

INVITATION TO TENDER: HELSINKI CITY THEATRE - DESIGNING, CONSULTING AND SUPERVISING THE RENOVATION PROJECT OF BIG STAGE REFURBISHMENT

1. Contracting Authority

The Contracting Authority in this procurement procedure is Helsingin Kaupunginteatteri / Helsingin teatterisäätiö (referred also as Helsinki City Theatre).

Helsinki City Theatre, founded in 1964, is the biggest professional repertoire theatre in Finland. The theatre is maintained by Helsinki Theatre Foundation. The Theatre has currently five stages: big stage (947 seats), small stage (347 seats), Theatre Studio Pasila (324 seats), Arena stage (500 seats) and Lilla Teatern (267 seats).

2. The Object of the Contract

Helsinki City Theatre will be renovating the big stage's stage engineering equipment and mechanical systems (referred also as "Renovation" or "Repair Project"). The scope of the contract is the stage engineering functional design and specification, and supervision of the contractor design, manufacture and installation (referred also as "Services") of the Renovation.

Construction work of the Renovation is not in the scope of this procurement, and a separate invitation to tender will be published on the construction work of the Renovation. Please note, that the tenderer who is awarded the contract in this invitation to tender is not allowed to participate to the procurement on construction, as the Services include also the supervision tasks for the construction of the Renovation.

The scope of the tendered Services includes all design, consulting and supervision services related to the Repair Project. More detailed description of the Services is found in the Annex 2.

Detailed description of the Agreement is provided in the document named as Agreement Draft, annexed as Annex 3 of the invitation to tender.

The Services are performed in accordance with Royal Institute of British Architects (RIBA) plan of work, and cover the following sections:

Stage 2: Concept Design

Stage 3: Spatial Coordination

Stage 4: Technical Design

Stage 5: Manufacturing and Construction (the Service Provider will be included in planning

the procurement of this stage, as well as supervising this stage)

Stage 6: Handover

Stage 7: Use

For further information on RIBA, please see <https://www.architecture.com/>.

3. Contract award procedure

3.1. Applicable law and procurement procedure

The laws of Finland are applied to this procurement.

The procurement procedure is an open procedure as defined in the section 32 of the Finnish Act on Public Procurement and Concession Contracts (1397/2016). The Act has been made public in English at <https://www.finlex.fi/en/laki/kaannokset/2016/en20161397>.

Please note that the Contracting Authority takes no responsibility that the translation (linked above) corresponds with the original Finnish version. In case there are conflicts between the English translation and the original Finnish version of the Act, the Finnish version supersedes.

In an open procedure the contracting entity publishes a contract notice and places an invitation to tender for the receivable, on which basis all prospective suppliers may submit their tenders. Contract notice has been sent to publish on HILMA-portal <https://www.hankintailmoitukset.fi/fi/> on October 22nd 2024.

3.2. Partial, alternative and parallel tenders

Partial or alternative tenders are not allowed. Parallel tenders are allowed.

3.3. Language of the tender and proceedings

Tenders shall be drafted in English or in Finnish. All materials provided by the Contracting Authority or its affiliates will be drafted in English. Other communication during the proceedings shall be in English or in Finnish.

If a tenderer wishes to translate materials to other languages or a tenderer wishes to use a translator, all costs, expenses and liabilities incurred will be borne by the tenderer.

3.4. Compensation

The Contracting Authority or its affiliates shall not pay any compensation for participating to this procurement or submitting a tender. All costs, expenses and liabilities incurred in connection with preparation and submission of the tender will be borne by the tenderer.

3.5. Discontinuing procurement procedure

The Contracting Authority may discontinue the procurement procedure without awarding the contract. Such a decision may be adopted in accordance with the Finnish Act on Public Procurement and Concession Contracts. No compensation, costs or expenses shall be paid to the tenderer should the contracting authority decide to discontinue the procurement procedure.

4. Required documentation and materials

Documentation must be attached to the tender where tenderers have been directed to do so. Under the Finnish Act on Public Procurement and Concession Contracts, the Contracting Authority may be obligated to exclude a tender if the tenderer has failed to provide the required documentation.

5. Subcontracting

A tenderer may not use subcontractors in providing the services due to the critical nature of the services.

6. Questions

Tenderers are entitled to present queries and questions in order to particularize the invitation to tender and the requirements. Any questions shall be sent through the Public Procurement Portal Hilma.

Questions must be submitted no later than **30.10.2024 at 12:00** (EET, Local time in Finland).

The Contracting Authority shall answer to all questions presented on time. The questions are submitted anonymously without mentioning the name of the tenderer that has presented the question.

The answers shall be part of the final call for tenders. Thus, tenderers are advised to examine the questions and answers carefully before submitting their tenders. Note that only answers given *in writing* by the Contracting Authority shall be binding as a part of the invitation to tender.

7. Submitting the tender

Tenderer shall fill out and submit the tender documents annexed to the invitation to tender with the required documentation.

The tender may only be submitted by an individual of the organisation, company or partnership who has authority to answer on behalf of that organisation, company or partnership.

Tenderer should be aware that erroneous or incorrect responses may result in excluding the tender from the contract award procedure.

The tender shall be submitted to the Contracting Authority no later than **11.11.2024 at 12:00**. (EET, Local time in Finland) through the Public Procurement Portal Hilma.

Tenders received by other means or after above mentioned deadline shall not be considered. A tenderer is responsible for submitting the tender in time. A tender shall be excluded from the award procedure if the tender has not arrived in time.

A tender shall be excluded if it does not meet the requirements set forth in the invitation to tender and its annexes.

The tender must be binding (conditional tenders shall not be processed) and remain valid for a **period of three (3) months** from the date stated for receipt of tenders.

8. Tender evaluation process

8.1 Opening of tenders

All tenders shall be opened after the time limit for the receipt of the tenders has passed. The Contracting Authority is responsible for opening the tenders.

Opening of the tenders is not a public occasion.

After opening the tenders, the tenders shall be evaluated in separate stages, which are presented below.

8.2 Eligibility of tenderers

The Contracting Authority shall verify that the tenderers that have submitted their tenders are eligible, i.e. they meet the minimum requirements stated in the invitation to tender and in its

annexes. A tenderer shall be excluded from the procedure if they fail to meet the minimum requirements.

8.3 Compliance with the requirements of the tender

The tenderer shall prove in their tender that the Services satisfy the requirements set forth in the invitation to tender and in its annexes.

The Contracting Authority will examine that the tenders submitted are in compliance with the requirements of the invitation to tender. The Contracting Authority shall verify that the items, works and services tendered are in conformity with the technical and other requirements, the tenderers have submitted all required documentation, and that no limitations or terms have been presented which are contrary to the invitation to tender and its annexes. A tender that is not in compliance with the above-mentioned requirements shall be excluded.

8.4 Selecting the Tender

The Contracting Authority shall select the economically most advantageous tender. The award criteria will be described in detail in section 10 below. A tenderer who receives the highest points will be elected as the Service Provider.

9. Award Criteria and Selecting the Tender

The economically most advantageous tender from the point of view of the Contracting Authority will be selected, in accordance with the comparison criteria listed below.

The tenders shall be compared according to the following comparison criteria and relative weighting:

1. Total price, max 50 points

The prices shall be given in the form specified in Annex 1 (Tender form) of the invitation to tender.

A tender with the lowest total price shall receive 50 points. The other tenderers will be given points according to the following formula:

$$(\text{lowest total price} / \text{total price of the tender}) \times 50$$

2. Quality, max 50 points

Tenders will be scored based on quality with the following criteria. More precise scoring evaluation is presented in Annex 1.

Tenderers shall provide information regarding the experience of the individuals of whom the tenderer proposes to work on this project. Tenderer shall provide information regarding the project team in the Tender Form. The specified content of these comparison criteria and evaluation points are described in the Tender Form.

1. Experience in the designing of stage engineering and supervising the renovation project, max. 30 points.

Tenderers shall provide project plan attached to tender. The specified content of this comparison criteria and evaluation points are described in the Tender Form.

2. Project plan, max. 20 points

After the points of total price and quality are calculated, they are summed together, making the maximum total of points 100. Tenderer who has the highest total points will be selected as a Service Provider.

10. Decisions and notification

The Contracting Authority will provide in writing the decision concerning the result of the tendering procedure, including the grounds for the decisions. The decision shall include written instructions on the referral of the matter to the Finnish Market Court ("petition instructions").

The decision and the grounds thereof and the petition instructions shall be submitted via e-mail to the parties concerned. The Contracting Authority shall use the e-mail address provided by the tenderer for the notification purposes.

11. Concluding of the Contract

Having awarded the contract, the Contracting Authority shall conclude the Agreement in writing. The contract shall not enter into force until the Contracting Authority and the awarded tenderer have duly signed the Agreement.

12. Disclosure of Documents

The Finnish Act on the Openness of Government Activities shall be applied to this procurement procedure. Information classified as confidential (trade or business secrets) shall not be disclosed. It is the responsibility of the tenderer to mark clearly to all tender documents and their annexes if the material includes any trade or business secrets.

13. Signatures

Helsinki 22.10.2024

Helsinki City Theatre

Annexes:

1. Tender Form
2. Description of Services
3. Agreement Draft
4. Data Processing Agreement Draft
5. General Conditions for Consulting (KSE 2013)