

The **acc** Liverpool Group

TENDER REF: TT000065

**TENDER FOR THE HIRE OF STAGING, DRAPING AND
STAGE SETS & MISCELLANEOUS STAGING**

Briefing Document

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Contents

- 1 Overview**
- 2 Vision**
- 3 Values**
- 4 Aim & Objectives**
- 5 Summary of Requirements**
- 6 Procurement Documents**
- 7 Notes to Organisations**
- 8 Your ITT Submission**
- 9 Selection Criteria**
- 10 Next Steps**

1. Overview

We are The ACC Liverpool Group – operators of a world-class event campus located on the banks of Liverpool's world heritage waterfront and home to Echo Arena, BT Convention Centre, Exhibition Centre Liverpool and TicketQuarter. The ACC Liverpool campus is a family of venues, experiences and services for the local, national and international events market.

The versatile BT Convention Centre facilities include a 1,350 seat auditorium, 18 breakout rooms, 3,725m² of exhibition space and a range of sustainable credentials having been designed to produce half the CO₂ emissions it would without any environmentally-friendly measures.

Sister venue Echo Arena Liverpool is an 11,000-seat arena with 22 hospitality VIP Boxes, The Liverpool Collection Lounge (due to open in September 2017) and a packed programme of entertainment and sporting events throughout the year.

In September 2015, The ACC Liverpool Group expanded its offering with the opening of Exhibition Centre Liverpool, adjacent to BT Convention Centre and Echo Arena, providing an additional 8,100m² exhibition facility, taking the total to 15,225m² of interlinked and flexible event space.

A pedestrian link bridge connects the new and existing venues making it the only purpose-built interconnected arena, convention centre and exhibition facility in Europe. A 216-bedroom Pullman hotel, which forms part of the development, opened in February 2016.

The ACC Liverpool Group works closely with Clients helping to ensure the success of their events and delivering the best possible service. All of the Supplier's staff will be required to be pro-active in providing a first class, customer focused service to all Clients.

Our vision is to be a successful world class arena, convention centre and exhibition centre that serves its customers to the best of its abilities and attracts visitors to Liverpool, thereby contributing to the long term growth and prosperity of our enterprise, our city and its people.

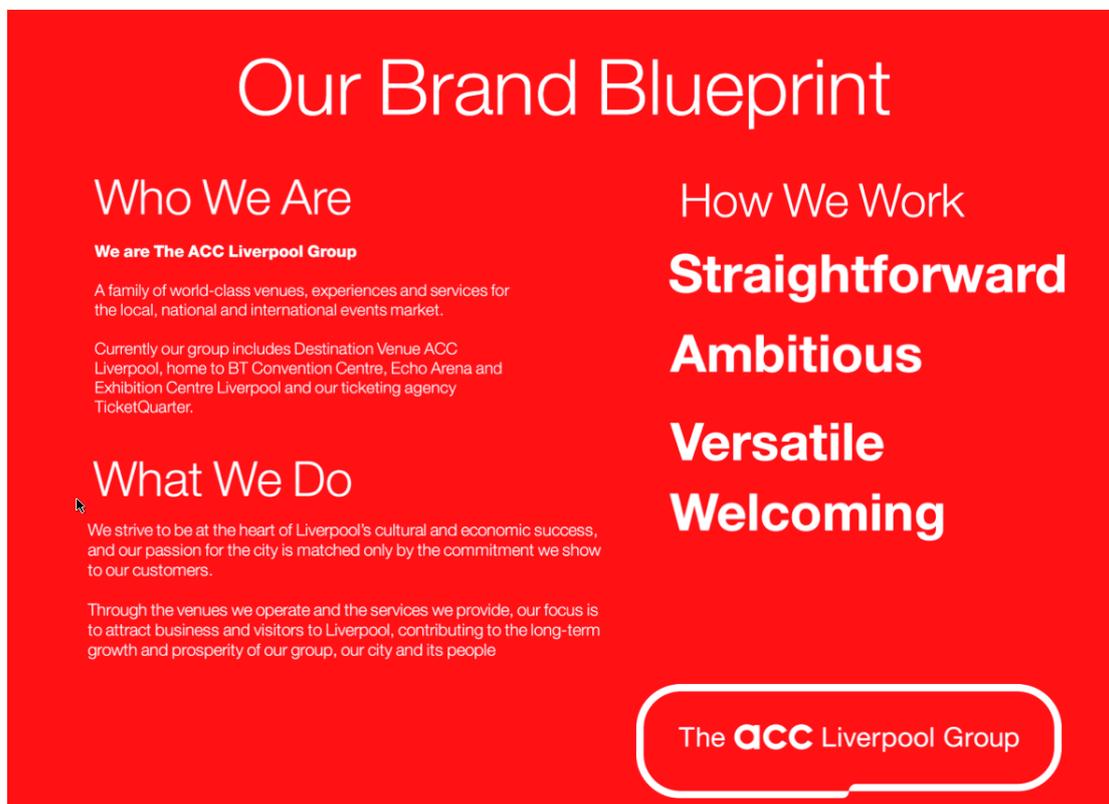
2. Vision

The unique skill of what The ACC Liverpool Group does is in the complexity of bringing together many diverse individual groups of people with different expertise and experiences, to create seamless, coherent and impactful events that deliver a unique experience for Clients and visitors.

The awarded Contractors must be true partners and work closely with ACC Liverpool to promote continuous improvement and help ACC Liverpool enhance their brand and service quality through the provision of high quality, pro-active and innovative products and services.

3. Values

The ACC Liverpool Group's brand values are:-



The graphic is a red rectangle with white text. At the top, it says 'Our Brand Blueprint'. Below this, there are two columns of text. The left column has three sections: 'Who We Are' with a sub-heading 'We are The ACC Liverpool Group' and two paragraphs of text; 'What We Do' with a sub-heading and two paragraphs of text. The right column has two sections: 'How We Work' with a sub-heading and four large, bold words: 'Straightforward', 'Ambitious', 'Versatile', and 'Welcoming'. At the bottom right, there is a white rounded rectangle containing the text 'The ACC Liverpool Group'.

Our Brand Blueprint

Who We Are

We are The ACC Liverpool Group

A family of world-class venues, experiences and services for the local, national and international events market.

Currently our group includes Destination Venue ACC Liverpool, home to BT Convention Centre, Echo Arena and Exhibition Centre Liverpool and our ticketing agency TicketQuarter.

How We Work

Straightforward

Ambitious

Versatile

Welcoming

What We Do

We strive to be at the heart of Liverpool's cultural and economic success, and our passion for the city is matched only by the commitment we show to our customers.

Through the venues we operate and the services we provide, our focus is to attract business and visitors to Liverpool, contributing to the long-term growth and prosperity of our group, our city and its people

The **ACC** Liverpool Group

4. Aim and Objectives

The overall aim of this tender is for The ACC Liverpool Group (the Customer) to secure relationships with a number of Suppliers (Contractors) for the provision of Staging, Draping and Stage sets and Miscellaneous Staging requirements.

The ACC Liverpool Group – Tender for the Provision of Staging, Draping and Stage Sets & Miscellaneous Staging

The intention is to create a framework of preferred suppliers who will be called upon to undertake any Staging, Draping and Stage sets and Miscellaneous Staging (Services) that may be required by the Customer across the venue, and potentially, provide these Services to our Clients.

The Contractor's objectives when appointed to the Framework Agreement should include:-

- supporting our vision and values
- meeting our, and our Clients, comprehensive range of requirements as detailed in the Scope of Services and
- providing us with a professional and timely service.

5. Summary of Requirements

The Framework Agreement will comprise of three lots as detailed below:-

Lot 1 – Staging

Lot 2 – Draping

Lot 3 – Stage Sets & Miscellaneous Staging.

Please refer to Document 2 – Scope of Services for further details.

The duration of the contract is 2 years with an option to extend for two further periods of twelve months. The anticipated contract start date is 1 March 2018.

6. Procurement Documents

The documents provided as part of this tender process are detailed below:-

Document 1 – Briefing Document (*this document*)

Document 2 – Scope of Services

Document 3 – Terms and Conditions

Document 4 – ITT Submission Schedule.

7. Notes to Organisations

Please note the following:-

7.1 The ACC Liverpool Group reserves the right to reject any organisation which fails to comply fully with the requirements of the selection process set out or referred to in the tender process.

The ACC Liverpool Group – Tender for the Provision of Staging, Draping and Stage Sets & Miscellaneous Staging

7.2 Failure to submit a pre-qualification questionnaire or tender response, in whole or in part may disqualify the organisation from the procurement and The ACC Liverpool Group may undertake no further evaluation of that tender. Failure to furnish the required information or supply documentation referred to in responses, within the specified timescale, may also mean that an organisation is not awarded the contract.

7.3 Organisations should be aware that erroneous or incorrect responses may result in their not being awarded the contract. In the case where the error or misrepresentation is not discovered until after the contract is awarded, The ACC Liverpool Group reserves the right to terminate the contract and all costs incurred by The ACC Liverpool Group as a result of the termination shall be recoverable from the tenderer accordingly.

7.4 The ACC Liverpool Group reserves the right to terminate the procurement process and does not undertake to award a contract to any organisation. In no circumstances shall The ACC Liverpool Group be liable for any costs incurred by an organisation in relation to the procurement process or entering into a contract.

7.5 By participating in the procurement process, organisations agree and accept that they are bound by all of the terms of this ITT. The submission of a tender will imply the full acceptance of the provisions of this ITT by the relevant organisation. Any attempt to qualify any of the provisions of this ITT may result in an organisation being disqualified.

7.6 If The ACC Liverpool Group considers any question or request for clarification to be of material significance, both the question and the response will be communicated, in a suitably anonymous form, to all organisations who have been invited to tender.

7.7 Information given by The ACC Liverpool Group is provided in good faith. Technical information may be incomplete, or even contradictory, where it relates to different time periods or methods of information gathering. The ACC Liverpool Group Information is intended only as an explanation of The ACC Liverpool Group's requirements and is not intended to form the basis of an organisation's decision as to whether to enter into a relationship with The ACC Liverpool Group. Organisations will be expected to test and verify any information that has a bearing on their proposals

7.8 The ACC Liverpool Group Information does not purport to be all-inclusive or to contain all the information that a prospective contractor may require. Organisations must take their own steps to verify any information which they use and must make an independent assessment of the opportunities described in The ACC Liverpool Group Information after making such investigation and taking such advice as they think necessary.

7.9 Neither the ACC Liverpool Group nor its members, directors, officers, employees, agents or advisers make any representation or give any warranty as to the adequacy, accuracy, reasonableness, or completeness of The ACC Liverpool Group Information. Organisations considering entering into a relationship with The ACC Liverpool Group should make their own enquiries and investigations of The ACC Liverpool Group's requirements.

The ACC Liverpool Group – Tender for the Provision of Staging, Draping and Stage Sets & Miscellaneous Staging

7.10 Neither the ACC Liverpool Group nor its professional advisers shall be liable neither for any loss or damage arising as a result of reliance on The ACC Liverpool Group Information nor for any expenses incurred by organisations at any time in connection with the procurement process.

7.11 Any advisers appointed by The ACC Liverpool Group, whether legal, financial, technical or otherwise, will not be responsible to anyone other than The ACC Liverpool Group for providing advice in connection with this procurement process.

7.12 Where an organisation intends to use sub-contractors, it will be its responsibility to provide such sub-contractor with all necessary information. Where information about the organisation is requested in negotiations or any procurement documentation, such information must be provided for the principal contractor and all sub-contractors.

7.13 Organisations remain responsible for all costs and expenses incurred by them or by any third party acting under instructions from the organisation in connection with their tenders, at any time, and whether incurred directly by them or their advisors or subcontractors and regardless of whether such costs arise as a consequence, direct or indirect, of any amendments made to this ITT by The ACC Liverpool Group at any time.

7.14 Any attempt by any organisation or its appointed advisers to influence the procurement process in any way will result in the relevant tender being disqualified. Specifically, organisations shall not directly or indirectly at any time:

7.14.1 fix or adjust the amount or content of any tender in accordance with any agreement or arrangement with any other person, other than in good faith where such other person is a proposed provider of finance;

7.14.2 communicate to any person other than The ACC Liverpool Group (other than in order to obtain quotations for supplies, services or finance) or seek to obtain information about the amount or content of any other tender;

7.14.3 enter into any agreement or arrangement with any other person that will result in such a person refraining from submitting a tender;

7.14.4 enter into any agreement or arrangement with any other person as to the form, content or amount of this tender or any other tender;

7.14.5 offer or pay a sum of money, incentive or valuable consideration to any person proposing to effect changes in or omissions from any other tender; nor

7.14.6 contravene any provisions of the Bribery Act 2010.

7.15 Direct or indirect canvassing by an organisation or its appointed advisers in relation to the procurement or any attempt to obtain information from any of the officers, employees, or agents of The ACC Liverpool Group or their appointed

The ACC Liverpool Group – Tender for the Provision of Staging, Draping and Stage Sets & Miscellaneous Staging

advisors concerning another organisation or another tender will result in disqualification.

7.16 The ACC Liverpool Group must be notified in writing of any change in the control, composition, or membership of an organisation that has taken place or takes place at any time prior to execution of any contract.

8. Your ITT Submission

ACC Liverpool's Vision, Values and Objectives, along with our requirements for the proposed Contract, have been detailed in the Procurement Documents listed under Section 6.

We would now like to know more about your organisation and the skills you could potentially bring to this Contract. Listed below are a number of areas we would like you to cover in your ITT submission which should be provided by completing Document 2 – ITT Submission Schedule:-

Section A – Potential Supplier Information

This section requests details about your organisation.

Section B – Exclusion Grounds

This section relates to activity that may exclude an organisation from participating in this process.

Section C – Selection Questions

This section requests details about your organisation's economic and financial standing, technical and professional ability, legislative and insurance requirements.

Section D – Your Services

1. Details of your organisations experience and expertise in the provision of relevant production services, and evidence of recent work. This should include case studies, technical specifications, visuals and photographs where appropriate
2. Details of who will be responsible for service delivery of this Contract, their experience and expertise;
3. Details of your service delivery plan, including amongst other things, management of the Contract, ongoing delivery of the Services, communication with the Customer and our Clients and contingency planning.

Section E – Intention to Sub-Contract Part of the Services

Please indicate whether your organisation intends to sub-contract any element of this Contract. If so, please provide details of sub-contractors. If sub-contracting the work how much notice would we get of who is doing the job?

The ACC Liverpool Group – Tender for the Provision of Staging, Draping and Stage Sets & Miscellaneous Staging

Section F – Additional Services

Please provide details of any additional product or service offerings which you feel would be relevant and how they could be utilised by ACC Liverpool. You may also provide an outline of those factors which differentiate your organisation from those of your competitors

In addition to this, please demonstrate how you will ensure a value for money service.

Section G - Costs

In addition to the above information, please complete the attached pricing schedule for each lot you are tendering for, noting make and model of equipment for each line where appropriate.

Please indicate where equipment and/or services are a stock item; if you need to subcontract, please indicate which supplier you intend to use.

Please ensure that all lines are completed fully.

Please also provide a complete list of your organisations equipment inventory. This must be stock that your organisation owns and maintains and should include the purchase date and the expected disposal date.

9. Selection Criteria

Tender submissions will be evaluated by the panel detailed below:-

Nicky Norman	Head of Production and Technical Services
Tim Norris	Senior Production Manager
Susan Albanese	Procurement Executive (Tender Facilitator)

The evaluation panel will use the following guidelines, listed in no particular order, to select a contractor:-

- depth of experience and expertise in provision of Staging, Draping and Miscellaneous Staging Requirements
- range of stock and services available
- competitiveness of pricing
- ability to offer value added services
- compatibility with ACC Liverpool's vision, mission and brand values.

10. Next Steps

Please see below an indicative project timetable (these times may be subject to change):-

20 December 2017

Procurement Documents added to Contracts Finder and ACC Liverpool Group Website.

12 January 2018

Tenderers have the opportunity to raise questions regarding the ITT until 12 noon on this date. Please submit any questions via email to purchasing@accliverpool.com

17 January 2018

Deadline for tender submissions.

Please submit your ITT response by 12 noon via email to purchasing@accliverpool.com and post two hard copies as detailed below:-

FAO Susan Albanese – Procurement Executive

The ACC Liverpool Group Ltd, Kings Dock, Liverpool Waterfront, L3 4FP

Tender submissions will be evaluated and a short list of tenderers invited to present to the evaluation panel.

Week commencing 5 February 2018

Award confirmed and contract documentation issued. Mobilisation work to commence.

1 March 2018

Contract begins.