

INVITATION TO TENDER

**Leicester Theatre Trust**

**LED Theatrical Lighting**

**Tender Ref: CT/LED/JL/21**

Date: 04/10/2021

Leicester Theatre Trust  
Curve Theatre  
Production Department  
60 Rutland Street  
Leicester  
LE1 1SB

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## **1. INTRODUCTION**

Curve is a spectacular state-of-the-art theatre based in the heart of Leicester's vibrant Cultural Quarter.

Opened in 2008 by Her Majesty The Queen, our award-winning building, designed by acclaimed architect Rafael Viñoly, offers a completely unique visitor experience.

Unlike any other theatre in the UK, we have no traditional backstage area. Audiences can enjoy the full theatre making process, peek behind the scenes and maybe even spot an actor or two dashing from the stage to their dressing room or enjoying a coffee in our Café. Our curved façade is made from 1,192 tonnes of steel and 46000m<sup>2</sup> of glass.

Managed by Leicester Theatre Trust, Curve is a registered charity providing engaging world- class theatrical experiences for our local communities. We enable people of all ages and backgrounds to access, participate in and learn from the arts, nurturing new and emerging talent.

The Theatre invites suppliers to submit proposals for the purchase of LED Theatrical Lighting Fixtures at Curve Theatre, 60 Rutland Street, Leicester. LE1 1SB

The Terms and Conditions applicable to this tender are our standard terms and conditions.

## **2. TENDER SPECIFICATION**

Leicester Theatre Trust (LTT) wishes to appoint a supplier to supply LED Lighting Fixtures

The Services shall be provided at the Theatre premises as defined below:

Curve Theatre  
60 Rutland Street  
Leicester  
LE1 1SB

### 3. WORKING ARRANGEMENTS

The successful supplier will be expected to identify one named point of contact through whom all enquiries can be filtered.

All communications shall be conducted via email;

Jonathan Laidlow – Head of Lighting and Technical (Tender process/procurement)  
Curve Theatre  
60 Rutland Street  
Leicester LE1 1SB  
Tel: 01162423573  
Email: [j.laidlow@curvetheatre.co.uk](mailto:j.laidlow@curvetheatre.co.uk)

### 4. EVALUATION OF TENDERS

In the case of a consortium tender, only one submission covering all of the partners is required but consortia are advised to make clear the proposed role that each partner will play in performing the contract as per the requirements of the technical specification.

Curve Theatre will select the most economically advantageous offer from the point of view of Curve Theatre

Suppliers are strongly advised to structure their **tender submissions in the following way as responses will be evaluated against these criteria:**

#### **Section 1 – Understanding requirements and adding value**

Suppliers must provide the following information:

- Evidence of their understanding of the tender requirements
- Compliance with the Technical criteria and specification that will be achieved.
- How they will add value in delivering against the requirements
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#### **Section 2 – Delivery plan**

With specific reference to the description of the requirement/s, working arrangements and expected milestones as stated above, suppliers must submit a detailed contract delivery plan containing the following information:

- Details of delivery arrangements
- Details of Curve Theatre resources required.
- Details of commissioning

### **Section 3 – Health and safety**

A copy of the Theatres Site Safety Rules for Contractors is included with this Tender. Suppliers must state how, within the scope of the contract, they will:

- Identify hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record findings and implement them
- Review and update assessment as necessary
- Evidence how all legal requirements are met including all CDM Regulations.
- All electrical equipment supplied must be electrically tested and be supplied with any relevant certification.
- The components used within the supply contract will be regarded as a system and as such, the system will not give rise to injury or fault.

### **Section 4 – Environmental**

Suppliers must set out in detail how (within the relevant scope of the contract) they will utilise opportunities to contribute to environmental goals and adopt a low carbon approach. This should include:

- Measures they will take to reduce carbon emissions during delivery of equipment
- Evidence how all legal requirements are met
- Evidence how the equipment and materials offered in the tender are energy efficient.

### **Section 6 – Pricing**

A comprehensive breakdown of pricing shall be provided, providing all equipment description and model numbers.

Curve Theatre reserve the right to place contracts on a sole supplier or use different suppliers for different sites depending on what is most economically advantageous to Curve Theatre.

Please also identify any other additional costs and services that you may provide relevant to this scope of supply.

In submitting full tenders, suppliers must confirm in writing that the prices offered will be fixed for a period of 12 months from commencement of the Contract.

## **5. INSTRUCTIONS TO TENDERERS**

### **Timescales**

Please return your Tender by the dates stipulated on the Invitation to Tender email  
If you require further information please contact:

Tender Process

Jay Bridges – Director of Buildings and Facilities

Specification Enquiries

Jonathan Laidlow – Head of Lighting and Technical

Curve Theatre

60 Rutland Street

Leicester LE1 1SB

Tel: 01162423587

Email: [j.laidlow@curvetheatre.co.uk](mailto:j.laidlow@curvetheatre.co.uk)

Suppliers must note that the Curve Theatre reserves the right to withdraw this contract opportunity without notice and will not be liable for any costs incurred by suppliers during any stage of the process. Suppliers should also note that, in the event a tender is considered to be fundamentally unacceptable on a key issue, regardless of its other merits, that tender may be rejected.

Tenders submitted after the stipulated time and date advised will be rejected, unless clear evidence of posting guaranteeing delivery by the stated deadline is made available to Curve Theatre. Tenders may not be submitted by any other means.

No questions will be answered that provide a competitive advantage to any party pre-qualifying or tendering.

Should questions arise during the tendering period, which in our judgement are of material significance, we will inform all suppliers to explain the nature of the question, and our formal reply. All suppliers should then take that reply into consideration when preparing their own bids, and we will evaluate bids on the assumption that they have done so.

## **6. CONDITIONS OF TENDER**

### **Representations**

A supplier may contact Curve Theatre to obtain any further information about the requirements of the contract or the tendering procedures if these are not evident or clear from the documents supplied to suppliers.

Curve Theatre will not be responsible for, or pay for, expenses or losses, which may be incurred by a Tenderer in the preparation of this tender.

## **Specification**

For the avoidance of doubt, the contract specification shall include all requirements explicit or implied within the invitation to tender.

It must be recognised that Curve Theatre reserve the right to withdraw this tender document and all funding contained within it without notice.

## **Tenders Excluded**

No tender will be considered for acceptance if the supplier has indulged or attempted to indulge in any corrupt practice or canvassed the tender with an employee of Curve Theatre. If a supplier has indulged or attempted to indulge in such practices and the tender is accepted, then grounds shall exist for the termination of the contract and the claiming damages from the successful suppliers.

It is unlikely that any tender will be accepted which (a) is incomplete or inaccurately or inadequately completed or which purports to impose conditions other than those provided in the contract documents and (b) is delivered out of time or in a manner other than specified in the specification.

## **Collusive Tendering**

In submitting a tender against this contract, the supplier confirms that they have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person.

The supplier also certifies that at no time, before or following the submission of the tender, has the Supplier carried out any of the following acts:

- i) communicating to a person other than the person calling for the tenders the amount or approximate amount of the proposed tender, except where such disclosure is required for the purpose of obtaining insurance;
- ii) entering into any agreement or arrangement with any person that he shall refrain from tendering or as to the amount of any tender to be submitted;
- iii) offering or paying or giving or agreeing to give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above. The context of this clause the word 'person' includes any persons and any body or association, corporate or unincorporated;

and 'any agreement or arrangement' includes any such transaction, formal or informal, and whether legally binding or not.

### **Freedom of Information**

Information in relation to this tender may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000.

Suppliers should state if any of the information supplied by them is confidential or commercially sensitive or should not be disclosed in response to a request for information under the Act. Suppliers should state why they consider the information to be confidential or commercially sensitive. This will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in the Act.

It is important to note that information may be commercially sensitive for a time (e.g. during a tender process) but afterwards it may not be. The timing of any request for information may be extremely important in determining whether or not information is exempt. However Suppliers should note that no information is likely to be regarded as exempt forever.

### **Anti-Bribery**

Curve Theatre has an Anti-Bribery Policy in place and would expect that all prospective Tenderers would be aware of the Bribery Act 2010 and that they would act in accordance with that legislation and have suitable Policies and Procedures in place within their organisation to satisfy the requirements of the Act.

### **Confidentiality**

The Tenderer (whether this Tender is accepted or not) and all other recipients of the Specification and documents (whether they submit a tender or not) shall treat the details of the Specification and the documents attached hereto as private and confidential and shall not disclose the details to any party.