

## **INVITATION TO TENDER – VENUES REQUIREMENT IN EAST LONDON\* FOR BUILDING LEGACIES TRAINING & EVENTS PROGRAMME**

**(\*Tower Hamlets/Newham/Waltham Forest/Havering/Greenwich only)**

### **1. Introduction**

This document outlines the requirements of the 'Building Legacies' programme, which is being delivered by East London Business Place (ELBP) in partnership with Newham College's Apprenticeships, Partnerships and Innovation Department (API), and which provides tailored support solutions for London-based Small, Medium and Micro Enterprises (SMMEs) seeking competitive business advantage.

Part-funded by the European Regional Development Fund (ERDF), the purpose of this initiative is to deliver a sustained support programme tackling gaps in SMMEs' growth, innovation, contract-readiness and knowledge of procurement and supply-chain requirements until December 2021.

Target market and sectors (predominantly but not exclusively)

- Digital/Creative
- Care
- Construction

Targets and KPIs

- 350 x 12 hour SME supports (min 12 hours)
- 85 x 'new to the firm' product introductions
- 45 x new enterprises supported
- 52 x jobs created

The Building Legacies training and events programme will provide robust business support and networking opportunities to its clients via the usage of external expert consultants and trainers. The main focus for Building Legacies is to differentiate its approach, proposition and focus by offering a variety of events which focus on business growth in key areas and also provide hands on practical outcomes and takeaways.

Building Legacies has undertaken extensive client research via diagnostics, 1-2-1 engagements and focus groups to better understand the training needs of its clients. The outcome of this research has effectively dictated the proposed training programme which will ensure that clients have access to the training required to help grow their business.

The training programme is planned to be delivered through a series of training workshops and (where applicable) associated 1-2-1 activity between August 2019 and April 2020.

## **2. Requirements**

A range of meeting/training rooms will be required to facilitate a number of planned workshops and seminars. Rooms should be able to generally accommodate 15-25 delegates (although there may be an additional requirement\* for between 50 to 75 delegates for up to two larger type breakfast/evening networking type events if required).

The venue provider is expected to provide flipcharts, pens, presentation screens, AV, Wi-Fi, table water/mints etc.

The majority of these workshops will require basic catering (e.g. tea/coffee/water/juice/biscuits) only.

You are therefore invited to submit a proposal for up to 31 x typical half-day slots once a day (08:30 until 13:00, or 13:00 until 17:30, or a larger networking session) between August 2019 and April 2020.

The budget is not to exceed £500 inclusive of VAT per typical half-day session, which includes venue and catering provision.

## **3. Proposal Submission**

Organisations are invited to submit their proposal, which should be no more than 6 pages per lot, including any web-links and attachments (copies of policies and insurance cover must be provided, but can be in addition to the maximum 6 pages).

Organisations are therefore requested to supply a full proposal which responds directly to the requirements outlined in this tender document and includes:

- A price for each standard half-day room booking
- A full list of services provided and included in the price
- An indication of whether catering is available and at what rate
- \*An additional quotation for hosting/catering for up to two larger networking type events, which should be separately and clearly detailed within the proposal
- Accessibility for Building Legacies clients, both in terms of proximity to local train stations and/or adequate car parking facilities, and adequate access for disabled/less-able persons
- Professional capacity and expertise – i.e. company profile highlighting experience of event hosting and venue management
- Evidence of previous client feedback, testimonies, case studies etc
- Details of how the organisation will meet all requirements and any additional benefits/value added features which will be provided
- Provision of relevant policies and insurance cover
- Provision of evidence to demonstrate organisational GDPR compliance, including but not strictly limited to those controls which would protect

Building Legacies and Building Legacies' clients from any loss of data and/or viruses and cyber-attacks.

- Ability to adhere to the timescale detailed in section 6 below
- A point of contact for correspondence outlined below

#### **4. Contract Value**

The contract value for the standard half-day room bookings is up to £15,500 including VAT for the period of this engagement i.e. August 2019 to April 2020.

Please note - VAT. If you cannot recover VAT for the project you should include VAT within your project costs. If you are able to recover VAT it should be excluded. In the event of your bid being accepted you will not be able to charge VAT on top of project costs. You are responsible for determining your own VAT recovery position and should submit cost proposals accordingly.

If successful, the above does not constitute the awarding of anything further than a minimum one x half-day's room booking. The proposed programme may be subject to change and will be at the discretion of Building Legacies according to the exigencies of the business.

Depending on the geographical locations of the venue providers responding to this request, and the need for Building Legacies to ensure accessibility for SMES across the whole east London region, Building Legacies reserves the right to split the allocation across multiple providers in the following London boroughs:

*Tower Hamlets, Newham, Waltham Forest, Greenwich, Havering*

#### **5. Evaluation Criteria**

**Contract will be awarded based on:**

- Value for money: cost and value added to the Building Legacies programme (40%)
- Suitability, knowledge and experience in the field (50%)
- Availability (10%)

## **6. Timescale**

**Proposals no longer than 6 sides of A4 must be submitted by 12.00pm on 7<sup>th</sup> June 2019 by e-mail to [ELBP.procurement@CanaryWharf.com](mailto:ELBP.procurement@CanaryWharf.com)**

Please note, no other method of submission will be accepted and any received after this time and date will not be considered.

*Shortlisted organisations may potentially be invited to make a presentation to a selection panel, and will be notified if this is required.*

*The successful organisation will also be expected to attend a \*mandatory group session on the afternoon of 15<sup>th</sup> July where all successful trainers/consultants, venue providers and the Building Legacies team will be present to discuss the forthcoming programme, synergy areas across all providers and all mandatory process, outcome and reporting requirements.*

Invitation to tender sent out	24 <sup>th</sup> May 2019
Submission deadline	7 <sup>th</sup> June 2019 (12.00 Noon)
Presentation to selection panel (if required)	17 <sup>th</sup> June 2019
Estimated notification of outcome	28 <sup>th</sup> June 2019 (17.30)
*Mandatory group session for providers	15 <sup>th</sup> July 2019 (p.m.)
Contract delivery to commence	12 <sup>th</sup> August 2019
Contract completion	30 <sup>th</sup> April 2020

Building Legacies is not bound to accept the lowest priced Quotation or indeed any Quotation. Building Legacies also reserves the right to accept all or any part of a Quotation. A final decision on the award of contracts will be subject to the satisfactory outcome of any negotiations, or any outstanding issues being resolved. Documentation received in response to this invitation to tender shall be treated as private and confidential except where the disclosure is required by law.

The successful applicant will be offered a contract with Building Legacies based on the tender submitted and will be expected to deliver the activities and outputs specified. All expenditure and activity must be completed by the date stated in the tender specification.

Payments will be based on a structured invoicing schedule based on evidenced delivery of the agreed venue requirements.