



**SHERMAN THEATRE**

***MAIN HOUSE & STUDIO THEATRE  
COMMS UPGRADE***

**INVITATION TO TENDER**

## **CONTENTS**

### **1 Introduction**

- 1.1 Project Goals and Objectives
- 1.2 Purpose of this Invitation to Tender
- 1.3 Form of Tenders
- 1.4 Procurement Timetable

### **2 Background**

- 2.1 Organisation Background
- 2.2 Technical Environment

### **3 Scope and Scale of Systems**

- 3.1 Scope
- 3.2 Scale

### **4 Key Requirements**

### **5 General Requirements**

### **6 Detailed Technical Requirements**

### **7 Cost Information Required**

### **8 Supplier information required**

### **9 Instructions to *Suppliers***

## INTRODUCTION

Sherman Theatre is looking for a suitably qualified supplier to deliver *services required* as listed in this tender.

Information and an overview of Sherman Theatre's operations can be found on our website: <https://www.shermantheatre.co.uk/>

The company is committed to reducing its impact on the environment through implementing various policies including working with partners who have strong environmental credentials and accreditations.

The initial contract is offered for completion by **Friday 20<sup>th</sup> February 2026**.

### 1.1 Project Goals and Objectives

The objective of this project is to supply Green-Go Digital and Wired Comms System for Sherman Theatre. To be used in both our Main House and Studio Theatres.

Key Objectives are for provision of:

Green-Go Wireless & Digital Belt packs and all of the infrastructure to enable us to upgrade the comms system for our Stage Management and Technical teams to use industry standard equipment vital to the safe operation of shows moving forward.

We currently use a Tec Pro system that is very old and becoming increasingly difficult to maintain. The current system is wired and therefore is not ideally suited to those members of the Stage Management and Technical team who are not stationary during performances.

### 1.2 Purpose of this Invitation to Tender

This Invitation to Tender (ITT) forms the basis on which prospective suppliers of Green-Go Digital and Wired Comms System will be assessed. This project is subject to compliance with the EU regulations for purchasing in the Public Sector.

### 1.3 Form of Tenders

Full details on the form of tender response required from Tendering companies in relation to this ITT are provided in Section 11 Instructions to Tendering Companies.

## 1.4 Procurement Timetable

The tendering process will close at on *midday on Friday 6<sup>th</sup> February 2026*. Tenders issued in response to this ITT will be opened and evaluated in the following week. A final selection decision will be made and all parties duly notified by no later than *Wednesday 11<sup>th</sup> February 2026*.

Queries from tendering companies will be taken via email to the *Head of Production & Planning, Sherman Theatre* (contact details in section 11) and questions and answers will be supplied to all bidders.

Adverts Placed	<i>Monday 26<sup>th</sup> January 2026</i>
Invitation to Tender documents available from	<i>Monday 26<sup>th</sup> January 2026</i>
Telephone and email enquiries	<i>Monday 26<sup>th</sup> January 2026</i>
<b>Final date for receipt of tenders</b>	<b>Friday 6<sup>th</sup> February 2026</b>
Planned date for final selection decision	<i>Wednesday 11<sup>th</sup> February 2026</i>

## 2 BACKGROUND

### 2.1 Institution's Background

For 50 years Sherman Theatre has been responsible for creating some of Wales's most adventurous and acclaimed theatrical work and is the leading producing house in South Wales. It houses two auditoria – the Main House with seating capacity of 452 and the Studio which is licensed for 200 but generally is configured to seat 100.

Sherman Theatre is a registered charity with limited liability status and is supported by Arts Council Wales and therefore public funds. Sherman Theatre is committed to ensuring the delivery of the best value for the investment of each pound received from the taxpayer.

### 2.2 Technical Environment

*Both our Main House Theatre and our Studio Theatre have the Tec Pro Comms installed, using the wired belt packs in various locations. Sherman Theatre was completed and opened in 1973. There were comprehensive changes and upgrades to both venues during the 2012 large capital project. Both spaces work well and are well maintained.*

## 3 SCOPE AND SCALE OF SYSTEMS

### 3.1 Scope



The scope of works sought via this ITT are to completely replace the current comms system in both theatres.

### **3.2 Scale**

*This is a purchase of new equipment.*

## **4 KEY REQUIREMENTS**

*Supply all equipment as per project description.*

## **5 GENERAL REQUIREMENTS**

*To supply equipment as detailed in section 6.*

## **6 DETAILED TECHNICAL REQUIREMENTS**

Could you quote for the following Green-Go equipment please

- 8x wireless beltpack 26-776
- 14x wired beltpack 26-775
- 1x walkie talkie interface 26-796 (appropriate cable would also be required to connect walkie talkie)
- 2x wireless antenna 26-773
- 2x 6 way chargers 26-778
- 8x Beltpack battery 26-777
- 1x Desktop station 26-788
- 1x Analogue interface 26-782 (provides input/output between GreenGo and Tecpro, simultaneously can also be used to handle input of show relay/ program audio or announcements to front of house)
- 3x Switch 26-783

## **7 COST INFORMATION REQUIRED**

*Invoice for goods and cost of delivery.*

## **8 SUPPLIER INFORMATION REQUIRED**

### **9.1 General Information**

- Key Contact Name
- Full Company Name

- Address
- Telephone Number
- Email address
- Website address
- Registered Company address
- Holding Company details if applicable
- Name and address of Bankers

## **9 INSTRUCTIONS TO SUPPLIERS**

1. Two complete sets of electronic Tender documentation should be submitted to Mandy Ivory-Castile at [mandy.ivory-castile@shermantheatre.co.uk](mailto:mandy.ivory-castile@shermantheatre.co.uk)
2. The closing date for the receipt of tender is midday on *Friday 6<sup>th</sup> February 2026*.
3. Tenders must remain valid for acceptance for a minimum period of 90 days from the deadline date for receipt.
4. Tendering companies must ensure that the terms, conditions and prices in their tender remain confidential and have not been communicated to or fixed or adjusted by arrangement or in collusion with any other party.
5. The tendering company must undertake not to canvass or offer any incentive to Sherman Theatre staff in relation to this tender.
6. The successful company will be required to enter into a contract with Sherman Theatre which clearly states the terms and conditions of the agreement.
7. The information supplied by Sherman Theatre in relation to this tender is for general guidance only. Tendering companies must satisfy themselves as to the accuracy and completeness of details relevant to their proposals.
8. Information supplied by Sherman Theatre in relation to this tender is confidential and should not be communicated to any third party.