7 July 2020

Dear Supplier

**INVITATION TO TENDER FOR PROVISION OF SERVICES: CONSULTANCY SERVICES FOR THE 2021 VIRUTAL COMMONWEALTH SCIENCE - ITT REF: 512**

**1. Introduction**

1.1 You are invited by The Royal Societyto tender for the provision of services: Commonwealth Science Virtual Conference Consultancy.

1.2 The Royal Society is a self-governing Fellowship of many of the world’s most distinguished scientists drawn from all areas of science, engineering, and medicine. The Society’s fundamental purpose, as it has been since its foundation in 1660, is to recognise, promote, and support excellence in science and to encourage the development and use of science for the benefit of humanity.

1.3 Drawing on the expertise of our fellowship, we provide expert, independent advice to policy-makers and the general public, championing the contributions that science can make to economic prosperity, quality of life and environmental sustainability. Recent policy studies have covered topics such as ocean resources, machine learning, school-business collaboration and synthetic biology.

1.4 We also provide a forum for debate, bringing together diverse audiences to discuss the impact of science on current and emerging policy issues.

1.5 The Commonwealth Science Conference (CSC) is part of a wider programme, led by the Royal Society, to strengthen collaborations between scientists from across the Commonwealth. The conference aims to bring together early career researchers (ECRs) and some of the most eminent scientists and scientific influencers from across the Commonwealth under the theme ‘Science for a Sustainable Recovery’.

1.6 The 2021 CSC and wider programme are funded by the UK Government’s [Global Challenges Research Fund](https://royalsociety.org/~/media/grants/schemes/ODA-GCRF.pdf?la=en-GB&hash=B51F1E2140346184856E2F87D6F4B32A) (GCRN), which is part of the UK’s Official Development Assistance (ODA), the focus of the CSC is:

1. to improve research links between outstanding early career researchers and with leading scientists from across the Commonwealth, in order to facilitate joint work on addressing global development challenges;
2. to encourage scientific capacity strengthening in developing Commonwealth countries;
3. to influence the Commonwealth policy agenda.

1.7 The conference was due to take place in Nairobi, Kenya, in February 2021, but due to Covid-19 and the long-term impact of the pandemic on international travel, the Society has decided to run the meeting as an entirely virtual event. The desired outcome post the CSC, is for smaller groups to come together at face-to-face regional thematic meetings throughout FY21/22 to continue discussions and develop research ideas.

**2. The Services**

2.1 The Royal Society has a long history of running scientific meetings both in the UK and internationally yet has limited experience and resources available for the running virtual events and meetings.

2.2 The successful Tenderer shall assist the Society to refine our programme for the virtual CSC event and then use this programme to determine what event firms are be best suited to be invited to the Society’s Event Management tender. An outline of the 2021 CSC event Tender is at Appendix A of the Brief at Attachment 1 of the ITT Pack.

2.3 Please note that the running of the CSC Event Management tender and the evaluation process will be managed internally by the Society and will be out of scope for this Service provision.

2.4 The Services specifactions are detailed in the brief titled “Ref 512 - ITT Invitation to Tender – Consultancy Services for 2021 Virtual Commonwealth Science Conference” at Attachment 1

**3. Technical offer**

3.1 The following outputs will be expected from the supplier. These outputs are also listed as Section 3 of the Brief at Attachment 1:

The outputs require of the successful Tenderer are to:

1. advise the Royal Society on the best structure of the services for the CSC event based on the Society’s proposed programme
2. propose what types of platforms, services and deliverables will be required for the scope of the event programme
3. propose a timeline for the tender, what evaluation mechanisms are recommended to test Tenderers’ suitability for the Services, and how long it may take the successful tenderer to mobilise and begin working on the project
4. advise if the tender should be an open or select tender
5. propose the budget required for the project based on market research of event management and similar events, and
6. identify a list of event management firms that could deliver the virtual CSC event and can meet the following requirements:
7. Deliver a virtual event over a period of 2-3 weeks that includes live, pre-recorded and on-demand material. A draft programme will be shared with the successful tenderer.
8. Accommodate a variety of formats including plenaries by high-profile speakers, panel discussions, poster and breakout sessions.
9. Ensure participants are able to engage with the content and speakers, and network with one another
10. Facilitate participants to join the meeting in regional hubs, to support regional networking and to address potential issues with connectivity in remote areas.

3.2 Suppliers are asked to respond to this Invitation to Tender providing clear statements against the criteria in section 5 of this document.

**4. Financial offer**

4.1 The Society is not bound to award the contract to the cheapest tender.

4.2 The maximum available budget for this project is £8,000 including VAT. This is our allocated budget for this work, but please get in touch if you have any concerns or feedback on the budget. Please note we are a registered charity.

4.3 Tenderers shall complete the **Pricing Schedule** at Attachment 5 detailing your proposed project cost (including VAT), which should include all project, equipment and travel costs.

4.4 By providing us with a proposal you agree to be bound by the Royal **Society’s Terms and Conditions** included at Attachment 3, which will apply to any contract awarded to you after you have provided us with your quotation.

4.5 Any terms that your organisation seeks to edit must be provided in your final submission for consideration by the evaluation panel.

**5. Tender selection criteria**

5.1 Proposals will be evaluated against the criteria at **Item 5.3** of this ITT, which Suppliers must respond to clearly and separately. The Selection Panel may separate criteria amongst themselves to score so please structure your proposals accordingly

5.2 Tender proposals should outline how a supplier would approach the provision of the services. The proposal should be no more than the stated word limit (excluding any appendices) and use the following headings, listed below together with the selection criteria.

5.3 The selection criteria are as follows:

|  | **CRITERIA** | **WEIGHTING** |
| --- | --- | --- |
| 1 | **Experience –** Please outline your relevant experience and provide relevant case studies of similar consultancy services.  (max 2000 words) | 15% |
| 2 | **Methodology -** Please detail your organisation’s approach to the following:   1. your method to the outlined services including the proposed timescale and project plan for key deliverables 2. how you will manage this project in a virtual setting including how you plan to ensure continuity 3. proposed team, their roles and appropriate alternatives (please provide CVs for each team member)   (max 3,700 words) | 35% |
| 3 | **References** - Please provide two recent client referees contact details which the Society will contact if you are shortlisted in the evaluation process including the organisations’ name, contact person, their positions, email addresses, and direct phone numbers | 10% |
| 4 | **Pricing** - Please provide a budget break down of proposed costs by completing the Pricing Schedule at Attachment 5 of the ITT pack. | 40% |
|  | **Total** | **100%** |

5.4 The following scoring regime will be used to evaluate bids:

| **Description** | **Score** |
| --- | --- |
| Very high standard with no reservations at all about acceptability | 5 |
| High standard but falls just short of 5 | 4 |
| Good standard | 3 |
| Generally, of a good standard with some reservations | 2 |
| Basic compliance only | 1 |
| Fails to meet the minimum requirements. (Bid rejected) | 0 |

5.5 The Royal Societyis not bound to accept the lowest priced or any tender and shall not be bound to accept the supplier as sole supplier.

5.6 Prices quoted shall remain firm for the duration of the contract. Value Added Tax (VAT) should be shown separately and the VAT registration number given

## **6. Timeline**

6.1 The following dates will apply to the tender and contract award process

|  | **Tendering Stage** | **Dates** |
| --- | --- | --- |
| 1 | Tender Open | 7 July 2020 |
| 2 | Tender Clarification Questions | Up to 12.00 noon on Wednesday 22 July 2020 |
| 3 | Tender Closes | 2pm BST 24 July 2020 |
| 4 | Evaluation and Shortlisting of bids | 31 July 2020 |
| 5 | Interviews | Week commencing 3 August 2020 |
| 6 | Contract Award | 7 August 2020 |
| 7 | Contract start date | 10 August 2020 |
| 8 | Completion of Consultancy | By end of August 2020 |
| 9 | Date of CSC Event Tender Opening | W/c 1 September 2020 |

**7. Instructions to Tenders**

7.1 Suppliers are invited to:

1. Fill out the **Registration Form** at Attachment 2, and email to the Royal Society Procurement Manager
2. Provide responses to the criteria, being careful to structure your responses in line with the individual questions as evaluation of tenders may be undertaken in sections of responses
3. Complete **Pricing Schedule**, and
4. Email tenders to procurement@royalsociety.org by 2:00 PM on 24 July 2020

**8. Enquiries and clarification questions**

8.1 Enquiries and clarification questions regarding this Invitation to Tender should be emailed to [procurement@royalsociety.org](mailto:procurement@royalsociety.org) and using reference “*ITT 512 – Consultancy Services for the 2021 Virutal CSC “* in the email subject field and be made attention of the Procurement Manager

8.2 All clarification questions will be registered, answered and shared with all Suppliers with an aim to respond within 1 business day

8.3 Last clarification questions must be received by 12pm on 22 July 2020 and The Royal Society’s responses will be sent to *all registered tenderers* no later than 2pm on   
24 July 2020

**9.** **Registering your participation in ITT process**

9.1 All interested suppliers must complete, sign and scan the **Tender Registration** form at Attachment 2 and email to [procurement@royalsociety.org](mailto:procurement@royalsociety.org) to receive all associated tender documentation

9.2 All correspondence about the tender including clarification question responses will be sent to registered suppliers so please ensure that you complete this ASAP

**10. Submission of Tenders**

10.1 Your tender must be received by **2:00 PM** on **24 July 2020**

10.2It is the responsibility of all suppliers to ensure that their tender response is received no later than the appointed time. The Royal Societymay undertake not to consider tenders received after that time

**11. Attachments**

**Attachment 1** – Brief

**Attachment 2** – Tenderer Registration Form

**Attachment 3** – The Royal Society’s Terms and Conditions (Service Agreement)

**Attachment 4** – Tender Declaration Form

**Attachment 5** – Pricing Schedule Template

The Royal Society hopes your company decides to tender for this service and we look forward to receiving your registration form and your proposal.