infrastructure (wayleaves etc), or confirm ability to install new infrastructure, demonstrating an awareness of all the elements and timelines involved in securing permissions and installation, including establishing connections with any required services / utilities.

The successful applicant will be expected to undertake site investigations and work with statutory stakeholders on agreeing logistics, relevant licences, permissions, and health and safety aspects.

These are including but not limited to: Department for Communities, Department for Infrastructure, BCC Community Safety, BCC Cleansing , BCC Building Control, Translink, PSNI, NI Fire and Rescue.

Carry out all necessary operational processes relating to health and safety, including but not limited to: structural surveys, RAMS. Processes to be carried out by registered engineers/professionals in line with best practice, and CQ BID provided with copies.

Attend working groups/meeting to present concepts

Engage with and involve local residents and traders in the area to ensure local awareness and support of project. This should be done with and through CQ BID.

Upon completion of the project, the organisation may be responsible for removing any temporary structures/installations and reinstating the site where relevant.

Deliver proposed programme on time and within budget.

REMIT OF CQ BID

CQ BID will:

Agree the programme and approach with the appointed organisation

Agree the activities and timeline

Provide contact details of relevant stakeholders e.g. BCC, DfI, DfC, BIDs, BCCM if necessary

TIMETABLE

The successful organisation/s is required to install and begin operation as soon as possible. The indicative timetable for the core elements of the commission is as follows:

Scheduled Activity	Indicative Date
Competition issued	Tuesday 21 September 2021
Closing date for clarifications	5 th October 2021
Responses submitted	8 th October 2021
Successful organisation/s appointed	TBC
Inception meeting	TBC

Appendix

Fig 1.

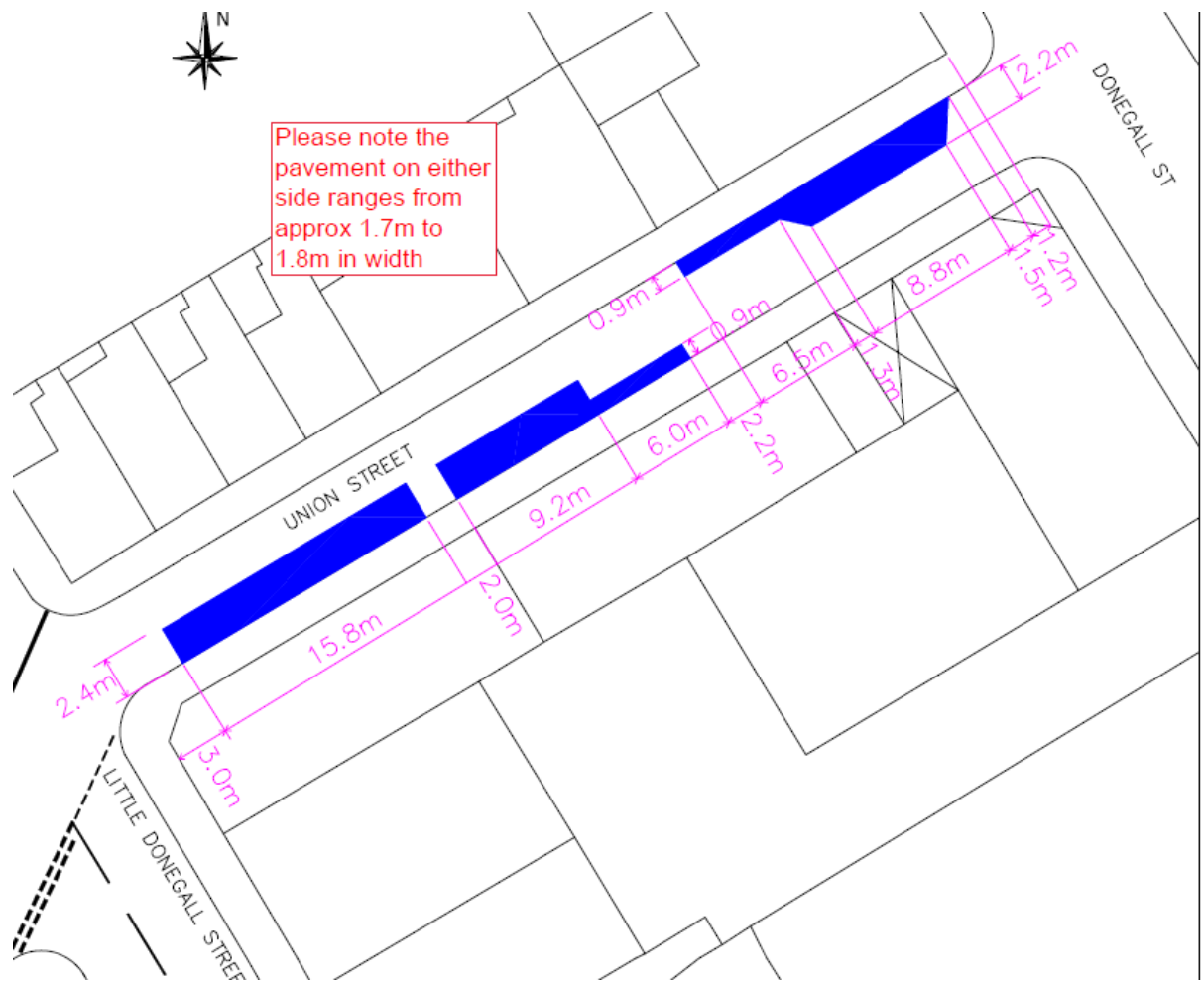
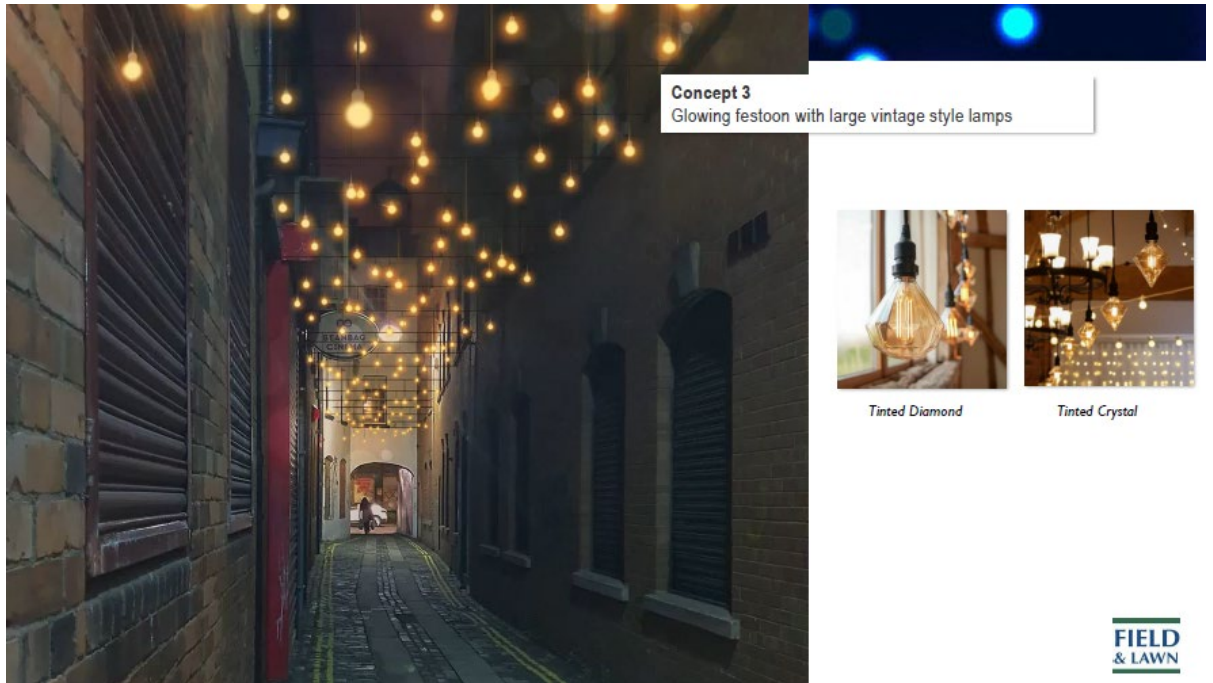


Fig 2.



Sample Total Cost	
150 metres festoon	£1610.00
180 x standard vintage style LED lamps	£1440.00
60 x festoon drop (up to 1m length)	£495.00
Total	3545.00

Fig 3.



Fig 4.

