

COP26: PRODUCTION SERVICES - RFI CLARIFICATIONS

No.	Clarification	FCO Response
1	As stated in the RFI, please could the Authority confirm if this exercise will be used to identify appropriate suppliers to take forward to ITT stage?	We confirm that this RFI is to understand the capability of suppliers. Please note however that once the tender is live, it will be published on ContractsFinder.
2	In order to provide estimated costings, it would be helpful to have CAD plans of all areas. Please could the venue supply these?	See basic info attached or log into https://plans.collectivearchitecture.com/WebInterface/login.html User Name: SEC Password: SEC2017 
3	Could the Authority please confirm the date that occupancy starts and ends for:	
3a	Hydro	Hydro: Build 5-8 Nov (4 days). Open 9-20 Nov (12 days). Breakdown 21-23 Nov (3 days)
3b	SEC	SEC apart from Hall 4: Build 22 Oct-8 Nov (18 days). Open 9-20 Nov (12 days). Breakdown 21-25 Nov (5 days) Hall 4: Build 26 Oct-8 Nov (14 days). Open 9-20 Nov (12 days). Breakdown 21-24 Nov (4 days)
3c	Armadillo	Armadillo: Build 22 Oct-8 Nov (18 days). Open 9-20 Nov (12 days). Breakdown 21-25 Nov (5 days) Car Park 1: Build 5-8 Nov (4 days). Open 9-20 Nov (12 days). Breakdown 21-23 Nov (3 days) Car Parks 5-6: Build 22 Oct-8 Nov (18 days). Open 9-20 Nov (12 days). Breakdown 21-25 Nov (5 days) Car Parks 7-8: Build 20 Sept -8 Nov (49 days). Open 9-20 Nov (12 days). Breakdown 21-25 Nov (5 days)
4	We note that the 'How to COP' states that all areas must be completed 4 days prior to Opening to allow for a two day test phase. Therefore should all agencies assume that all production build and set up must be completed by 0900 hours on 5 th November, allowing sufficient time for the testing phase, security sweep and handover of venue? In addition, should agencies assume that the arrivals, registration and search hall should be fully functional two days prior to the event (from 7 th November) to facilitate badge collections?	We confirm that all production build and set up must be completed by 0900 hours on 5 th November 2020
5	We note that the Armadillo is to be used as a plenary space and that this should be set out classroom style, with additional seating behind. However, we understand that Armadillo has fixed seating. Please could the Authority confirm if any discussions with the venue have taken place to determine how this can accommodate the necessary classroom style seating?	We have agreed that the fixed seating can be removed in the Armadillo to accommodate the Plenary space
6	Plenary 1 & 2 seating – are we correct in assuming that each room should be set out as follows: 197 classroom desks, with 2 seats per table and with an additional 2 seats immediately behind each table and further theatre style seating behind for UN specialised agencies and observer organisations, or as the table suggests on page 10, should we allow for 272 classroom desks with an additional 2 seats immediately behind each table?	Plenary 1 should have a minimum capacity of 1600 seats - 544 seats at tables (2 per table), 544 adviser seats behind and 512 overflow seats Plenary 2 should have a minimum capacity of 1300 seats - 544 seats at tables (2 per table), 544 adviser seats behind and 212 overflow seats
7	To assist with costing, it would be helpful to understand which rooms have been allocated for what purpose. We have identified these where we can, but there are some which it is difficult to identify. Would the Authority be able to share any room use schedules that have been prepared with agencies or would the Authority like agencies to make assumptions/propose solutions?	This has not been finalised yet but, we envisage that the 30 meeting rooms will be constructed in a build in the car park in a double story structure. The Action zone and Pavilion space will be constructed within the existing SEC Halls and the Plenary spaces in Hydro and Armadillo.
8	We note that up to 50 countries request pavilion space – are we correct in assuming that each country provides their own pavilions and we would be responsible for allocating/selling space and providing exhibition management and services such as power and internet to these areas only?	A country buys floor space per sq/m from the host Government. The UN allocates positions within the halls. The build of Pavilions can be done in one of two ways and we have not made a decision yet to which we will do:- either the main contractor can offer a fully chargeable service to each country and build their designs after consultation, or it could manage the scheduling but each county hires an independent company to build and the prime contractor offers a management service.
9	Page 9 requests a m2 cost for the Pavilion and exhibition space. Please could the Authority confirm if this applies to just the 160 2m x 2m exhibits requested or whether this also applies to the Pavilions? We can provide an accurate cost for the 160 stands, but it would be difficult for us to provide an accurate m2 cost for the bespoke Country Pavilions.	Pavilions take up 10,000 - 15,000 sqm of the overall space. For COP25, there are 44 Pavilions within the space and 44 offices (some countries request pavilion and office space, some pavilion only and some office only). If a country has pavilion and office space, the office space is normally situated at the back of the pavilion. Pavilions range in size from 5sqm to 1,900 sqm depending on the country/organisation. The biggest builds are usually EU, India and China. - costs per sqm usually average around \$400 - costs are for pavilion and office space only - not exhibit space (which are a series of 2x2m stands provided by the Host Nation)
10	For the purposes of this costing, should agencies base the allowance for the 100 offices for parties, COP Presidency team and UN Secretariat on the following breakdown	Yes
10a	Offices for 40 persons = 5	
10b	Offices for 24 persons = 24	
10c	Offices for 12 persons = 34	
10d	Offices for 8 persons = 10	
10e	Offices for 4 persons = 10	
11	Please could the Authority confirm if the executive offices, staff meeting rooms, general office areas, copy rooms and facilities needed for the secretariat are included in the 100 offices specified in the RFI?	Yes they are included in the 100 office spaces described
12	For the purposes of this costing, we are assuming that security scanners and registration/badge equipment should not be costed. Please could the Authority confirm that this assumption is correct?	Correct
13	Should agencies allow for WC's in temporary structures including the arrivals hall?	Agencies should allow for WC's in temporary structures including the Arrivals Hall. The adequate ratio of toilets to delegates should quoted for (averaging 13,000 delegates per day)
14	For the purposes of this costing, should agencies allow for the following workstations in the media filing centre:	a, b and c are correct. General workstations should be an additional 300 there should also be 75 open sided cubicles for use by TV and Radio broadcasters and 14 lockable enclosed cubicles for international news agencies (16m2)
14a	a. Print media x 150	
14b	b. Laptop workstations x 100	
14c	c. Plug and play x 100	
14d	d. General workstations x 800	
14e	e. Broadcast workstations x 75	
15	Should we assume that all social media requirements will be covered by others at this stage?	Yes
16	Please could the Authority confirm that agencies should provide estimated costs for a full host broadcast service, or will this be provided by the national broadcaster as suggested in the RFI/'How to COP'? If this is an agency responsibility, please provide an outline of requirements to enable an estimate to be provided.	It is likely that host broadcast services would need to be provided. At this stage please quote for coverage of VIP arrivals, family photo, High Level plenaries (2-3 days) and press conferences