



**Birmingham Ceremonies Limited**

**Birmingham 2022 Commonwealth Games Opening and Closing  
Ceremonies**

**Geotech**

**Reference No. TEC-018**

**Request for Proposal**

## CONTENTS

<b>1</b>	<b>BACKGROUND</b>	<b>Page 3</b>
<b>2</b>	<b>EVENT SUMMARY</b>	<b>Page 4</b>
<b>3</b>	<b>RFP PROCESS</b>	<b>Page 5</b>
<b>4</b>	<b>COMMERCIAL INFORMATION</b>	<b>Page 7</b>
<b>5</b>	<b>GENERAL INFORMATION</b>	<b>Page 9</b>
<b>6</b>	<b>ON SITE INFORMATION</b>	<b>Page Error!</b> Bookmark not defined.
<b>7</b>	<b>STAFFING INFORMATION</b>	<b>Page Error!</b> Bookmark not defined.
<b>8</b>	<b>LOGISTICS INFORMATION</b>	<b>Page Error!</b> Bookmark not defined.
	<b>Appendix 1 – RFP RESPONSE LIST</b>	<b>Page 10</b>
	<b>Appendix 2 – RFP TIMETABLE</b>	<b>Page 13</b>
	<b>Appendix 3 – SCOPE OF WORKS</b>	<b>Page 14</b>

## **1 BACKGROUND**

This document is part of the RFP package issued by Birmingham Ceremonies Limited (“BCL”) to invite commercial bids for the provision of goods and/or services for the Ceremonies. It exists to brief potential suppliers as to the broad requirements and expectations of BCL, provide information to assist them in the preparation of their responses, and explain how a supplier will be chosen and the contract will operate. It should be read alongside the specific briefing documents and/or technical specifications for the element(s) as applicable. If there is any additional information not supplied that would assist you in the preparation of your response, please request this via the questions process detailed below.

### **Confidentiality and Intellectual Property**

The contents of this document and other attached correspondence remain the property of BCL. This document may not be distributed to any party other than the addressee or its representative without the express written permission of BCL. No part of this document may be reproduced without the express written approval of BCL or its authorised representative.

Tenderers may disclose the contents of this RFP as required by law, and to any of its staff, agents and advisors who have a “need to know” in connection with carrying out work relating to this RFP, provided that these persons are advised of, and agree to comply with, the restrictions contained in this section. For clarity, any staff, agents, sub-contractors and or advisors are bound by the same terms of the Non-Disclosure Agreement (NDA) signed by the Respondent and it shall be considered that the tenderer has signed the NDA on their behalf.

### **Disclaimer**

BCL provides information accompanying this document in the form of drawings, measurements and data for informational purposes only. The tenderer is responsible for checking and confirming all dimensions on site. BCL warrants that the information provided is correct to the best of its knowledge but does not guarantee the accuracy of this information.

This document also sets out general information for all tenderers for the Ceremonies. This is a unified document and, as such, there may be specifications and or conditions in this document that may not specifically apply to a particular RFP/tender. However, this document provides a baseline for the provision of any goods and or services.

## **2 EVENT SUMMARY**

### **2.1 Birmingham 2022**

The Commonwealth Games started in 1930 and has since been held every four years, with a break for World War II. The Games have grown continuously since then and now feature 6,600 sports men and women from across 72 nations and territories. Underpinned by the core values of humanity, equality and destiny, the Games aim to unite the Commonwealth family through a glorious festival of sport. Often referred to as the 'Friendly Games', the event is renowned for inspiring athletes to compete in the spirit of friendship and fair play.

The 2022 Games will be the first time the West Midlands has played host to the event, following London 1934 and Manchester 2002. As preparations for the Birmingham 2022 Commonwealth Games take shape, the West Midlands becomes part of a lasting legacy that displays world-class teamwork, athleticism and friendship.

The Birmingham 2022 Organising Committee (the "Organising Committee") is responsible for the planning and operational delivery of the Games. CGF Partnerships (CGFP) is also involved in the staging of the Games, particularly in relation to generating commercial income, and is a joint venture between CGF and SportFive which seeks to identify sustainable and long-term commercial partnerships that will also benefit the delivery of future editions of the Commonwealth Games.

### **2.2 Birmingham Ceremonies Limited**

The Organising Committee has appointed Birmingham Ceremonies Limited ("**BCL**") to produce the Birmingham 2022 Commonwealth Games Opening and Closing Ceremonies (the "Ceremonies").

### **2.3 Ceremonies Dates**

The Birmingham 2022 Commonwealth Games Opening Ceremony will take place on **Thursday 28 July 2022**

The Birmingham 2022 Commonwealth Games Closing Ceremony will take place on **Monday 8 August 2022**

### **2.4 Ceremonies Venue**

The Ceremonies shall take place at the Alexander Stadium, Walsall Rd, Perry Bar, Birmingham, B42 2LR, UK.

### **3 RFP PROCESS**

#### **3.1 Request for Particulars (RFP)**

This RFP is to procure the goods/services set out in the Scope of Works at Appendix 3 of this document.

#### **3.2 Key Dates**

The expected timeline for this procurement process is set out at Appendix 2.

#### **3.3 Communication with BCL**

- All RFP documents will be sent out via email.
- All communications related to this document should be emailed with the subject title in the format: “[Ref. No.] [Your Company Name]” to: [procurement@birminghamceremonies.com](mailto:procurement@birminghamceremonies.com)
- Responses should be submitted in both an electronic editable format, and as .pdf which should be signed or digitally signed (In the case of any discrepancy, the .pdf version shall prevail)
- All responses should be in English.
- Drawings supplied by BCL will generally be AutoCAD 2017 (\*.dwg) files, with units in millimetres.
- Drawings submitted to BCL should be as both plotted PDF layouts and as bound AutoCAD 2017 (\*.dwg) files, with units in millimetres.
- If your response is in excess of email limits (20Mb for BCL), please notify us via this email address and we will propose a suitable transfer solution.
- Questions may be submitted in accordance with the RFP timetable given above. If you have any comment or input on the design, particularly with regard to potential cost savings, please don’t hesitate to make them.
- Unless otherwise agreed in writing with BCL, you should not discuss this document or refer queries to any other member of BCL staff or its consultants.
- Suppliers are advised not to underestimate the administrative costs of delivering the goods and/or services (as applicable), and to ensure these are covered in their response.
- The submission should be prepared with the understanding that the readers are, in general, aware of the company’s capabilities, history and the equipment being specified. Should clarification be required, this will be requested.

#### **3.4 Responses**

The RFP process is intended to be as streamlined and simple as possible to select a Supplier which can deliver the requirements of the RFP in a cost effective, reliable and efficient way.

Unless specifically noted in the Technical Specification, partial responses will not be accepted.

The documentation listed in Appendix 1 is required to be provided in response to this RFP.

#### **3.5 Exclusions**

The tenderer will note any exclusions from its proposal. Unless specifically noted, it is assumed that the proposal from the Supplier fit for purpose and is a complete turnkey solution including all costs associated with the supply.

It should be noted that the tenderer is not able to exclude anything from its offer if that element is specifically noted in the tender as required and to be included in the price. For example, a tenderer is not able to exclude freight costs.

### 3.6 Evaluation Criteria

Tenderer's responses to the RFP will be assessed against the following key criteria:

1.	<b>Technical Response</b>	the ability of the tenderer to provide the level, creative quality and scope of services	30%
2.	<b>Organisation Experience</b>	the supplier's breadth and depth of experience in supplying similar scope of services	10%
3.	<b>Organisation Capacity</b>	the tenderer's ability to provide BCL with the level of flexibility and capacity required to fulfil the scope of work, including working to tight production deadlines	15%
4.	<b>Social Values</b>	the commitment of the tenderer to environmental, sustainability and other social values set out in the RFP	10%
5.	<b>Table of Costs</b>	the level of prices for goods / services to be supplied in accordance with the RFP	30%
6.	<b>Response to legal terms and conditions</b>	tenderer's response to the legal terms and conditions and compliance with insurance requirements set out in Section 4 below.	5%

### 3.7 Question and Answer Period

Questions may be submitted up until the time set out in the timetable in Appendix 2. All questions will be provided with all answers to all tenderers, regardless of who asked the question.

### 3.8 Final RFP Responses

Those tenderers selected by BCL shall submit their final RFP response by the date set out in the timetable in Appendix 2.

### 3.9 Evaluation Committee

The evaluation committee will consist of;

Executive Producer: Zoe Snow

Business Affairs Director: Will Hutchinson

Technical Director: Gary Beestone

Head of Legal & Procurement: Euan Faulds

Deputy Technical Director: Luke Mills

## **4 COMMERCIAL INFORMATION**

### **4.1 Insurance**

Tenderers are responsible for all insurance for its equipment and personnel. The minimum requirements of insurance are:

- Public and Products Liability £10 million for any single event
- Professional Indemnity £1 million for any single event
- Employer's liability insurance £5 million for any single event
- All-risk insurance against damage, fire and theft of any rented items and any of the Supplier's equipment throughout the term of the contract

Where a tenderer does not hold the required minimum insurance, this must be identified in the response.

In addition to the insurances noted above, all international tenderers must ensure that, they have suitable medical, insurance (both general medical and emergency), and, where relevant, travel and repatriation insurance for all their staff and personnel.

Tenderers are responsible for all insurance for transport and shipment of any goods or materials from the point of shipment to arrival.

### **4.2 Payment Currency**

All payments will be made in UK Sterling (£).

### **4.3 Taxation**

All payments will be made in accordance with UK tax legislation and all UK suppliers will charge UK VAT (except where the HMRC has stipulated those other arrangements should apply), with all invoices to be addressed to BCL Limited. Non-UK bids should be gross (inclusive of all sales tax/VAT).

### **4.4 Variations and Changes to the Scope of Works**

Throughout the course of the project, BCL may vary the Scope of Works. This may be an increase or decrease in goods and or services. These variations will be negotiated with the Supplier. However, where there is a change in supply of an item or services that is shown as a unit price, the unit price in the offer is what will form the basis of any variation.

### **4.5 Tender Changes, Variations and Negotiations**

As part of the RFP process BCL reserves the right to change the requirements, remove and or add requirements from the Scope and negotiate with any one or multiple tenderers simultaneously.

The final scope of works and associated price may not be identical to the originally tendered Scope of Works and or price.

### **4.6 Local Partners**

Any International tenderers are encouraged to seek and engage with local partners for cost efficiencies and to support the local market.

### **4.7 Production Schedule**

BCL has developed an overall production schedule. The Supplier shall work with BCL to ensure the timely delivery of the supplies within the bounds of the overall production schedule. Tenderers acknowledge and agree that there may be variations to the schedule. Within reason, the appointed supplier shall adjust their schedule to work within the revised production schedule without additional cost unless agreed with BCL.

#### **4.8 Data Security and Backups**

Tenderers are responsible for ensuring they have adequate secure document management and document control systems (for both hard copy and electronic documents) and are reminded of their obligations under the NDA, including to limit access to documents only to those who absolutely require it. Tenderers must also have adequate and reliable back-up systems in place to ensure the integrity and recoverability of data relating to this RFP and Contract; these must be subject to the same levels of document security.

#### **4.9 Anti-Corruption**

BCL adopts and enforces a strict Anti-Corruption Policy, which is in compliance with its obligations under the Fraud Act 2017 and Bribery Act 2010 (the "Acts"), as amended, and other similar and applicable laws in foreign countries to which BCL may be subject to by virtue of the business it conducts.

Tenderers is expected to familiarise themselves with BCL's Anti-Corruption Policy a copy of which can be found on our website and its best practices and will comply at all times with all applicable laws and regulations, including the Acts and any other applicable anti-corruption laws, and any disregard or non-compliance will be grounds for appropriate disciplinary and legal action.

#### **4.10 Proposed Payment Schedule**

The proposed payment schedule for this supply is:

<b>Payment No.</b>	<b>Percentage of Contract Value</b>	<b>Payment Milestone (on receipt of valid invoice)</b>
1	30%	14 days after contract execution
2	20%	14 days after detailed design approval
3	20%	14 days before first day onsite
4	20%	14 days after onsite installation commissioned and approved
5	10%	30 days after successful completion of transition



## **5 GENERAL INFORMATION**

### **5.1 Standards**

All suppliers must comply with:

- all relevant standards and codes of practice
- all current health and safety regulations
- all applicable UK standards
- all regulations and authority requirements

All suppliers must ensure the quality control of both materials used and construction methods. BCL may ask for evidence of these and Quality assurance processes and procedures. All suppliers will be required to provide BCL with a materials register detailing sources, appropriate test certificates and COSHH data sheets, and sustainability information.

## **6 LOGISTICS INFORMATION**

### **6.1 Lock Down**

Prior to the Opening Ceremony, the venue and precinct will be subject to a security sweep and then the precinct will be locked down. During the lock down period access will be restricted to appropriately accredited people. The lock down period will be determined by the Organising Committee.

### **6.2 Plant and Access Equipment**

BCL will provide plant and access equipment on a non-exclusive shared use basis, unless otherwise agreed by both parties.

The Supplier will be responsible for any plant and access equipment supplied to it including appointed persons, operators (Must have current licenses as required by UK law), slingers and banksmen.

**Notwithstanding the Supplier must provide a schedule of required plant and access equipment in its response to this RFP.**

### **6.3 Freight**

The appointed supplier will be responsible for all freight or trucking including any associated costs.

Any and all local import and or export costs including taxes, fees, duties, charges or other monies will be payable by the appointed supplier.

The appointed supplier will not be able to store containers on site unless previously agreed with BCL and any deliveries must be unloaded in a timely fashion. There is limited capacity to unload containers on the ground; it is expected that most containers will be live loaded and unloaded.

The appointed supplier must have a representative present to accept any deliveries as BCL will not be able to accept deliveries on behalf of the appointed supplier.

## **APPENDIX 1**

### **RFP RESPONSE**

The Tenderer's RFP Response must include the following:

1. **EXECUTIVE SUMMARY**

2. **TECHNICAL RESPONSE**

- This document should include details of the tenderer's technical solution including written descriptions of what the tenderer intends to supply and how this meets the specification and any relevant drawings, calculations, schematics, equipment lists etc.
- Any promotional material, case studies, previous production information, product descriptions and other related information should be in a separate document. Should this type of information be provided in the technical response, the submission may be not read and may be discarded.

3. **ORGANISATION EXPERIENCE**

The following items should be included when the tenderer makes its submission for approval:

- **Company Profile** – Tenderer to provide company organisation chart, company commercial structure, resources.
- **Corporate Experience and Resources:**
  - Evidence of the tenderer's history of successfully completing similar projects or meeting similar requirements.
  - Evidence that the tenderer has current capabilities for ensuring the delivery of this requirement. The qualifications and experience of key personnel (2+ CVs) + details of BCL Client / Account Manager (CV). Evidence of supporting sub-contractors, consultants and business partners will be considered.

4. **ORGANISATION CAPACITY**

- List the names of the key personnel of the tenderer who it is proposed will provide the services.
- List details of any supply or work already undertaken for BCL and/or Birmingham 2022 Commonwealth Games.
- List details of any other large scale contracts being carried out by the tenderer during all or part of the proposed period of the contract.

5. **SOCIAL VALUES**

Please refer to the Supplier Social Values Guide issued with the tender documents and respond with evidence of your company's alignment with the Supplier Social Values Guide by providing the following information:

- Your business sustainability strategies, policies or certifications.

- Your approach to managing greenhouse gas emissions within your business operations across power consumption, transport and travel.
- Details of your waste management plan, processes and targets to prioritise zero waste to landfill, re-use, repurposing, and recycling.
- Measures that you routinely take to reduce problematic materials such as single-use plastics.
- Social value policies and processes, including ethical sourcing, Human Rights and Equality, Diversity and Inclusion.

## 6. **TABLE OF COSTS**

- Tenderer must complete the Table of Costs in the format provided.
- Prices quoted in any other format will not be accepted and all sections of the Table of Costs must be completed even if the total of that line item is zero value (i.e. do not submit blank cells).
- Tenderers may include a quotation in its standard format as additional information, however the quotation will not be a substitute to submitting the Table of Costs.
- Tenderers should break down prices by line item as much as is reasonably practicable. Staffing costs and other costs listed in the Table of Costs should be detailed separately.
- BCL reserves the right to remove any element from the scope of the RFP or contract and provide an alternative solution.
- Financial information is to be presented in tabular form with all values in UK Sterling (£), excluding VAT.
- BCL will assume that the price is submitted on a 'turnkey' basis unless stated clearly otherwise.

## 7. **ANY SUPPLIER REQUIREMENTS**

- |                              |  |
|------------------------------|--|
| • Local Unskilled Crew       | Schedule with numbers required, as sheet in Table of Costs |
| • Plant and Access Equipment | Schedule of requirements, as sheet in Table of Costs       |
| • Communications             | Number of two-way radio requirements                       |
| • Power Supply               | A preliminary power requirement including schedule         |
| • Storage                    | Any storage requirements                                   |
| • Desks                      | Number of desk spaces, both office & control room required |

## 8. **RESPONSE (IF ANY) TO LEGAL TERMS AND CONDITIONS**

- Tenderers should review the legal terms and conditions which accompany the RFP documentation and must provide a note of any and all comments/proposed amendments

as part of its tender submission to BCL or otherwise state 'No comments on legal terms and conditions'.

- Please note that in order to maintain parity between all tenderers, only immaterial amendments to the terms and conditions will be considered.
- Final appointment of the successful tenderer will be conditional upon BCL reaching acceptable contract terms with the organisation concerned.

**9. INSURANCE**

Tenderers must provide evidence of compliance with the insurance requirements set out in this document.

**10. APPENDICES**

- Company Information
- Overarching Assumptions
- Any Consortium Partnerships and/or Sub-Contractors
- Any other Appendices

**APPENDIX 2**  
**KEY DATES**

The expected timeline for this procurement process is as follows:

<b>RFP TIMETABLE</b>	<b>DATE</b>
Release of RFP	21/02/2022
RFP Submission (1700 UK Time)	28/02/2022
Preferred supplier selected on or around	02/03/2022
Contract executed on or around	07/03/2022

### **APPENDIX 3**

#### **SCOPE OF WORK**

## **1 Overview**

Birmingham Ceremonies is looking to engage a supplier (supply only) of prime quality geo textile fabric materials. We are looking for a supplier with strong sustainability credentials. This product will be used as the show cloth and act as field of play protection. Our scheduled requirements begin in June 2022.

The geo textile fabric will be required at the following location:

- Alexander Stadium, Walsall Rd, Perry Bar, Birmingham, B42 2LR, UK.

## **2 Scope of Works**

The supplier will provide a geo textile fabric as per the quantity below.

LOCATION	DETAIL	QUANTITY	COLOUR	DATES
Stadium	B2022 Opening Ceremony – Black Zone	5500 metres squared	Ral 9005	01/06/22
Stadium	B2022 Opening Ceremony – Athletes Parade	8500 metres squared	Ral 9004	01/06/22

## **3 Specification**

The product must meet all of the following specifications criteria:

<b>Physical Properties:</b>	
Polymer type:	Prime quality virgin polypropylene fibre containing 1% carbon black by weight.
Geotextile protector type:	Needle punched nonwoven fabric manufactured from mechanically entangled staple fibre.

- Fulfilling the function of ‘protection’ underload for which it is used on a subterranean basis within high risk landfill or waterproof membrane protection applications.
- The textile would be run through the mechanical bonding (needle punching) process in a way that would effectively expose it to ‘over needling’ to create a tighter finish.
- Carbon black for UV stability
- Water penetrable
- Density / thickness to avoid rucking (eg. 10mm thick)
- Minimal fraying
- Durable
- Can be cut on site, via work knives or carpet cutters
- Large width rolls (5.9mtrs plus)
- Long length rolls (50mtrs plus)
- Has recycled content
- Can be recycled
- All rolls need to be fitted with single lift slings fitted for delivery

- Fire rated to either class 'E' under BS EN ISO 11925-2 or class 'D' under BS EN 13501-1.

Note: Please clearly identify in your tender response if the proposed product does **not** meet any of the above criteria.

#### **4 Schedule**

Geotech delivered to site

01<sup>st</sup> June 2022 TBC