



**INVITATION TO TENDER FOR
EVENT SERVICES**

1. INFORMATION FOR APPLICANTS

Trigger Collective will present PoliNations as one of ten projects commissioned by Unboxed: Creativity in the UK.

PoliNations is a city-centre forest garden of magical proportions: an epic array of colour and nature. Starting with a single large tree structure in Edinburgh it will grow into an immersive forest in the heart of Birmingham filled with real and architectural trees – in an oasis of thousands of plants, grasses and flowers.

PoliNations is a celebration of colour, beauty and natural diversity – a place to explore, enjoy and be your unique true self. Giant architectural -trees will drink rainwater as the forest plays host to a vibrant free events programme.

PoliNations is produced by Trigger Collective and led by Bristol-based arts organisation Trigger who have brought together multi-disciplinary independent arts organisations and companies collaborating to make bold, inclusive and cross disciplinary work.

DATES

PoliNations will take place over two sites in 2022:

Edinburgh	Load-in:	29 July – 5 August 2022
	Live event:	6 August – 14 August 2022
	Load-out:	15 August – 19 August 2022

Birmingham:	Load-in:	15 August – 28 August
	Live event:	29 August – 18 September 2022
	Load-out:	19 September – 25 September 2022

Tenders are sought by Trigger Collective from suitably qualified providers for the provision of event services for PoliNations in Birmingham only.

Applicants should note it is their sole responsibility to ensure their proposal is complete and accurate. Where the full information requested has not been provided, and no valid explanation has been given as to its omission the application will be rejected.

Trigger Collective may in exceptional circumstances and at its own absolute discretion extend the closing date and time for submission of proposals. Any such extension would apply to all applicants and would be communicated as such via email.

EXPENSES AND LOSSES

Trigger Collective shall not be responsible for or pay any expenses or losses that may be incurred by any tenderer in preparing their proposals.

LOWEST TENDER

Trigger Collective is not committed nor required to accept the lowest or indeed any proposal.

ASSUMPTIONS

Tenderers must be explicit and comprehensive in their responses as this will be the single source of information on which proposals will be evaluated. Tenderers are advised neither to make any assumptions about any past or current supplier relationships with Trigger Collective, nor to assume that such relationships will be taken into account in the evaluation process. Tenderers must not assume Trigger Collective will have any prior knowledge of them their organisation or their service provision.

CONFLICT OF INTEREST

Tenderers must confirm in their proposals that there will be no conflict of interest or perceived conflict of interest in relation to servicing this contract.

CONFIDENTIALITY

All information provided by Trigger Collective either within this exercise or during any resultant contract shall be treated as confidential and should not be disclosed to any third party without Trigger Collective's permission. Similarly, all information provided by the applicant will remain strictly confidential.

ENVIRONMENTAL POLICY

Tenderers should be aware of Trigger Collective's Environmental Policy and agree to abide within its sustainability principles. Tenderers must adhere to any sustainability and environmental management procedures concerning the provision of good and/or services.

COMPLIANCE

Tenders must be submitted in accordance with these instructions. Failure to comply may result in a tender being rejected.

TENDER OBJECTIVES

Objectives for this tender process are:

Secure high-quality event services.

Ensure suppliers are in place to meet the timeframe

Appoint suppliers who will provide high standards of professional services

Appoint suppliers who will provide excellent value for money

Appoint suppliers who will add value to the project

FORMAT OF RESPONSE

All tenderers will have their tenders assessed against the qualitative and quantitative criteria listed. Tenderers must fully address each criteria.

Whilst every effort has been made to provide tenderers with an accurate description of the requirements, tenderers should form their own conclusion about the methods and resources needed to meet those requirements.

NOTES FOR COMPLETION

Please answer every question, failure to do so may result in your application being disqualified.

SCORING & EVALUATION

Each question in the **Technical Criteria** will be awarded a score of 0 to 5 using the criteria below

0	Exceptionally poor
1	Poor
2	Unsatisfactory
3	Satisfactory
4	Good
5	Exceptional

Tenderer's scores for each question will be calculated in accordance with the weighting for each questions using the formula below:

$$\text{Score} = (\text{question score} / 5) \times \text{weighting}$$

For example, a question with a 10% weighting would result in the following scores:

$$\text{Score} = (4/5) \times 10 = 8$$

$$\text{Score} = (3/5) \times 10 = 6$$

The tenderer with the highest score for the technical criteria will be awarded the full % for technical criteria and all other scores will be scaled proportionately to the highest score, using the following formula

$$\text{Technical score} = (\text{your score} / \text{highest score}) \times \text{weighting}$$

The tenderer submitting the lowest price for the **commercial criteria** will be awarded the maximum score available (the weighting) and all other tenders will be awarded marks on a pro rata basis, using the formula below:

$$\text{Score} = (\text{lowest price} / \text{your price}) \times \text{weighting}$$

For example, if the commercial criteria weighting is 30% and Tenderer A submits a price of £400; Tenderer B £500 and Tenderer C £600, scores would be calculated as follows

$$\text{Tenderer A score} = (400 / 400) \times 30 = 30$$

$$\text{Tenderer B score} = (400 / 500) \times 30 = 24$$

$$\text{Tenderer C score} = (400 / 600) \times 30 = 20$$

If it appears that the tendered cost is abnormally high or low, Trigger Collective will ask the tenderer to explain its price or costs. If following the tenderer's explanation Trigger Collective is not satisfied with the rationale given, Trigger Collective may treat the tender as non-compliant and reject it.

The **final score** for each tenderer will be the sum of the technical and commercial scores.

HOW TO RESPOND AND TIMETABLE

To respond to this ITT, please submit the documents below to procurement@triggerstuff.co.uk before 17:00 on January 24th 2022. Tenders will be evaluated in the week of January 24th 2022.

- A completed Procurement Exclusion Questions and Declaration Form which should be [completed on line here](#).
- Responses to the technical and commercial questions as a single PDF document (not exceeding 10Mb) using 11point Arial font with 1.2 line spacing. Tenderers must submit a separate document for each Lot they wish to tender for.

CONTRACT AWARD

Trigger Collective reserve the right to award contracts to one supplier, several suppliers or to choose not to award a contract. Following evaluation of the tenders submitted, Trigger Collective reserve the right to invite one or more suppliers to an interview prior to making a final decision on awarding contracts.

CLARIFICATION QUESTIONS

If you have any further questions regarding this ITT, please send them by email to procurement@triggerstuff.co.uk before 17:00 on January 11th 2022. Anonymised questions and responses will be shared with all tenderers.

LOTS

There are four (4) Lots within this tender

Lot 1 [Crowd Management & Security](#)

Lot 2 [Local crew services](#)

Lot 3 [Medical services](#)

Lot 4 [Fencing and Barriers](#)

Tenderers can apply for one, any or all Lots. Each Lot will be evaluated separately and therefore a separate contractor may be appointed for each Lot.

LOT 1 – CROWD MANAGEMENT & SECURITY

Trigger Collective is seeking to appoint a competent and experience contractor for the supply and delivery of Crowd Management & Security services for the presentation of PoliNations in Birmingham.

Lot 1 - TECHNICAL QUESTIONS – 60% total weighting

Q1	Max 3 sides of A4	Weighting – 17.5%
<p>Please provide three examples of large scale outdoor events for which you have provided Crowd Management & Security services, detailing the scale of the event and services and numbers of personnel provided. Please include the contact details of referees who Trigger Collective can contact for each example given.</p>		
Q2	Max 2 sides of A4	Weighting – 17.5%
<p>Please provide details of your experience of writing and implementing crowd management plans. Indicate if you are able to confidentially share example of crowd management plans you have written if requested by Trigger Collective.</p>		
Q3	Max 1 side of A4	Weighting: 10%
<p>Describe the processes you follow to screen staff, ensure right to work in the UK and that SIA licences are valid. Please indicate any minimum levels of training or qualification that you require for personnel.</p>		
Q4	Max 1 side of A4	Weighting: 5%
<p>Please provide details of any training programmes you offer to personnel.</p>		
Q5	Max 0.5 sides of A4	Weighting 5%
<p>Please indicate if you are able to provide trained and approved dog handling security services.</p>		
Q6	Max 1 side of A4	Weighting: 5%
<p>Please explain how you provide high quality service to, and communication with, the public and clients.</p>		

Lot 1 - COMMERCIAL QUESTIONS – 40% total weighting

Q1	Weighting: 40%
<p>Please provide a rate card (including minimum call times) for the following personnel:</p> <ul style="list-style-type: none">• Crowd / Security Manager• Crowd / Security Supervisor• SIA personnel• Stewards <p>Rates quoted must include travel to and from central Birmingham.</p>	

LOT 2 – LOCAL CREW

Trigger Collective is seeking to appoint a competent and experience contractor for the supply and delivery of Local Crew services for the presentation of PoliNations in Birmingham.

Lot 2 - TECHNICAL QUESTIONS – 50% total weighting

Q1	Max 3 sides of A4	Weighting – 17.5%
Please provide three examples of large scale outdoor events for which you have provided Local Crew services, detailing the scale of the event and services and numbers of personnel provided. Please include the contact details of referees who Trigger Collective can contact for each example given.		
Q2	Max 1 sides of A4	Weighting – 17.5%
Please provide details of specialist personnel you are able to provide (for example plant operators, drivers, working at height etc.).		
Q3	Max 1 side of A4	Weighting: 7.5%
Please provide details of any training programmes you offer to personnel.		
Q4	Max 1 side of A4	Weighting: 7.5%
Please explain how you provide high quality service to, and communication with, clients.		

Lot 2 - COMMERCIAL QUESTIONS – 50% total weighting

Q1	Weighting: 50%
<p>Please provide a rate card (including minimum call times) for the following personnel:</p> <ul style="list-style-type: none">• Crew Chief• Crew• Specialist crew (please indicate all rates that may apply for specialist crew) <p>Rates quoted must include travel to & from central Birmingham.</p>	

LOT 3 – MEDICAL SERVICES

Trigger Collective is seeking to appoint a competent and experience contractor for the supply and delivery of Medical services for the presentation of PoliNations in Birmingham.

Lot 3 - TECHNICAL QUESTIONS – 50% total weighting

Q1	Max 3 sides of A4	Weighting – 25%
Please provide three examples of large scale outdoor events for which you have provided Medical services, detailing the scale of the event and services and numbers of personnel provided. Please include the contact details of referees who Trigger Collective can contact for each example given.		
Q2	Max 1 side of A4	Weighting – 10%
Please provide details of the levels of qualification and specialisms you are able to provide.		
Q3	Max 1 side of A4	Weighting: 10%
Please provide details of vehicles you are able to provide.		
Q4	Max 1 side of A4	Weighting: 5%
Please explain how you provide high quality service to, and communication, with the public and clients.		

Lot 3 - COMMERCIAL QUESTIONS – 50% total weighting

Q1		Weighting: 50%
<p>Please provide a rate card (including minimum call times) for the personnel listed in response to technical Q2 and vehicles listed in response to technical Q3.</p> <p>Rates quoted should include travel to and from central Birmingham.</p>		

LOT 4 – FENCING & BARRIERS

Trigger Collective is seeking to appoint a competent and experience contractor for the supply and delivery of fencing & barriers for the presentation of PoliNations in Birmingham.

Lot 4 - TECHNICAL QUESTIONS – 50% total weighting

Q1	Max 3 sides of A4	Weighting – 15%
Please provide three examples of large scale outdoor events for which you have provided fencing & barriers, detailing the scale of the event and services provided. Please include the contact details of referees who Trigger Collective can contact for each example given.		
Q2	Max 2 sides of A4	Weighting – 12.5%
Please provide details of the range of fencing and barrier products you can provide. (for example 'heras', pedestrian barrier, 'met' barrier, 'mojo type' barrier etc.)		
Q3	Max 1 side of A4	Weighting: 12.5%
PoliNations is a high profile pubic facing event, describe how you will ensure that all fencing and barrier supplied would be clean and free from damage or defects.		
Q4	Max 1 side of A4	Weighting: 5%
Please provide details of your ability to respond to late or last minute requests for fencing and/or barriers.		
Q5	Max 1 side of A4	Weighting: 5%
Please explain how you provide high quality service to, and communication, with clients.		

Lot 4 - COMMERCIAL QUESTIONS – 50% total weighting

Q1		Weighting: 50%
<p>Please provide a rate card (including minimum hire periods) for the products listed in response to technical Q2.</p> <p>Please provide rates for deliveries and collections to and from central Birmingham.</p>		