



COWBRIDGE (ANCIENT BOROUGH) with
LLANBLETHIAN TOWN COUNCIL
CYNGOR TREF
Y BONTFAEN (Bwrdeistref Hynafol) gyda
LLANFLEIDDAN

Tender Document for Cowbridge Community Cinema Nights

Tender Title: Supply, Installation, and Commissioning of Equipment for Cowbridge Community Cinema Nights Project.

1. Introduction

Cowbridge with Llanblethian Town Council invites proposals from qualified contractors for the supply, installation, and commissioning of audio-visual equipment for the Cowbridge Community Cinema Project. The project aims to provide a high-quality cinematic experience to the local community by establishing a fully functional cinema venue in Cowbridge Town Hall.

The scope of work includes the procurement and installation of cinema projection equipment and associated equipment.

2. Tender Information

2.1 Purpose

The purpose of this tender is to select a contractor who will be responsible for delivering the necessary cinema equipment and ensuring its proper installation, testing, and commissioning.

2.2 Project Overview

The Cowbridge Community Cinema Project aims to:

- Create an engaging space for local cinema.
- Provide high-quality audio-visual experiences.
- Enable flexibility for various media formats and event types (films, presentations, etc.).

2.3 Deadline for Submission

- **Tender Submission Deadline:** 14th October 2024
- **Tender Clarification Deadline:** 31st October 2024

2.4 Submission Format

Contractors must submit the tender in digital and/or hard copy to the following address:

Contact Person: Catherine Kennedy

Address: Cowbridge Town Hall, 21 High Street, Cowbridge, CF71 7AD

Email: townclerk@cowbridge-tc.gov.uk

Phone: 01446 773385

3. Scope of Work

The selected contractor will be required to:

3.1 Equipment Supply

Supply of high-quality cinema equipment, including but not limited to:

- **Projector System**
 - High-definition digital projector(s) suitable for a cinema environment.
 - 4K resolution preferred.
 - Warranty and technical support options.
- **Sound System**
 - Determine if current sound system is compatible with new projector.
- **Cinema Screen**
 - Already in place.
- **Other Related Equipment**
 - Cabling and mounting equipment for optimal installation.

3.2 Installation and Setup

- Site preparation, including all necessary cabling, mounting, and structural adjustments.
- Installation of the projector and connect to current sound system, and screen.
- Calibration of both audio and visual systems to suit the venue's layout and acoustics.

3.3 Testing and Commissioning

- Conduct comprehensive tests to ensure all equipment functions correctly and meets performance standards.
- Ensure the projector and sound system are configured to provide an optimal cinematic experience.
- Demonstrate the system to the project team and provide operational training.

3.4 After-Sales Support

- Provide a minimum 5-year warranty on all equipment.
- Outline options for ongoing support and maintenance contracts.
- Availability of technical assistance or troubleshooting within a specific response time.

4. Requirements and Eligibility

4.1 Contractor Qualifications

Contractors submitting proposals must meet the following criteria:

- Proven experience in installing cinema or AV equipment in similar settings.
- Technical expertise and access to reliable high-quality equipment.
- Adequate resources and personnel to meet the project timeline.
- Relevant certifications, accreditations, and compliance with safety standards.

4.2 Experience

Contractors should submit examples of previous similar projects, particularly any involving community cinemas or similar public installations. References from previous clients are encouraged.

5. Evaluation Criteria

The selection process will evaluate submissions based on the following:

Criteria	Weighting
Cost-effectiveness and Budget	30%
Technical Specification	25%
Previous Experience and Track Record	20%
Installation Timeframe	15%
Warranty and Support	10%

The council reserves the right to seek clarification from any of the bidders or to reject any or all proposals if they do not meet the project's requirements.

6. Submission Requirements

To be considered for the project, the following documents must be submitted:

1. **Tender Proposal Document**, including:

- ✓ Proposed equipment list with specifications.
- ✓ Installation process and timeline.
- ✓ Breakdown of costs (equipment, labour, etc.).
- ✓ After-sales support and warranty details.

2. **Company Profile**:

- ✓ Experience, qualifications, and certifications.
- ✓ Key personnel to be involved in the project.

3. **Previous Work Portfolio**:

- ✓ Examples of past projects similar to the Cowbridge Community Cinema project.
- ✓ Contactable references.

4. **Project Timeline**:

- ✓ A detailed project schedule outlining key milestones, including expected delivery, installation, and testing dates.

5. Compliance Documents:

- ✓ Evidence of insurance coverage.
- ✓ Health and safety policy documentation.
- ✓ Any relevant licenses and certifications.

7. Terms and Conditions

- **Contract:** A formal contract will be issued to the selected contractor upon successful tender approval.
- **Payment Terms:** Payment will be made following completion of the project and satisfactory checks.
- **Confidentiality:** All information provided in the tender process must remain confidential.
- **Ownership:** All equipment purchased will remain the property of Cowbridge with Llanblethian Town Council once installed.
- **Variations:** Any variations to the scope of work must be agreed upon in writing before implementation.

8. Contact Information

For any queries regarding this tender, please contact:

Contact Person: Cathy Kennedy

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