**Invitation to Quote**

**Distribution of the Business Tribune**

**Term: September 2017 to June 2018**

1. **Overview of Requirements**

Liverpool Vision invites tenders for the distribution of our 2018 International Business Festival newspaper, the Business Tribune.

Note: a **separate** tender will be issued in parallel with this tender, to cover the **printing** of the newspaper.

1. **The Client**

The client is Liverpool Vision Limited (company registration number 06580889) working on behalf of the Mayor of Liverpool.

Who Are We?

Working closely with private sector businesses in the city, Liverpool Vision is the Mayor of Liverpool’s economic development company incorporating:

* Marketing Liverpool
* Invest Liverpool
* Special projects, such as the International Business Festival

What Is Our Purpose?

Liverpool Vision’s purpose is to enhance the brand of Liverpool, attracting investment and creating jobs to ensure a more prosperous future for the city.

How Do We Do This?

Through raising the profile of our offer we will generate interest from investors and visitors that will both help attract new investment and encourage existing businesses to grow. We will, together with private and public sector partners maximise opportunities by participating in major events such as MIPIM, International Business Festival (in 2016, 2018 and 2020) and Visitor Economy exhibitions. By working in partnership with commercial partners in the private sector we will communicate positive messages about the city to local, national and international audiences.

What Are Our Values?

Liverpool Vision’s is committed to the highest standards of ethical conduct and integrity in its business activities and to providing a high-quality service to all its customers and partners. Liverpool Vision believes that all its workers should be treated with dignity and respect and everyone is encouraged and supported to be the best they can be. We believe in taking responsibility, being creative and innovative and working together as a team for the benefit of the city.

1. **Specific Requirements**

Manage the arrangements for distribution of up to 50,000 copies of each of at least three editions of The Business Tribune on dates to be advised between September 2017 and June 2018.

Involving:

* Co-ordinate the distribution of the Tribune across north-west England, London and nationally, in such proportions as agreed with the Festival team
* Provide a list of suitable pre-arranged drop-off points for batch deliveries targeted towards people who own and run SMEs, including but not limited to Chambers of Commerce, Business Parks, Technology, Science or Learning Parks, hotels, upmarket leisure venues, railways and airports, for agreement with the Festival team prior to distribution
* Co-ordinate deliveries to the offices/depots of key Festival partners and sponsors, as advised by the Festival team, including packaging and addressing individual bundles to be delivered to – and at a time arranged with - the Foreign Office distribution centre near Milton Keynes for onward shipping to Embassies and other offices abroad
* One-off batch deliveries to specified locations for example different events, as advised by the Festival team
* Provide a report detailing proof of delivery and analysis of take-up of the Tribune at various drop-off points, nationally and regionally, to allow for better targeting in future
* Provide same day, overnight and multi-drop delivery options

1. **Response**

In responding to this opportunity, tenderers will be expected to provide the following: -

1. Evidence of ability to distribute newspaper bundles in quantities of tens of thousands
2. Details of adequate resource and capacity
3. A sample list of pre-arranged bulk drop points across Northwest England
4. A sample list of pre-arranged bulk drop points across our other target regions of London/South-east England, the Midlands and northern England
5. Examples of relevant drop points to target market, such as: offices, business parks, chambers of commerce, transit hubs, high-end leisure locations
6. Photographs showing distributed publications in situ to demonstrate quality of presentation
7. Evidence of quality monitoring and reporting mechanisms to demonstrate effectiveness of your distribution network
8. Evidence of ability to both project manage distribution and offer flexibility to take on delivery to Festival partners and any ad-hoc requests, and an indication of costs involved – e.g. for Foreign Office distribution centre drops
9. Please indicate distribution prices per copy for the relevant areas, using the table below;

|  |  |  |  |
| --- | --- | --- | --- |
| Number of copies per edition | Liverpool area | Nationally | London |
| 30,000 |  |  |  |
| 40,000 |  |  |  |
| 50,000 |  |  |  |

1. **Evaluation**

Responses will be evaluated against the response requirements set out in Section 4, on the basis of the following award criteria, weighted as indicated:

|  |  |
| --- | --- |
| Capability and Resources | 30% |
| Flexibility | 20% |
| Relevant drop points | 20% |
| VFM | 30% |

Responses, other than Price, will be scored as follows. Intermediate scoring, for example 3.7, is permissible: -

|  |  |  |
| --- | --- | --- |
| 0 | Poor | No response or partial response and poor evidence provided in support of it. Does not give confidence in the ability of the Tenderer to deliver the services. |
| 1 | Weak | Response is supported by a weak standard of evidence in several areas giving rise to concern about the ability of the Tenderer to deliver the services. |
| 2 | Satisfactory | Response is supported by a satisfactory standard of evidence in most areas but a few areas lacking detail/evidence giving rise to some concerns about the ability of the Tenderer to deliver the services. |
| 3 | Good | Response is comprehensive and supported by good standard of evidence. Gives confidence in the ability of the Tenderer to deliver the services. Meets the requirements. |
| 4 | Very good | Response is comprehensive and supported by a high standard of evidence. Gives a high level of confidence in the ability of the Tenderer to deliver the services. May exceed the requirements in some respects. |
| 5 | Excellent | Response is very comprehensive and supported by a very high standard of evidence. Gives a very high level of confidence the ability of the Tenderer to deliver the services. May exceed the requirements in most respects. |

An example of scoring using the method above: a supplier is rated at 3.7 out of a possible 5. The weighting for that particular criteria is 45%.

To calculate their actual score: - (3.7 / 5.0) x 45 =33% (out of a possible 45%).

**Price will be evaluated using the following method:**

30% will be awarded to the lowest priced bid and the remaining Tenderers will be allocated scores based on their deviation from this figure.

For example, if the lowest price is £40 and the second lowest price is £42 then the lowest priced Tenderer gets 30% (full marks) for cost and the second placed Tenderer gets 28.5% and so on. £40/£42 x 30 = 28.5%).

1. **Indicative Timescales**

This timetable is indicative only and LV reserves the right to change it at its absolute discretion.

|  |  |
| --- | --- |
| Publication of ITQ | 7th September 2017 |
| Opportunity to raise items for clarification ends | 12th September 2017 |
| LV response to clarification requests, posted on LV website, tenders section. | 13th September 2017 |
| Return of completed ITQ Response to LV | 15th September 2017 |
| Indicative award (subject to final due diligence and contract) | w/c 18th September 2017 |
| Service Commencement | Immediate upon joint contract signature |

\* There is an opportunity to ask Liverpool Vision for further information to assist you in the preparation of your responses during the Items for Clarification period. If you have an Item for Clarification, please e-mail Tony Mitchell (tmitchell@liverpoolvision.co.uk) during this period.

Two written copies of your response should be submitted in a sealed envelope, stating “ITQ Response for Distribution of the Business Tribune” and marked for the attention of: Zac Roberts, Procurement Assistant, Liverpool Vision, 10th Floor, The Capital, 39 Old Hall Street, Liverpool, L3 9PP, this should include a soft copy, stored on an electronic memory device (USB Stick or CD).

If delivering by hand, please be advised that because of a barrier system in a shared building, you will need to ask reception in the Capital Building to phone Liverpool Vision (0151) 600 2900 to advise that your submission has arrived for collection.

External envelopes must **not** indicate the identity of your organisation.

1. **The Award**

Notwithstanding the Important Notice below, any contract awarded subsequent to this ITQ will be subject to the enclosed terms and conditions.

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***Important Notice***

*Whilst Liverpool Vision is committed to selecting a supplier or suppliers, it reserves the right not to accept any proposals or award the contract. Liverpool Vision does not bind itself to accept the lowest or any response, and reserves the right to accept a portion of any proposal, unless the respondent expressly stipulates otherwise on its response. The right is also reserved to award more than one contract.*

*Whilst the information in this document is given in good faith and is believed to be correct it does not purport to be comprehensive or to have been independently verified.*

Appendix 1

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| ITQ Title |
| Distribution of the Business Tribune |

Your Company Information

At Liverpool Vision we appreciate the amount of hard work that can go into submitting tenders. We therefore request that in answering the questions in this Appendix 1, you provide only **very brief** information. This will give us a much better understanding of you as a potential supplier to us.

Please expand the rows to suit.

|  |
| --- |
| Company Name |
|  |
| Status *(limited, self-employed, partnership, etc.)* |
|  |
| Contact details |
|  |
| Locations *(including where the service would be provided from)* |
|  |
| Year of incorporation |
|  |
| Company Registration Number, *if applicable* |
|  |
| Turnover *(most recent, plus forecast)* |
|  |
| Staff *(including total number, subcontractors, etc)* |
|  |
| Associations *(partnerships, group, holding, parent, company, subsidiaries)* |
|  |
| Accreditations / Memberships / Awards |
|  |
| Previous dealings with Liverpool Vision *(current, past, tenders, contracts)* |
|  |
| Other relevant information |
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