1386 - Framework for the Supply of Event Management Services, Catering and Travel.

1 Introduction

CPI are seeking to appoint a Multi Supplier Framework Panel for the supply of Specialist Event Management Services, Catering and Travel. The supply of these services will be for both internal events located at CPI or external events located across the UK. CPI have decided to split this framework into three lots, in which 3 suppliers will be appointed per lot. Suppliers can provide submissions for 1, 2 or all lots.

2 Background Information

CPI promotes its capabilities to customers in a number of ways, one of which is by hosting a range of events each year both on and off site. The type of events we require assistance with are typically, but not limited to, larger scale events with between 80 – 120 delegates with most of our events being hosted on site, using the event space available at our Darlington facility, however events are not limited to Darlington and can be hosted at any of our sites. Additionally, we host events at alternative locations around the UK in which we would require event management services and travel arrangements for events located off site.

CPI have identified 3 key areas of supply and have therefore decided to allocate the framework into 3 lots:

Lot 1 – Event Management Services
Event Management and AV Supply

Lot 2 – Catering Services
Supply of catering services for events

Lot 3 – Medium/Large Transport Hire
Hire of large and medium sized transport

3 Technical Scope

Lot 1 – Event Management Services

CPI require Event Management Services to assist in the dressing of venues, supply and set up of staging and AV and management of the event in conjunction with CPI's in house team. The chosen supplier will work with CPI to develop an event plan for each event based on the event requirements and budget available.

An in-house standard event would consist of a full day of presentations from a range of speakers with breaks in between for lunch, refreshments and facility tours. Additionally, we often have an area to showcase demonstrators. Styling must be on brand, be consistent throughout and present CPI in a professional and innovative way.

External events take place across the UK and requirements will vary depending on the location and project requirements however, as standard, the development of an event plan, event management, the supply of staging, AV and dressing of the venue will be required. The same standards apply with regards to styling being on brand, consistent and present CPI in a professional and innovative way.

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Please see below two examples of event specifications CPI would require event management services. Please be advised the below is for evaluation purposes only and is not a requirement for an upcoming event. CPI's requirements will vary per event.

Event 1 – On Site Launch Event

Full day conference located at a CPI facility for up to 120 delegates. Support required:

- Presentation area
  - Stage
  - Branded backdrop (CPI Logo)
  - Branded lectern
  - Comfy chairs and coffee table for panel discussion
  - Delegate seating
  - Up lighting
  - Carpet If required
- Exhibition and break out space
  - Poseur tables
  - Additional seating (e.g. stools)
  - Exhibition tables for table top demonstrators
  - Tables for food service
- AV
  - Full mixing desk
  - Up to 6 lapel microphones
  - Up to 4 roaming microphones
  - Presentation screens – number dependant on venue size
  - Presentation monitor and timer
  - Clicker
  - 2 x technicians to manage AV on the day
- Misc
  - Coat rails and hangers – cloakroom
  - General overseeing and event management of staging and AV on the day
- Health and Safety
  - Full Risk Assessment to be provided prior to work
  - All electrical items to be PAT tested

Event 2 – Off Site ERDF Conference

Full day conference located at an off-site conference venue for up to 120 delegates. Support required:

- Presentation area
  - Stage
  - Branded backdrop (CPI & ERDF Logo)
  - Branded lectern
  - Comfy chairs and coffee table for panel discussion
  - Up lighting

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- Exhibition and break out space
    - Poseur tables
    - Additional seating (e.g. stools)
    - Exhibition tables for table top demonstrators
    - Tables for food service
- AV
    - Full mixing desk
    - Up to 6 lapel microphones
    - Up to 4 roaming microphones
    - Presentation screens – number dependant on venue size
    - Presentation monitor and timer
    - Clicker
    - 2 x technicians to manage AV on the day
- Misc
    - Coat rails and hangers – cloakroom
    - General overseeing and event management of staging and AV on the day
- Health and Safety
    - Full Risk Assessment to be provided prior to work
    - All electrical items to be PAT tested

Lot 2 – Catering Services

CPI require the supply of catering services for events taking place on site and off site. Requirements will typically be within the working day and be buffet style catering, including refreshments, however CPI may require full catering services including serving staff and may be required outside of working hours (9am – 5pm).

Please see below three examples of catering services CPI may require. Please be advise the below is for evaluation purposes only, CPI's requirements will vary per event.

VIP Event Catering (e.g. Launch Event) for up to 120 delegates (on or off site)

- Tea/Coffee/Fruit Juice on arrival, morning break, lunch and afternoon break
- Pastries/Breakfast options on arrival
- Full buffet lunch (Hot or Cold)
    - Savoury and sweet options
    - Vegetarian/vegan/gluten free options available
- All cutlery, crockery, glassware, table linen, napkins to be provided
- Access to kitchen facilities available (depending on venue)
- Wait staff to be provided if required
- Tidying up to be done by catering company
- Full Risk Assessment to be provided
- All electrical items to be PAT tested

Drinks Reception for up to 120 delegates (on or off site)

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- Drinks reception with alcohol (prosecco/beer/Non-alcoholic option)
- Selection of canapes
- Wait staff required
- Glassware to be provided
- Access to kitchen facilities available (depending on venue)
- Tidying up to be done by catering company
- Full Risk Assessment to be provided
- All electrical items to be PAT tested

On site corporate dinner for up to 50 guests

- Drinks reception on arrival (prosecco/beer/non-alcoholic option)
- Three course dinner menu
- Wine for the table
- Teas and coffees
- All cutlery, crockery, glassware, table linen and napkins to be provided
- Access to on site kitchen facilities available
- Chef and wait staff to be provided
- Tidying up to be done by catering company
- Full Risk Assessment to be provided
- All electrical items to be PAT tested

Lot 3 – Medium/Large Transport Hire

CPI require the hire of medium to large sized transport services to escort staff and visitors from a CPI site, to the venue and back to CPI. The size of the coach required and location of the venue will vary per event. For evaluation purposes, CPI will require the successful supplier to be able to provide the below means of transport:

- 16 seater mini bus with A/C
- 36 seater coach with A/C

Tender Evaluation Example

Return journey from CPI Sedgefield (TS21 3FE) to Middlesbrough Leisure Park (TS1 2DY)

08:30am collection – 13:30pm return

4 Additional Requirements

4.1 Delivery

This service will be provided either on-site (Darlington, Sedgefield, Wilton, or Newton Aycliffe) or at an off-site location in the UK. The venue will be specified at quotation stage of the process.

4.2 Milestones

Payment milestones will be stipulated upon Purchase Order dependant on CPI's project requirements.

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