**RSSB 2398 - Human Factors Conference - Question and Answer Document**

Tender Questions Document

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| **Supplier Question 1**  Good afternoon, I have a query regarding the costing sheets attached to the above-named opportunity, could you confirm this is the correct costing document? |
| **RSSB Answer 1**  The document titled “Pricing Document” is the document RSSB has uploaded for suppliers to fill in concerning costs pertaining to the specification.  However RSSB is willing to accept submission from tenderers that clearly show a breakdown of costs as well as their overall total cost |
| **Supplier Question 2**  Having read through the available documentation, I wanted to clarify if you are looking for responses directly from venues or from event management agencies?  Also on the notice on Contracts Finder there is a contract value of £65,000 however this is not detailed in the tender documentation.  Can you confirm the venue this event was held in 2015 so that we can understand the type of venue used previously? |
| **RSSB Answer 2**  RSSB is looking for responses that can deliver the specification to a high degree of quality.  We believe this could be done both directly from venues and event management agencies.  The Contract Notice contains the range of the contract value.  Indeed, we can confirm this was the event held in 2015.  Please be advised that the specification is with regards to the conference in 2017. |
| **Supplier Question 3**  Good afternoon Procurement Team,  We would like to register our interest to tender for the RSSB 2398 - RSSB Human Factors Conference Venue & Event Management Services Tender. |
| **RSSB Answer 3**  Thank you for your interest.  All instructions regarding how to bid for this opportunity can be found with the tender documentation attached to the Contract Notice. |
| **Supplier Question 4**  We have seen the information relating to your requirements for the Human Rail Conference 2017.  It appears that you are just requiring a venue to hold the event, rather than actual event  management support.  Are you able to confirm that this is the case? |
| **RSSB Answer 4**  RSSB is looking for responses that can deliver the specification to a high degree of quality.  We believe this could be done both directly from venues and event management agencies. |
| **Supplier Question 5**  We are a \*\*\*omitted\*\*\* with a wide experience of organising conferences in town and across the country. I have read your invitation to tender on the B2B website and we would like to put forward a proposal. However, before doing so I wanted to confirm that you would consider tenders from management companies as your brief suggests that you are rather looking for responses from venues. |
| **RSSB Answer 5**  RSSB is looking for responses that can deliver the specification to a high degree of quality.  We believe this could be done both directly from venues and event management agencies. |
| **Supplier Question 6**  We are unable to download the pricing schedule, ITT and further details concerning the above for evaluation as a tender opportunity – are you able to share please? |
| **RSSB Answer 6**  RSSB’s suggests using a different browser.  Alternatively, we suggest contacting Contracts Finder directly.  If this does not work please ask once more and the documents will be sent direct. |
| **Supplier Question 7**  Are you looking for accommodation costs?  You have requested Food and drinks on the first night, will you require dinner of the other nights?  You have chosen London as your preferred venue, will you accept 2 suggestions. 1 based in London and 1 outside of London to compare costs? |
| **RSSB Answer 7**  No, this is not included in the overall budget as delegates will source accommodation themselves |
| **Supplier Question 8**  Will the delegate cover the cost of accommodation direct with the hotel or is this included in the budget? |
| **RSSB Answer 8**  The delegate will cover the cost of accommodation direct with the hotel |
| **Supplier Question 9**  You have requested Food and drinks on the first night, will you require dinner of the other nights |
| **RSSB Answer 9**  No, just the first night. |
| **Supplier Question 10**  You have chosen London as your preferred venue, will you accept 2 suggestions. 1 based in London and 1 outside of London to compare costs? |
| **RSSB Answer 10**  Yes, two suggestions are welcome to compare costs, but London is the preferred location |
| **Supplier Question 11**  could I just check that the questions to respond to are from 9.0 ITT Evaluation Matrix (Award Criteria) plus the Pricing Document? |
| **RSSB Answer 11**  All tender questions that are to be responded to can be found within the I.T.T inclusive of the questions on Page 10. |
| **Supplier Question 12**  I am currently going through your tender documents to tender for RSSB Human Factors conference venue and event management services and the link to the mandatory requirements doesn't seem to be working - no documents found.  [http://www.rssb.co.uk/about-rssb/working-with-us/supplier-opportunities/mandatory-and-discretionary-requirements](https://protect-eu.mimecast.com/s/xV58BsM1bpF2)  Can you let me know, where I will find your list of mandatory and discretionary requirements please. |
| **RSSB Answer 12**  The list of mandatory requirements can be found within Point 4.3 of the Invitation To Tender. There are no discretionary requirements. |