Pre-Tender Market Engagement

**UK Presidency: International Holocaust Remembrance Alliance (IHRA)**

**UK Presidency Youth Programme**

**Ref: CPD4126138**

Authority: Department for Levelling Up, Housing and Communities (DLUHC “the Authority”).

**Date Response required:**  1pm (GMT) 29th November 2023

# PURPOSE

* 1. This Pre-Tender Market Engagement (PTME) seeks information in preparation for the potential procurement of a Supplier (from herein referred to as a “**Potential Supplier**”) to deliver our youth engagement programme ‘My Hometown’. The purpose of this PTME is to:
		1. help to confirm the viability of the proposed procurement process
		2. understand the capacity and capability of the supplier market to deliver and any possible risks involved; and
		3. provide the market with an opportunity to ask questions, raise queries and any issues to be addressed at an early stage
	2. The Authority shall maintain commercial confidentiality of information received during the PTME.

# INTRODUCTION

# The International Holocaust Remembrance Alliance unites governments and experts to

# strengthen, advance and promote Holocaust education, research, and remembrance and to uphold the commitments to the 2000 Stockholm Declaration. The IHRA (formerly the Task Force for International Cooperation on Holocaust Education, Remembrance and Research, or ITF) was initiated in 1998 by former Swedish Prime Minister Göran Persson. Today the IHRA’s membership consists of 35 member countries, each of whom recognizes that international political coordination is imperative to strengthen the moral commitment of societies and to combat growing Holocaust denial and antisemitism. A full list of member countries can be found at <https://www.holocaustremembrance.com/about-us/countries-membership.>

 The United Kingdom will Chair the International Holocaust Remembrance Alliance from March 2024.

* March 2024 - UK Presidency begins
* June 2024 - Glasgow Plenary event
* November 2024 - London Plenary event
* February 2025 - UK Presidency ends

# PROJECT OUTCOMES REQUIRED

# The UK Chairmanship is keen to partner with an organisation to deliver our youth engagement programme ‘My Hometown’ – the idea is for schools in IHRA countries to engage in projects that look at the history of their hometown. In some countries the Holocaust happened on their soil for others like the US, Canada, Australia for example the Holocaust is seen through the eyes and experience of where Holocaust survivors and refugees made their home before and after the Holocaust.

# The idea is to create an engaging programme for young people which focuses on local history. Each country will have the opportunity to present their project at an online youth summit in London. Projects can take any form as long as they focus on the history of their town or an individual that came to their town to seek refuge.

# We are looking for an organisation to manage this process from start to finish, including identifying and liaising with the selected schools across the 35 IHRA member countries and running the online seminar that will form part of the London Plenary in December 2024

# KEY DATES & TENDERING PROCESS

# Subject to the information received as a result of this Pre-Tender Market Engagement, it is anticipated that the Invitation to Tender will be issued via Find a Tender and Contracts Finder in December 2023, with the contract being awarded in January 2024. Participation in any subsequent procurement process is not dependent upon responding to this PTME notice.

# DLUHC reserves the right to not proceed with any procurement or contract award at its sole discretion.

# RESPONSE

# Please respond to this Pre-Tender Market Engagement request by completing the form below and providing the relevant information.

#

# Send the form and information by email to helen.draper@levellingup.gov.uk by 1pm GMT 29th November 2023 (the “Response Deadline”).

**Capability & Experience Questions**

Please confirm you have the capability to provide the following services by responding Yes or No to the questions listed below.

1. Does your organisation have experience and/or capability of delivering services similar to those outlined in section 3?

|  |  |
| --- | --- |
| **YES** | **NO** |
|  |  |

If yes, please provide one or two relevant examples in pdf/word document(s), each example (each document) should not exceed more than 2 sides of A4. Note the example(s) are for our information only.

Please include the following points within your example(s):

- The name of the customer

- A brief description of the services delivered and the customer’s overall objectives

- A brief outline of how you communicated with and managed stakeholders

- The online element of the services delivered, and tools/ systems utilised

- The outcome of the services delivered, and any customer feedback received

1. Will your organisation be able to meet the timetable for the delivery of services as outlined in sections 2 and 3?

|  |  |  |
| --- | --- | --- |
| **YES** | **NO** | **Comments** |
|  |  |  |

1. Will your organisation be able to respond to the Invitation to Tender if it is issued in December 2023 and be able to mobilise early in 2024?

|  |  |  |
| --- | --- | --- |
| **YES** | **NO** | **Comments** |
|  |  |  |

# QUESTIONS AND CLARIFICATIONS

* 1. Potential Suppliers may raise questions or seek clarification regarding any aspect of this PTME document at any time prior to the Response Deadline. Questions must be submitted by email to helen.draper@levellingup.gov.uk only.
	2. To ensure that all Potential Suppliers have equal access to information regarding this PTME exercise, responses to questions raised by Potential Suppliers will be published in a “Questions and Answers” document, which will also be circulated by email.
	3. Responses to questions will not identify the originator of the question.
	4. If a Potential Supplier wishes to ask a question or seek clarification without the question and answer being revealed, then the Potential Supplier must state this in their email and provide its justification for withholding the question and any response. If the Authority does not consider that there is sufficient justification for withholding the question and the corresponding response, the Potential Supplier will be invited to decide whether:

the question/clarification and the response should in fact be published; or

it wishes to withdraw the question/clarification.

# GENERAL CONDITIONS

* 1. This PTME will help the Authority to refine the requirements and to understand the potential level of interest in the delivering requirements. It will also aid Potential Supplier’s understanding of the requirements in advance of any formal competitive tender exercise.
	2. The Authority reserves the right to change any information contained within this PTME at any time, and Potential Suppliers rely upon it entirely at their own risk.
	3. The Authority reserves the right not to proceed with a competitive tender exercise after this PTME or to award any contract.
	4. All costs associated with the production of such a response to this PTME must be borne by the Potential Supplier.
	5. No down-selection of Potential Suppliers will take place as a consequence of any responses or interactions relating to this PTME.
	6. The Authority expects that all responses to this PTME will be provided by Potential Suppliers in good faith to the best of their ability in the light of information available at the time of their response.
	7. No information provided by a Potential Supplier in response to this PTME will be carried forward, used or acknowledged in any way for the purpose of evaluating the Potential Supplier, in any subsequent formal procurement process.