

**Regulatory tendering bases for the inclusion of the Dance Festival in the Jameos del Agua Auditorium into the 2019-2020 CACT cultural programme.**

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## Regulatory tendering bases for the inclusion of the Dance Festival in the Jameos del Agua Auditorium into the 2019-2020 CACT cultural programme.

The Art, Culture and Tourism Centres of the Cabildo of Lanzarote (CIF Q3500356E) located at the following address, Calle Triana, 38 - 35500 Arrecife, announce a tendering process for the inclusion of cultural proposals to its 2019-2020 programme.

### 1. BACKGROUND.

CACT are committed to a public tendering process as part of an open innovation process to develop new ideas and to continue with the inclusion of external proposals that increase CACT's capacity to offer a wider cultural offer.

At present CACT enjoy extensive experience as a catalyst for the cultural industry of Lanzarote and the Canary Islands, with projects such as **Bienal ArteLanzarote**, organised by the International Contemporary Art Museum, MIAC-Castillo de San José, a showcase of contemporary creations that since 2001 has been activating the artistic and cultural life on the island, attracting artists, curators, researchers and students of art and architecture schools, in the fields of visual arts, photography, architecture, video, street arts, performance, music and even gastronomic creations. On stages within CACT we have seen **the cave concerts** inside Cueva de los Verdes Auditorium, with the participation of soloists and chamber groups in the field of classical music as well as experimental projects. The **Jameos del Agua Auditorium**, a space which remained closed for a long period of time and reopened at the end of 2014, has since its creation, been the stage to a relevant performing arts programme with the participation of important artists incorporating artistic disciplines such as dance, music, experimental theatre and festivals.

By means of this tender process, CACT wishes to raise quality levels with a strong component of originality and renewal within the proposals that are included through this public tender for open innovation, integrating new ideas and projects in its cultural offer for the 2018-2019 season, with the aim of improving the visitor experience as well as activating cultural and artistic life on the island.

Currently, CACT have a cultural agenda available on the following website:  
<http://www.cactlanzarote.com/eventos/>

## 2. PURPOSE OF THE TENDERING PROCESS.

The purpose of this Tendering Process is the selection of innovative projects to be included in the CACT 2019-2020 cultural programme, which will take place between **February to April 2020**.

In particular, the following projects shall be selected:

### **Jameos del Agua Auditorium:**

#### **Objective**

The Jameos del Agua Auditorium is including the production of a **Dance Festival**, with high quality artistic projects, professional, creative and innovative when it comes to the original idea as well as to how they are carried out. Those proposals that consider the venue as an essential part of the project, and integrating the special characteristics of the place will be valued, considering the special particularity and conditions of the Auditorium, a volcanic cave sensitive to environmental changes with unique acoustics in an environment that is a Site of Cultural Interest as well as the cultural worth of the CACT and Lanzarote.

#### **Dance Festival**

- Number of projects to be selected: 2
  - Periodicity and sessions per project: only one.
  - Public: Everyone.
  - Date of completion: February to April 2020.

### 3. BUDGET Y TEMPORALITY.

The total budget of the tender process amounts to a total of **€14,000 (fourteen thousand euros)** not including IGIC and has a duration of one year.

A maximum cost is established for each project:

#### • Jameos del Agua Auditorium / Dance Festival

2 projects / 2 sessions.

€7,000/session (this amount includes all the companies expenses for implementation: travel, internal transport, accommodation, food allowance and technical rider \*).

\* A technical rider will be available at the Jameos del Agua Auditorium. Whatever is not included in it, shall be provided by the company.

### 4. PAYMENT METHODS.

The winning proposals may request, by justifiable means, the payment of 20% finance the production. The remaining 80% shall be paid upon receipt of a duly issued invoice, 20 days after the session finishes.

### 5. CALENDAR AND TENDER PROCESS PHASES.

This tender process will consist of several phases:

**SUBMISSION OF APPLICATIONS:** From the day of publication until 30th JUNE.

**SELECTION AND RESULT PUBLICATION PHASE:** 31th JULY.

**PROGRAMME PUBLICATION PHASE:** 16th SEPTEMBER.

### 6. PARTICIPANTS.

Both individuals and legal identities who have fully satisfied all appropriate tax obligations up to date, with full technical capacity, who are of legal age, who choose to do so individually or in company, regardless of their place of residence, may participate.

### 7. SUBMISSION OF PROPOSALS AND DOCUMENTATION.

Proposals must be submitted or sent to the Central Offices of Art, Culture and Tourism Centres of the Cabildo of Lanzarote (Secretary) in Triana street, number 38 located in

the municipality of Arrecife in Lanzarote (CP 35500) before the deadline indicated in the advertisement. Proposals that are not submitted at the Offices of Art, Culture and Tourism Centres of the Cabildo of Lanzarote before said date shall not be accepted, without prejudice to what is indicated in the following paragraphs regarding the mailing of proposals.

When the proposal is submitted by mail, the date should be certified at the post office and the Art, Culture and Tourism Centres of the Cabildo of Lanzarote should be informed of this by email to the following email address [contratacion@centrosturisticos.com](mailto:contratacion@centrosturisticos.com) on the same day, providing proof of postage payment and shipment at the post office.

Without both of these requirements the proposal will not be admitted if it is received by the Art, Culture and Tourism Centres of the Cabildo of Lanzarote after the date and time of the termination of the period indicated in the tender process advertisement.

Proposals will include **an envelope**, identified on the outside with the title **Tender Process for the inclusion of the Dance Festival in the Jameos del Agua Auditorium into the 2019-2020 cultural programme of CACT**, which must have:

- **Name and surname or company name that is submitting the proposal.**
- **Phone number and email.**

The envelope will **include three other envelopes**, all of which must be closed, containing the following information and documents

#### **ENVELOPE 1. General Documentation.**

This envelope must include:

- a) A copy of ID card or passport.
- b) Affidavit stating that all tax obligations are fully paid up to date. According to Annex I model.

c) Acceptance of the Bases of the Tender Process. According to Annex II model.

d) Technical Solvency: For this accreditation, a list of the different cultural projects carried out at least in the last 3 years must be included, including the information of the person responsible for where the projects were held, so that the jury can carry out the checks and consultations it deems appropriate.

### **ENVELOPE 2. Technical Documentation**

In this envelope, the technical proposals must be included, which must be submitted in the following format:

- Arial letter type and size 10 up to a maximum of ten pages, including all kinds of images, sketches or diagrams that detail the proposal. Audiovisual material may be attached by means of a pen drive.

The documentation must include the following aspects and in this order:

- Description of the key elements, essential characteristics of the proposal as well as the differentiating value and its adaptation to the space mentioned and to the cultural values of CACT and Lanzarote.
- Human resources, including the number and professional profile of the participants.
- Technical needs, specifying the technical rider with location map of each element to be located on the scene. (Attached in Annex 3 is the technical equipment available to CACT in the Jameos del Agua Auditorium).
- CV of the Creative team and the Management team.
- All elements that are considered differentiating factors to assess the proposal.
- Photographic and audiovisual material of the proposal.

### **ENVELOPE 3. Financial Documentation**

The documentation must include:

- Detailed financial cost of the proposal.

#### **8. ASSESSMENT CRITERIA.**

In order to select the proposals for the mentioned space, the following elements will be evaluated:

##### **Adaptation to the venue (10%)**

Those proposals that consider the venue as an essential part of the project and integrating the special characteristics of the place will be valued, considering the special particularity and conditions of the Auditorium, a volcanic cave sensitive to environmental changes with unique acoustics in an environment that is a Site of Cultural Interest.

##### **Focus on a mostly international audience (10%)**

The degree of adaptation of the proposals to the profile of tourists who visit the island will be assessed.

##### **Artistic quality and solvency of the human team (40%)**

Projects that are creative, innovative and imaginative will be valued both in their concept and in their scenic development, as well as professionalism, trajectory and experience of the human team.

##### **Exclusivity (30%)**

Proposals that address issues related to the island, its nature and landscape, and its artistic and cultural values, in a contemporary context, as well as the degree of originality or the fact that it is unpublished work, will be valued.

##### **Financial Cost (10%)**

Reduction of the costs established in these Bases will be valued.

The tender process may be declared void at the sole discretion of the Jury in the event that none of the proposals presented are satisfactory in order to meet the objectives of the tender process.

### 9. ENQUIRIES.

Questions raised by the participating tenderers will be addressed up until **June 15th, 2019**, these should always be done in writing to the following email address: [contratacion@centrosturisticos.com](mailto:contratacion@centrosturisticos.com), including as the subject of the message "Enquiries Cultural Programming Contest 2019-2020".

### 10. SELECTION PANEL.

The Selection Panel which will assess proposals for the Jameos del Agua Auditorium and shall be comprised by the following members:

- Echedey Eugenio Felipe, Chairman of the CACT Administrative Board
- José Juan Lorenzo Rodríguez, CEO-CACT.
- María José Alcántara Palop, Director of Art and Cultural Production CACT.
- Ricardo Hernández Camacho, curator CACT
- External Consultant from CACT.
- Acting as secretary with voice but no vote, Francisco Saavedra, Administration Manager CACT.

Members of the Selection Panel may be replaced by persons whom they may nominate.

Members of the Selection Panel may not act with voice nor vote if once proposals are submitted it is found out that there is a family connection, whether with a spouse, children or parents or first degree relatives.

### 11. OPENING PERIOD OF PROPOSALS AND ASSESSMENT.

Once the deadline for submission is up, the submitted proposals will be collected and sent to the Secretary of the Selection Panel.

In the **Selection and Publication Phase**, the documentation contained in **ENVELOPE 1** will be verified, classifying the accepted proposals, as well as the excluded ones and the causes for their exclusion.



In the same Phase, **ENVELOPE 2** will be opened which contains the **Technical Proposals**.

All offers will be assessed by the Selection Panel from best to worst with respect to the criteria listed in section 7, depending on their characteristics and taking into account how appropriate they are to the evaluation criteria of this tender process.

The result of the above mentioned assessment shall be recorded in the corresponding minutes issued by the Secretary of the Selection Panel.

Subsequently, the opening of **ENVELOPE 3** will proceed, which contains the detailed **financial costs** of the proposal.

On **July 30th** the publication of the winning proposals of this tender process will be made.

From **July 30th to August 9th** a period for submitting claims will be opened, and must be done in writing and addressed to the Secretary of the Selection Panel.

After this period of claims, the Selection Panel will meet and proceed with the final decision of this tender process.

## 12. PROCUREMENT.

Once the winning proposals have been selected, the service contract between the parties will be formalised, which must be signed within a fifteen-day period, from the date when the winning proposals are announced.

## 13. ORGANISATION PROTOCOL FOR PROPOSAL AT THE JAMEOS DEL AGUA AUDITORIUM.

An action protocol is established in order for the project to be carried out accordingly once it has been selected and aiming to facilitate its technical rider execution as well as its dissemination and communication.

#### **14. ASSIGNMENT OF IMAGE RIGHTS.**

Participants expressly state ownership of the intellectual property rights of the proposals with which they participated. Likewise, the participants declare that they do not infringe intellectual property rights, the reputation or the image of third parties, or any other property right of third parties.

In accordance with the above and by accepting these Terms and Conditions, the winners agree to assign CACT a Publication Licence, through which they authorise it completely free of charge, worldwide, without restriction or reservation to carry out communication, publication, promotion and dissemination of the selected projects.

Therefore, the winners expressly agree to assign a licence to CACT that covers the right to public communication of the proposals that are sent by means of their communication to the general public, through all means of dissemination and communication media.

This licence will be free and valid in any language, throughout the world and in accordance with Spanish and European legislation. Likewise, the winners agree not to receive any compensation for such publications.

Participants guarantee CACT that they have all the powers necessary to decide that the rights assigned at the time of signing and that the Participants in the tender process have not or will not, through a cession/licence to third parties or through any other means, carry out any act that may compromise this licence. Specifically, the Participants in the tender process declare that the proposals sent to CACT are completely original and that they do not include any section of any other work of any kind that could compromise the responsibility of CACT.

#### **15. ASSIGNMENT OF PERSONAL DATA.**

Your personal information is kept secure and will be treated with the utmost care. In accordance with the provisions of the Organic Act 15/1999, December 11th, Protection of Personal Data (hereinafter, "LOPD"), and by Royal Decree 1720/2007, December 21st, and therefore the Regulations for the development of the LOPD (hereinafter, "RLOPD") are approved, each Participant, with the acceptance of these legal bases, agrees to have the personal data provided by participants in this tender process,

incorporated into an automated file owned by CACT in order to process the participation of the tenderer, as well as sending the Participant the result of the tender process and information on news or future tenders.

Likewise, we inform you that your personal data will be used to send you newsletters and commercial and promotional communications related to the services of CACT through various communication channels under the provisions of the LOPD, Act 34/2002, July 11th, Services of the Information Society and Electronic Commerce and Act 9/2014, May 9th, General Telecommunications.

Participants guarantee that the personal data provided is true and is responsible for communicating to CACT any modification thereof. The Participant will respond, in any case, to the truthfulness of the data provided, reserving CACT the right to exclude from the registered services any user who has provided false data, without affecting other actions that constitute the Law. It is recommended to have the utmost diligence in terms of Data Protection through the use of security tools, and by no means hold CACT responsible for the theft, modification or loss of illicit data.

In accordance with the LOPD, the Participant may exercise the rights of Access, Rectification, Cancellation and Opposition of their data by means of a letter addressed to/or by sending an email to the following address [lopd@centrosturisticos.com](mailto:lopd@centrosturisticos.com). The request must contain the following information: name and surname of the user, address for the purposes of notifications, photocopy of the National Identity Document or passport, and specific content of the exercised right.

CACT maintains the security levels of personal data protection in accordance with the LOPD and has established all technical means at its disposal to prevent the loss, misuse, alteration, unauthorised access and theft of data that the user provides for the tender process, notwithstanding the duty to inform you that security measures on the Internet are not impregnable.

CACT undertakes to comply with the duty of secrecy and confidentiality regarding personal data contained in the automated file in accordance with the applicable legislation, as well as guaranteeing their safety when using them in assignments that may take place.

## 16. APPLICABLE LEGISLATION AND JURISDICTION.



These Bases are interpreted and governed in accordance with the Spanish law. They will be competent to resolve any claim or controversy that may arise in relation to the validity, interpretation or fulfilment of these legal bases, the Courts and Tribunals of the city of Arrecife.

**[\*]DOCUMENT SIGNED DIGITALLY**



**ANNEX I**

**LIABILITY DECLARATION MODEL**

*(All Tax Obligations and Social Security payments fully met up to date)*

Mr./Ms.....  
 DNI/NIE.....on behalf of themselves or in representation of the following  
 company.....  
 DNI/CIF.....in his/her capacity as.....

STATES:

That the aforementioned company has satisfied the corresponding Tax Obligations and Social Security payments up to date imposed by the current legislation and does not have debts in the current payment period.

In witness whereof and for all relevant purposes,

In .....on .....

Signature.

## ANNEX II

### ACCEPTANCE OF THE BASES

Mr/Ms. ....  
....., D.N.I. nº ....., of legal age, with the following  
address....., is aware of the call for  
proposals for the **Rules that regulate the tender process for the inclusion of the  
Dance Festival at the Jameos del Agua Auditorium for the CACT 2019-2020  
cultural programme,**

**SUBMITS THEIR PROPOSAL AND ACCEPTS** its content in full, on behalf  
of ..... (own name or that of the person(s) or  
entity(s) that you represent by specifying the circumstances in the latter case).

And which I certify for the record,

.....

Signature.

### ANNEX III FINANCIAL PROPOSAL MODEL

Mr/Ms. ....  
 ....., D.N.I. n. ...., of legal age, with the following  
 address....., is aware of the call for  
 proposals for the **Rules that regulate the tender process for the inclusion of the  
 Dance Festival at the Jameos del Agua Auditorium for the CACT 2019-2020  
 cultural programme,**

..... for the following total amount\*:

Total Price (in numbers)	In Words

This amount includes all expenses (\*) of the company for the correct undertaking of the reference proposal.

(\*) Fees, meal allowances, travel, lodging, internal transport, as well as transport to Lanzarote of any material not included in the technical equipment available to EPEL-CACT, included in the Bases.

Location, date and signature of the tenderer.

## ANNEX IV

### TECHNICAL EQUIPMENT THE CACT HAS AVAILABLE AT THE JAMEOS DEL AGUA AUDITORIUM

#### Jameos del Agua

#### LOAD AND UNLOAD

These transactions are carried out by a Schindler freight elevator available at the back of the Auditorium, measuring 3x2m (46 people).

**NOTE:** when unloading has been completed, the truck must be removed.

#### DRESSING ROOMS

	N. of dressing rooms	Dressing room capacity
Under the stage	5	3 pax
Under the stage	1	2 pax
<b>Total=</b>		<b>17 people</b>

All dressing rooms have a toilet, make up stands, showers, coat hangers and a sound system.

Dressing rooms may be accessed either from the side of the stage (left and right) or the back of the stage.

Note: there is no direct access from the outside to the dressing rooms. Access has to always be done through the stage.

#### TAILORS

There is an iron and ironing board available.



### LIGHTING CONTROL

QTY	BRAND	MODEL	COMMENTS
1	Ma lighting	MA port Node on PC	Lighting control table with software

### LIGHTING PROJECTORS

EQUIPMENT	CHARACTERISTICS	UNITS
DIMMER	24 channels x 10 A	9
DIMMER	6 channels x 5,2 kW	1
LIGHTS	1000W (for ambiance, not for shows)	10
TRIMMINGS	ETC SOURCE FOUR ZOOM 25/50	6
PORTAGOBOS	ETC	6
GARRA	Triton blue steel	22
FRESNEL PROJECTOR	LDR 2000w g22	8
VISERA	LDR spotlight	8
PC PROJECTOR	LDR 650/1200w gx9.5 ARIA	8
VISERAPC	LDR nota/aria plus	8
FUSE LIGHT	Fuse Wash Z350	2
SPOT LIGHT	Platinum Spot LED II 170w	4

## REGULATION

CHANNELS	BRAND	MODEL
24	ZERO 88 – LIGHTING	CHILI
6	ZERO 88 – LIGHTING	CHILI

**NOTE:** when working on heights, a harness must be worn, EPI and life lines according to the current regulations. In addition, the personnel working on heights, must be aware of the specific measures to take regarding Occupational Risk Prevention for this kind of work.

## SMOKE – FOG MACHINES

**UNDER NO CIRCUMSTANCE SHALL SMOKE AND/OR FOG MACHINES BE USED.**

## SOUND CONTROL

This material shall be placed in the middle of the room or booth. Take into account that it is not spatially centred.

QTY	BRAND	MODEL	COMMENTS
1	ROLAND	M5000C	Digital Table
6	STAGE RACK	S4000S-3208	32 entries, 8 exits
2	Splitter & Power distributor	S4000D	Reac signal distributor

We also have a **DJ room**, and a sound equipment in Bars 1 and 2 in Jameos.

## SOUND EQUIPMENT

EQUIPMENT	CHARACTERISTS	UNITS
COLUMN	24C SC D&B Audiotechnik	2
COLUMN	24C-E extension SC D&B Audiotechnik	2
COLUMN	E4 NL4 D&B Audiotechnik	6
SUBWOOFER	18s D&B Audiotechnik	2
AMPLIFIER	10d D&B Audiotechnik	2

## SIGNAL DISTRIBUTION

### NETWORKING:

The room has 6 category wiring with connection points in the projection booth, the sound control room, the media room, the 1st row, the left side of the stage, the right side and the front of the stage.

### ANALOGICAL SIGNAL

48-channel multi-wire cables and 16 multi-pair return cables with Split and monitors, with connection points in the middle of the room and on the left hand side.

**NOTE:** The sound is limited to 96dB spl due to the characteristics of the cave.

### SOUND CONNECTIONS

There is a connection on the left side of the stage, with a CETAC female port connection, 32 A protections and a 30mA differential.

### P.A. SYSTEM

This material must be leased. It may be placed on the sides of the room spiked or hung on the first bar on two 1000kg-point motor.

When hanging equipment, there must also be a prior authorisation plus supervision of the staff of the Centres. The accessories to be hung, must be approved and in perfect state.

**NOTE:** the location of the sub - bass will be on the floor.

### CATCH SYSTEM

We have the following microphones:

- 10 sm 58.
- 13 sm 57.
- 2 AKG300B microphone condensers with CK91 capsule.
- 19 direct boxes for instruments
- 2 stand SHURE microphones

### WIRELESS CATCH SYSTEM

QTY	BRAND	MODEL	COMMENTS
6	SENNHEISER	G3-EW100	Belt pack transmitters
6	SENNHEISER	G3-EW100	Packs
6	SENNHEISER	ME3-II	Craneales

### INTERCOM

QTY	BRAND	COMMENTS
1	METRO AUDIO	Central with 2 independent channels
8	METRO AUDIO	Belt Packs
8	METRO AUDIO	Headsets

## WIRELESS INTERCOM

QTY	BRAND	MODEL	COMMENTS
1	ALTAIR	WBS – 202	Transmitter – Wireless receiver equipment
4	ALTAIR	WBP – 200	Wireless Belt Pack
4	ALTAIR	WAM – 100/2	Headphones with earset and microphone

## STAGE CLOTHING

There are two black cloths to darken the background, one at the back and one in the middle in the shape of the cave. There is also a lace curtain for projections and 10x10m linoleum.

## PLATFORMS

QTY	BRAND	MODEL	COMMENTS
12	GUIL	TM440	Several leg heights (0,20-1,00 m)

Each of the platforms has two telescopic set of legs. One set is 60x60mm and the other one 40x40mm.

ACCESSORIES
Wooden platform
Handrail and Guill Platform Ladder
Wooden decoration lanes
Position scaffolding



**NOTE:** Do not paint, hammer, staple or screw the platforms.

### **STAGE EQUIPMENT**

There are fixed electrified bars, 3 on the opposite side and 1 at the front of the stage, as well as mobile electrified bars, 2 front ones and 2 lateral ones.

### **STAGE**

The floor of the stage is wooden and painted with darkened polished wood. It must be taken into account that the film screen comes out from behind the stage. Therefore, if the screen needs to be used, that area must be freed up. It shall only be handled by the staff of the Centres.

**DO NOT** paint on the stage. **DO NOT** hammer or screw the floor of the stage without prior approval of the Auditorium personnel.

### **CINEMA**

We have a 35-mm analogical film equipment with Dolby CP650 sound, and another digital equipment, consisting of a Christie CP2220 projector, a GDC 3000sx content server and a CP750 Dolby digital system.

We also have a 9x6 m film screen that comes out automatically from under the stage.

### **PIANO**

We have a PETROV Grand Piano.