**REQUEST FOR PROPOSAL (RFP)**

**THE PROVISION OF PROJECT MANAGEMENT SERVICES FOR LONDON & PARTNERS OFFICE MOVE**

Date: **March 2020**

Contents

[1 INTRODUCTION 4](#_Toc3883989)

[2 SPECIAL CONDITIONS OF RFP 5](#_Toc3883990)

[2.1 Closing Date 5](#_Toc3883991)

[2.2 Information to be provided with Request for Proposal 5](#_Toc3883992)

[2.3 Clarifications 5](#_Toc3883993)

[2.4 Notice of Intention / Request for Further Information 5](#_Toc3883994)

[2.5 Late or Non-compliant Request for Proposal Responses 5](#_Toc3883995)

[2.6 Authority 5](#_Toc3883996)

[2.7 Collusion/ Joint Request for Proposal 6](#_Toc3883997)

[2.8 Corrections and Addenda to the Request for Proposal 6](#_Toc3883998)

[2.9 Notification 6](#_Toc3883999)

[2.10 Value Added Tax (VAT) 6](#_Toc3884000)

[2.11 Standard of Responses 6](#_Toc3884001)

[2.12 Amendment of Request for Proposal 6](#_Toc3884002)

[2.13 Withdrawal of the Request for Proposal 6](#_Toc3884003)

[2.14 Confidentiality 7](#_Toc3884004)

[2.15 General Conditions of Contract 7](#_Toc3884005)

[2.16 No contract 7](#_Toc3884006)

[2.17 Request for Proposal Costs 7](#_Toc3884007)

[3 COMPANY BACKGROUND INFORMATION 8](#_Toc3884008)

[3.1 General 8](#_Toc3884009)

[4 Current Situation 8](#_Toc3884010)

[5 Specification 8](#_Toc3884011)

[5.1 RFO Timetable 9](#_Toc3884012)

[5.2 Term and Termination 9](#_Toc3884013)

[5.3 Payment Arrangements 9](#_Toc3884014)

[6 Evaluation criteria 9](#_Toc3884015)

[7 Company Information 10](#_Toc3884016)

[8 Procurement Questionnaire 12](#_Toc3884017)

[9 Commercial Submission 16](#_Toc3884018)

[10 Non Collusive Tendering Certificate 19](#_Toc3884019)

[10.1 Form of Tender 20](#_Toc3884020)

# INTRODUCTION

This Request for Proposal (RFP) has been prepared by London & Partners Ltd (L & P).

The purpose of this Request for Proposal is to seek offers to supply project management services to facilitate an office move on behalf of London & Partners. The supplier will work alongside a Design & Build supplier(s) and manage all aspects of the project, ensuring key milestones are achieved and keeping the project within the budget.

Persons to whom this Request for Proposal has been sent are invited to submit such offers in accordance with Section 5 Statement of Requirements contained within this Request for Proposal.

This document:

1. States the conditions which govern the Request for Proposal process (section 2).
2. Provides background information about London & Partners (section 3);
3. Describes the services which London & Partners seeks (section 5)
4. Supplier Questionnaire (section 7)
5. Commercial responses (section 8)

#  SPECIAL CONDITIONS OF RFP

## Closing Date

RFP Responses should be submitted by email on Friday 27th March before 5.00pm. London & Partners reserve the right to extend this deadline.

## Information to be provided with Request for Proposal

RFP Respondents shall ensure that all information requested in this document is supplied. Failure to provide all the information asked for may render the RFP invalid at the discretion of London & Partners.

## Clarifications

RFP respondents seeking clarifications regarding this Request for Proposal may do so in writing and must be submitted by 21st March 2020 . Clarification responses will be sent to all suppliers ensuring transparency and fairness.

All questions by respondents should be asked in a generic fashion, thus enabling London & Partners to provide a response that can be distributed to all RFP respondents.

The following email address will be the main contact source for all RFP respondents: procurement@londonandpartners.com

## Notice of Intention / Request for Further Information

You should notify L&P on the address above of your intention to make a submission by emailing the email address in section 2.3 Failure to notify London & Partners will not eliminate you from submitting a response but may result in having inaccurate information throughout the process.

## Late or Non-compliant Request for Proposal Responses

London & Partners reserve the right to not consider non-compliant or late RFP responses.

## Authority

RFP submissions shall include a signed copy of the Form of Tender. If not provided you will be excluded from this procurement exercise.

## Collusion/ Joint Request for Proposal

RFP submissions shall include a signed copy of the non-collusive certificate. If not provided you will be excluded from this procurement exercise.

## Corrections and Addenda to the Request for Proposal

Corrections and addenda to this Request for Proposal will be provided to all RFP respondents and will form part of this Request for Proposal. RFP respondents must acknowledge in writing receipt of corrections and addenda to this Request for Proposal.

## Notification

Each RFP respondent will be notified in writing from London & Partners of the success or failure of their response.

## Value Added Tax (VAT)

All prices quoted should be excluding VAT and clearly stated as such. RFP respondents must provide their Business Registration Number (Companies House Registration number) or provide a reason as to why one cannot be supplied.

## Standard of Responses

The specifications contained herein are indicative of London & Partners' requirements and any services offered should be of at least the same standard and potential.

## Amendment of Request for Proposal

London & Partners reserves the right to amend this specification and/or any other document prior to the closing date and the amendments will form part of this RFP.

##  Withdrawal of the Request for Proposal

London & Partners reserves the right to withdraw this Request for Proposal, or any part or parts of this Request for Proposal, at any time without giving reasons.

## Confidentiality

The RFP respondent and London & Partners (each a “Party”) agrees that it will not at any time, either during or after the RFP process divulge any information in relation to all or any of the other party's affairs or businesses or any fact or matter relating to this RFP process and each of the parties shall use its best endeavours to prevent the publication or disclosure of any information concerning the business of the other party or any of their dealings, transactions or affairs.

## General Conditions of Contract

London & Partners Standard Terms & Conditions Apply (please visit our website [www.londonandpartners.com](http://www.londonandpartners.com) ).

## No contract

Neither this Request for Proposal nor any response is intended to constitute an offer to any party. There shall be no contract between London & Partners and any respondent to the RFP unless and until a separate written legally binding agreement is executed by both parties.

## Request for Proposal Costs

London & Partners shall not be responsible for any costs incurred by RFP respondents in complying with this Request for Proposal or in any subsequent discussions or negotiations.

# COMPANY BACKGROUND INFORMATION

## General

London & Partners is a private company limited by guarantee. It is a not-for-profit public private partnership, funded by the Mayor of London and a network of commercial partners.

We work in partnership with organisations in London and across the world to deliver our vision and mission.

Our remit is to drive leisure and business visitors to London as well as bidding to secure major events in the capital, attract new foreign businesses (Foreign Direct Investment) and help existing foreign owned companies expand. We also promote the capital's universities to international students.

London & Partners employs approximately 200 staff in total. For more information visit our website [www.londonandpartners.com](http://www.londonandpartners.com)

Potential respondents should be aware that London & Partners is subject to public accountability responsibilities in terms of annual reporting to Greater London Authority, which may apply to any contract resulting from this tender process.

# Current Situation

London & Partners is currently based on the 6th floor of 2 More London Riverside. The lease is expiring in December 2020 and as such we are currently considering potential new locations for the business.

There is a short list of locations and it is likely we will look to move between September and December 2020. We are seeking to hire a project manager to oversee the project. We are currently running separate procurement activities to establish Design and Build suppliers and we will expect the Project Manager to align with these suppliers when this process has been concluded.

# Specification

London & Partners requires a Project Management supplier to assist with an office move into a new office that will require full design & build services.

We have a shortlist of two preferred locations in London. Both of these options relate to taking a lease on c.12,500 sq ft on part of a floor in a multi-tenanted building to accommodate 200 staff members working flexibly. It is intended that the majority of the existing furniture, storage and lockers at the current location will be moved to the new office.

The project manager will need to manage all aspects of the project, working alongside the design and build suppliers to ensure timelines are met and take overall responsibility for the delivery of the project and budget.

Please note this opportunity is for Project Management only. The Design & Build elements will be procured separately to this RFP.

## RFP Timetable

|  |  |
| --- | --- |
| Request for Proposal Issued | 13 March 2020 |
| Clarification Deadline | 21 March 2020 |
| Response to Clarification | 24 March 2020 |
| Deadline for Proposal Responses | 27 March 2020 |
| Evaluation  | 30th March – 3rd April 2020 |
| Clarification Presentations | Between 30 March and 9 April |
| Contract Awarded | 14th April 2020 |
| Initial Project Meeting | 20th April 2020 |

This procurement is intended to follow the time-line above but may be subject to change

## Term and Termination

Contract will be for a period of up to 12 months with no option to extend

## Payment Arrangements

London & Partners payment terms are 30 days from the receipt of an invoice following receipt of goods or services.

All RFP respondents must agree to provide invoices in a format which is suitable for London & Partners. London & Partners preference is to pay its accounts by electronic funds transfer (EFT) direct to the nominated bank account of the supplier.

RFP respondents should state any discounts they offer for early settlement.

Prices provided by RFP Respondents are to be quoted in British Pounds and remain valid over three months. In addition, London & Partners reserves the right to purchase extra proposed options over time.

# Evaluation criteria

All responses will be assessed only against the criteria published below, arranged in no particular order of priority. Respondents are advised in their own interest to address the criteria suitably to enable an accurate assessment to be made of their submission.

The top 3 scorers will be invited to clarification meetings on the week commencing 30th March 2020 The purpose of these meetings will be to clarify the responses you provided in your written proposal.

The submissions will be evaluated against the following evaluation criteria:

Evaluation weighting

* Technical competence 70%
* Price 30%

|  |  |
| --- | --- |
| Mark | Comment |
| 0 | Failed to provide confidence that the proposal will meet the requirements. An unacceptable response with serious reservations. |
| 1-3 | A Poor response with reservations. The response lacks convincing detail with risk that the proposal will not be successful in meeting all the requirements. |
| 4-6 | Meets the requirements – the response generally meets the requirements, but lacks sufficient detail to warrant a higher mark. |
| 7-9 | A Good response that meets the requirements with good supporting evidence. Demonstrates good understanding.  |
| 10 | An Excellent comprehensive response that meets the requirements. Indicates an excellent response with detailed supporting evidence and no weaknesses resulting in a high level of confidence.  |

Price calculations will be as follows:

The maximum marks available for this part of the Tender will be 30% and will be awarded to the lowest price Tender submitted. The remaining Tenderers will receive marks on a pro rata basis from the cheapest to the most expensive price.

The total price submitted by the Tenderer as part of the Pricing Document will be used for the purpose of this evaluation.

The calculation used is the following:

Score = Lowest Tender Price     x 30 (Maximum available marks)

               Tender Price

For example, if three Tender Responses are received and Tenderer A has quoted £3,000 as their total price, Tenderer B has quoted £5,000 and Tenderer C has quoted £6,000 then the calculation will be as follows:

Tenderer A Score = £3000/£3000 x 30 (Maximum available marks) = 30

Tenderer B Score = £3000/£5000 x 30 (Maximum available marks) = 18

Tenderer C Score = £3000/£6000 x 30 (Maximum available marks) = 15

# Company Information

|  |  |
| --- | --- |
|  | Potential supplier information |
|  | Question | Response |
|  | Full name of the potential supplier submitting the information |  |
|  | Registered office address (if applicable) |  |
|  | Registered website address (if applicable) |  |
|  | Trading status 1. public limited company
2. limited company
3. limited liability partnership
4. other partnership
5. sole trader
6. third sector
7. other (please specify your trading status)
 |  |
|  | Date of registration in country of origin |  |
|  | Company registration number (if applicable) |  |
|  | Charity registration number (if applicable) |  |
|  | Head office DUNS number (if applicable) |  |
|  | Registered VAT number  |  |
|  | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | Yes ☐No ☐N/A ☐ |
|  | If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s). |  |
|  | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? | Yes ☐No ☐ |
|  | If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this. |  |
|  | Trading name(s) that will be used if successful in this procurement |  |
|  | Relevant classifications (state whether you fall within one of these, and if so which one)1. Voluntary Community Social Enterprise (VCSE)
2. Sheltered Workshop
3. Public service mutual
 |  |
|  | Are you a Small, Medium or Micro Enterprise (SME)? | Yes ☐No ☐ |
|  | Details of Persons of Significant Control (PSC), where appropriate: - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met;  - Over 25% up to (and including) 50%,  - More than 50% and less than 75%,  - 75% or more. (Please enter N/A if not applicable) |  |
|  | Details of immediate parent company: - Full name of the immediate parent company- Registered office address (if applicable)- Registration number (if applicable)- Head office DUNS number (if applicable)- Head office VAT number (if applicable)(Please enter N/A if not applicable) |  |
|  | Details of ultimate parent company:- Full name of the ultimate parent company- Registered office address (if applicable)- Registration number (if applicable)- Head office DUNS number (if applicable)- Head office VAT number (if applicable)(Please enter N/A if not applicable) |  |

# Procurement Questionnaire

**Essential Requirements**

**Suppliers must commit to Project Management only and be open to working with Design & Build Suppliers.**

**You must have experience of delivering similar projects to this scale.**

|  |
| --- |
| **Question Title** |
| **8.1** | *Please tell us about the team that will be working on this project and what relevant experience/skills they have which will help deliver this project successfully.* | **Weighting****25%** |
| *Enter response here:*  |

|  |
| --- |
|  **xxxxxxx** |
| **8.2** | *Please provide 2 relevant examples or case studies of similar projects you have managed.* | **Weighting****25%** |
| *Enter response here:*  |

|  |
| --- |
| **xxxxxxx** |
| **8.3** | *Please provide information on your detailed approach to delivering this project including project management, reporting schedule of work and anything else you feel is relevant in ensuring this project is a success, delivered on time and within budget.*  | **Weighting****25%** |
| *Enter response here:*  |

|  |
| --- |
| **xxxxxxx** |
| **8.4** | *What do you foresee to be the biggest challenges in this project? How will you overcome them?*  | **Weighting****25%** |
| *Enter response here:*  |

# Commercial Submission

Financial Submission – 30%

Pricing instructions – please submit an excel spreadsheet showing a proposed fee for this work, along with a detailed breakdown of how that fee has been achieved.

This price should not include Value Added Tax and is for the whole of the Contract Period.

Costs shall be fully inclusive (ie inclusive of all travel costs, subsistence, accommodation etc)

# Non Collusive Tendering Certificate

To: XXXXX

The potential supplier warrants that this is a bona fide Tender and:

1. We certify that this proposal is submitted in good faith and that we have not fixed or adjusted the proposal by or under or in accordance with any agreement or arrangement with any other person or party. We also certify that we have not, and we undertake that we will not, before the award of any contract do the work:

a) communicate to any person other than L&P Limited, or a person duly authorised on their behalf the Tender amount or approximate amount of the Tender or proposed Tender, except where the disclosure, in confidence, of the approximate amount of the Tender was necessary to obtain insurance premium quotations required for the preparation of the Tender;

b) pay, give or offer or agree to pay or give any sum of money or other valuable consideration directly or indirectly to any person(s) for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender for the work, any act or thing of the sort described at 1 or a) above;

c) tried to obtain information about anyone else’s bid or proposed bid;

d) made arrangements with anyone else about whether or not they must bid except for the purposes of forming a joint venture to bid for this work.

2. We certify that the prices in this Tender have been arrived at independently without communication, consultation, agreement or understanding for the purpose of restricting competition with any other potential supplier or competitor.

3. We certify no attempt has been made or will be made by the potential supplier to induce any other person or firm to submit or not submit a Tender for the purpose of restricting competition.

4. We agree that L&P may, in consideration of the offer and in any subsequent actions, rely upon the statements made in this Certificate.

Definitions in this Certificate:

"Person(s)" includes any person(s) and anybody or association corporate or unincorporated;

"any agreement or arrangement" includes any transaction, formal or informal and whether legally binding or not; and

"the work" means the work in relation to which this proposal is made.

 Dated this . . . . . . . . . . . . . . . . day of . . . . . . . . . . . . . . 2019

 Signature: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

## Form of Tender

To: **London & Partners**

 **2 More London Place**

 **London**

 **SE1 2RR**

Date: [*Tenderer to insert date*]

Tender for *(insert name of tender)*

Having read carefully the Request for Proposal for ***(insert name of tender)*** (the “RFP”) and all other Procurement Documents issued by or on behalf of L&P in connection with that RFP, and being fully satisfied in all respects with the requirements of that RFP (including the Contract set out in Section 4 of Part A of the RFP):

1. I/We hereby offer to provide the Services specified in the Specification set out in Section 1 sub-section 5 of Part A of the RFP and to perform the contract in accordance with the Contract set out in Section 4 of Part A of the RFP and our Tender (including, without limitation, the Pricing Schedule annexed to this Form of Tender).
2. I/We confirm that if our Tender is accepted I/we will upon demand:
	1. produce evidence that all relevant insurances and compliance certificates required by the Procurement Documents issued by or on behalf of L&P in connection with the RFP (including, without limitation, the Contract) are in force; and
	2. execute the Contract Documents in the form attached to the RFP.
3. We agree that my/our Tender shall constitute an irrevocable unconditional offer which may not be withdrawn for a period of not less than 90 days from the date hereof.

Unless and until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof, shall (subject to any period of standstill) constitute a binding contract between us.

We understand and acknowledge that L&P is not bound to accept any Tender.

This Tender shall remain open for acceptance by **L&P** for a period of not less than 90 days after the due date for return of Tenders specified in the **RFP**.

I warrant that I have all the requisite corporate authority to sign this Tender.

Signed for and on behalf of [*insert name of Tenderer*]:

Signature:

Name:

Date:

PLEASE NOTE – Failure to sign this Form of Tender will result in the rejection of your Tender.