



Crown  
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Foreign, Commonwealth  
& Development Office

## **Bid Pack**

Attachment 3 – Specification

Event Security Services

Contract Reference: CCSE20A05

The Foreign, Commonwealth and Development  
Office

Further Competition under Lot1a of Workplace  
Services (FM Marketplace – Phase 2) RM6089

## Contents

1. Purpose.....	3
2. Background to the opportunity .....	3
3. Specification structure .....	3
4. Definitions .....	4
5. Standards.....	4
6. Gainshare.....	4
7. Award .....	4

# 1. Purpose

- 1.1 The purpose of this document is to provide Suppliers with full details of the Buyer's requirements by detailing Deliverables, Standards and supplementary information.

# 2. Background to the opportunity

- 2.1 The G7 is an international intergovernmental economic organization consisting of 7 major developed countries: Canada, France, Germany, Italy, Japan, the United Kingdom and the United States, which are the largest IMF-advanced economies in the world. The major purpose of the G-7 leaders meeting is to discuss and sometimes act in concert to help resolve global problems, with a special focus on economic issues. It is anticipated that 7 Heads of State/Government, plus invited Heads/guests from other countries/multilateral organisations will attend, together with their accompanying delegations and support staff. In total, there will be approximately twelve official delegations. This will be a major international meeting and is expected to attract a considerable media presence. The Buyer (the Foreign, Commonwealth and Development Office) will be looking to secure the services of a security company to support the work of local law enforcement at the venues concerned.
- 2.2 The United Kingdom will host the 26th United Nations Conference of the Parties ("COP 26") on 1 – 12 November 2021 at the Scottish Event Campus (The SEC) Exhibition Way, Glasgow G3 8YW. COP 26 will be a high-profile, large-scale event and the organisational and logistical demands will be huge. The Buyer expects Heads of State and Government from 150-190 countries to attend for 1-2 days at the start of the event, while the main high-level Ministerial segment is expected in week 2. The Buyer anticipates approximately 30,000 attendees across the 2 weeks with around 12,000 people in the conference centre at any one time. On average participants attend for up to 5 days with around 6,000 staying for the full duration.
- 2.3 Please refer to the background section of Attachment 1 – About the Further Competition and Annex E – Additional Requirement Information.

# 3. Specification structure

- 3.1 The Specification is made up of the following annexes:
  - Annex A – Matrix of Deliverables
  - Annex B – Standards and Processes
  - Annex C – Key Performance Indicators
  - Annex D – Payment Mechanism
  - Annex E - Additional Requirement Information

## 4. Definitions

- 4.1 Terms used in the Specification and annexes that require further definition are capitalised. For definitions of these terms, you should refer to Joint Schedule J1 – Definitions.

## 5. Standards

- 5.1 All the FM Standards and processes that the Supplier had to comply with during the procurement of the Workplace Services (FM Marketplace – Phase 2) RM6089 are required throughout the duration of this Call-Off Contract, unless we tell you otherwise. Please refer Annex B – Standards and Processes.

## 6. Gainshare

- 6.1 Information on gainshare can be found at paragraph 2.12 of Call-Off Schedule 3 – Continuous Improvement.

## 7. Award

- 7.1 Upon contract award all relevant sections of this Attachment 3 – Specification will be inserted into the order form (Attachment 4 of this bid pack).