



Centros de Arte,
Cultura y Turismo
Cabildo de Lanzarote

Regulatory tendering bases for the inclusion of the Music Festival in the Cueva de los Verde Auditorium into the 2019-2020 CACT cultural programme.

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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/>



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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 **November 2019 and January 2020**.

In particular, the following projects shall be selected:

Cueva de Los Verde Auditorium:

Objective

The Cueva de los Verdes auditorium has traditionally had a chamber music programme (quartets, quintets, trios) with both vocal and instrumental parts. In addition, other formats are included, always comprising small groups: singers soloists (singer-songwriters) or bands - with string, wind, percussion or piano instruments - different musical genres (pop, jazz), of an intimate nature, as well as other timely incursions into the field of experimental music (new instruments or instrumental and environmental fusions) to create new musical experiences.

Music Festival

- Number of projects to be selected: 4
- Periodicity and sessions per project: only one.
- Public: Everyone.
- Date of completion: November 2019 to January 2020.

3. BUDGET Y TEMPORALITY.

The total budget of the tender process amounts to a total of €12,000 (twelve thousand euros) not including IGIC and has a duration of one year.

A maximum cost is established for each project:



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• Cueva de Los Verde Auditorium / Music Festival

4 projects / 4 sessions.

€3,000/session (this amount includes all the companies expenses for implementation: travel, internal transport, accommodation, food allowance and technical rider *).

* Transport of the technical rider from the entrance of Cueva de los Verdes to the auditorium stage of this centre, will be carried out by CACT personnel.

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 on the same day, providing proof of postage payment and shipment at the post office.



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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 Music Festival in the Cueva de los Verde 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:



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- 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 Cueva de los Verde Auditorium).
- CV of the Creative team and the Management team.
- All elements that are considered differentiating factors to assess the proposal.
- (Optional) 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.



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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**, these should always be done in writing to the following email address: contratacion@centrosturisticos.com, including as the subject of the message "Enquiries Cultural Programming Contest 2018 - 2019".

10. SELECTION PANEL.

The Selection Panel which will assess proposals for the Jameos del Agua Auditorium and the Cueva de los Verdes Auditorium 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.



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

From **July 31h to 9th August** 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.



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13. ORGANISATION PROTOCOL FOR PROPOSAL AT THE CUEVA DE LOS VERDE 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



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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. 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.



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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



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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,

Inon

Signature.



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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 Music Festival at the Cueva de los Verde 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.



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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 **Music Festival in the Cueva de los Verde Auditorium to the CACT 2019-2020** cultural programme, and agrees to undertake the proposal 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.



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ANNEX IV

TECHNICAL EQUIPMENT THE CACT HAS AVAILABLE AT THE CUEVA DE LOS VERDES AUDITORIUM

Cueva de los Verdes

LOADING AND UNLOADING

These transactions are carried out manually through the top gallery within the Cave. There is enough staff to carry the load.

DRESSING ROOMS

There are no dressing rooms as such available, however, there is a restricted area beyond the stage, with make up stands, but no toilets or additional equipment.

LIGHTING EQUIPMENT

EQUIPMENT	CHARACTERISTICS	UNITS
DIMMER	Pack of 6-channels 16A STRAND LIGHT 88	2
PATCH	24 Powercom Channels	1
PC	RAND STRAND 1,000W	6
TRIMMING	RAND STRAND 1,000W	1
PANORAMIC	500 W (for stage ambiance)	6

LIGHTING CONTROL

There is a 12-channel lighting table available and a DMX 512 signal between the table and the dimmer. This material shall be placed on the control table behind the seats.



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

SOUND CONTROL

This material shall be placed on the control table behind the seats. Take into account that it is not spatially centred.

QTY	BRAND	MODEL	COMMENTS
1	BOSE	802	Small sound equipment with amplifier
5	BOSE	802	Acoustic Box
2	JBL		2 Channels with amplifier (stage monitors)
1			Sound Table 10 channels

SIGNAL DISTRIBUTION

ANALOGICAL SIGN

12-channel multi-wire cables and 2 multi-pair return cables and monitor extensions.

NOTE: there will be a sound limitation due to the characteristics of the cave.

STAGE MACHINE

There are 2 fixed electrified bars, a frontal one and an overhead one.

STAGE

The stage floor is wooden varnished with darkened polished wood.

DO NOT paint over the stage floor. **DO NOT** hammer or screw the stage floor.

PIANO

We have a YAMAHA COLIN piano.