

# Open Tender

**MIPIM UK 2018**

**Event Production & Stand Building  
Services**

**Ref: 2018-WMGC-MIPIMUKSB**

**August 2018**

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## SECTION ONE – tender information

This document contains:

**(1) Contract information - for reference only**

Project aim

**(2) Tender specifications**

- Project briefing

**(3) Tender process and evaluation**

- You will need to respond to the requirements listed, considering the evaluation criteria specified and
- You will need to respond via the process and within the timelines as indicated

### 1.1 Background

West Midlands Growth Company Ltd (WMGC) was established in April 2017 to create new jobs, expand existing businesses and attract new businesses and investment to the region. It is aligned to the ambitions set out in the West Midlands Combined Authority (WMCA) Strategic Economic Plan.

The WMGC has been established in partnership with Local Enterprise Partnerships, local authorities, Growth Hubs, universities and a wide range of businesses across the private sector. It focuses its core activities across Greater Birmingham and Solihull, Coventry and Warwickshire and the Black Country, with the potential and scope to deliver services in a wider Midlands context.

The WMGC is owned by the WMCA, its Constituent Members and Universities, with governance that heavily involves the private sector in the majority. Its core WMCA and local authority funding will be used to attract significant additional funding from the private sector and other sources, such as future Devolution Deals.

The WMGC works as a key partners within the West Midlands Combined Authority area and project manages the West Midlands presence for MIPIM UK 2018.

**This contract is for MIPIM UK 2018 to deliver event production services, stand building services (including Audio Visual) and catering services.**

#### MIPIM Overview

**What:** MIPIM UK is forum for real estate professionals and an international market place. It is an annual event that takes place in October and covers an exhibition, a congress, and sector awards. Industry and government leaders gather to launch development initiatives and to discuss the current themes and issues of the sector both nationally and internationally.

**Who:** The show attracts international industry decision makers: professionals and employers from the property and construction sector, including real estate developers, investors, brokers and lawyers.

**Where:** London Olympia, UK

**When:** 17<sup>th</sup> – 18<sup>th</sup> October 2018

For more information about the event please visit

**MISSING LINK**

## **West Midlands Combined Authority (WMCA)**

18 local authorities and four Local Enterprise Partnerships (LEPs) working together to move powers from Whitehall to the West Midlands and its locally elected politicians, who know this region best.

<https://www.wmca.org.uk/who-we-are/>

### **Project phases**

The project will have three delivery phases:

(i) *pre – from now until 16<sup>th</sup> October*

- Design and build stand space
- Confirm light catering requirements

(ii) *During – the MIPIM UK event 17<sup>th</sup>– 18<sup>th</sup> October*

- MIPIM UK event live
- 2 days of off stand events on the programme

(iii) *Post – evaluation and lead generation follow up.*

- Evaluation and follow up

### **Funding partners**

The key funding partners are:

1. West Midlands Combined Authority
2. LEPs and local authorities
3. Private sector companies from across the investment supply chain

The West Midlands is keen to demonstrate a partnership approach with private sector businesses which we believe is essential to delivering success for the area. Companies can become partners with the authorities in the West Midlands (including brand exposure within the stand and associated communications).

As such, they will play a major part in our success at this event by becoming a sponsor or partner, putting the region and their own brand on the world stage. We anticipate up to 4 private sector partners may join us at MIPIM UK 2018.

### **Stand Space**

During MIPIM UK the West Midlands will have a 54m<sup>2</sup> stand space located close to the DIT stand. In order to increase interest in the West Midlands, a large focus will be placed on engaging existing and potential investors and the media through an event programme consisting of panel discussions and presentations forming part of the organiser's main programme of events. WMGC will curate and organise the attendance of these off stand events..

## **Marketing and Communications**

WMGC will devise and execute the marketing & communications plan to promote our attendance at MIPIM UK pre, during and post-exhibition to raise the profile of the West Midlands region as a place to do business.

For information purposes, the marketing and communications strategy comprises:

- a) Pre-MIPIM UK activity
  - Raising awareness of the West Midlands stand location to drive footfall
  - Promoting the West Midlands event programme to relevant targets, focusing on audience recruitment
  - Showcasing West Midlands partners' propositions and schemes
  
- b) During MIPIM UK
  - Stocking and distributing West Midlands collateral
  - Prioritising footfall to the stand generally and attendance at events in particular
  - Meetings with targeted audience
  - Social media and online communications
  - Partnerships with trade and regional media
  - Managing event programme attendance

WMGC will assume overall event management and control (supported by destination partners) and will work closely with the appointed agency.

- c) Post MIPIM UK
  - Follow up with targeted audience and leads
  - Evaluation with strategic, commercial and media partners

## **1.2 Project Aims and contract detail for West Midlands at MIPIM UK**

### **1.2.1 Project Aims**

The primary objective of attending MIPIM UK 2018 is to build on global awareness and business development activity undertaken in previous years by the various strategic partners that comprise the partners. The event provides a significant thought leadership platform for the West Midlands in relation to regeneration, investment and private sector job creation.

The aim of the activity will include, to:

1. Secure capital investment to the West Midlands
2. Build awareness of the West Midlands propositions and projects being a key catalyst for investor engagement and conversion

Capital investment is usually measured in 10-15 year cycles, this project will use immediate metrics related to exhibiting at MIPIM UK such as: engagement and profile as well as longer term investor engagement. Suggested measures of success include:

#### **Engagement:**

- Raise the profile of the West Midlands region and the associated sub-regions/destinations with international investors, end users and suppliers
- Increase media coverage for the region its constituent destinations
- Demonstrate the region's credentials as a place to do business
- Highlight the region's ability to attract and convert investment

**Profile:**

- Generate potential investment prospects
- Develop relationships and discuss possible projects that will create/support private sector jobs

Impact of awareness to be measured by (i) overall reach; (ii) geographic reach; (iii) sentiment; (iv) key messaging and representation analysis across

**Leads**

- Destination Partners to feedback on the number of conversations/leads they have established to attract capital investment to their sites
- Tracking of meetings with parties relating to on-going projects

**1.2.2 Contract Duration**

The contract duration is from 20<sup>th</sup> September 2018 until 30<sup>th</sup> November 2018. There is a requirement for post event debrief reporting and conferencing call to gain learnings about the event performance.

**1.2.3 Value**

**For event production services £30,000 to deliver stand build materials, stand builder, event staff, catering & logistics.**

**Any bid in excess of this value will be disregarded.**

**All bids for this contract must be made in pounds sterling.**

**1.2.4 Payment Schedule**

A payment schedule will be agreed at the inception meeting and will form part of the contract.

## SECTION TWO – tender specification

### 2.1 Description of requirement

The project is seeking to appoint an organisation who can provide event production support, stand building (including AV) and catering services prior to, during and post the West Midlands attendance at MIPIM UK 2018. The success supplier will need to manage all elements and provide co-ordination between them.

#### 2.1.1 Event production

The areas of work and responsibility for the appointed agency will comprise of pre, during and post event elements as outlined below:

Pre-event	During Event	Post-event
1. Event management		
2. Administration support and evaluation		
3. Stand build		

- 1. Event management** of the West Midlands stand and staffing by a minimum of two, excluding project/account manager
- 2. Administration support** to assist the project team wherever necessary with the administrative tasks and monitoring connected with the project
- 3. Stand build** to provide a solution in the creation and management of a stand – including design and construction

For further details on requirements and deliverables for each of the above elements please see below.

#### 1. Event management

The appointed agency will be required to support the WMGC and by proxy the West Midlands delegation by managing and delivering our onsite requirements pre and during the event.

This will include:

- Staffing for the stand (minimum 2 excluding project/account manager)
- Procuring, supplying and serving catering – basic refreshments tea/coffee/soft drinks and simple buffet breakfast and lunch options
- Assisting the onsite team where necessary in delivering good service to our stakeholders and wider team

Arranging logistics for items such as brochures, collateral and merchandise options

## 2. Administrative support

This will involve supporting in updating all the relevant details relating to the booking and registration of passes, supporting on administration of payments for passes and any additional administration requirements as a condition of funding.

## 3. Stand Build

The project is seeking to appoint an organisation who can provide stand builder services prior to, during and post the West Midlands attendance at MIPIM UK 2018 and to provide all AV equipment for the event.

The 54 sqm stand space open on 4 sides will need to include the following:

- Storage area/areas for the project team's personal items and any collateral/merchandise required on site
- Minimum of 5 tables and chairs for meetings and press interviews
- Space to feature all the public sector and private sector partner logos
- A map of the region highlighting both the location of the region in the context of the UK and the regional transport links
- A food and drink area/counter for visitors to be served refreshments/food and any storage or fridges as necessary (please note we have two espresso machines without pods that can be considered for use on stand).
- The stand must be consistent with the West Midlands Brand Guidelines (see attached) and any branding requirements deemed necessary by the project team.
- A flat screen TV minimum 72" to run looped AV content or similar

All the above must be achieved within the budget alongside staffing for the stand and any project/account management costs. You must also consider the following within your proposal:

- **Design, Construction & Materials:** Working with WMGC to produce a high finish internal fit-out working to strict brand guidelines
- **Audio Visual:** To provide, install and manage on-site all technical requirements.
- **Health & Safety:** To produce all safety documentation as required by REED Midem (overarching MIPIM UK organisers) in relation to the build, any fixtures and fittings, and use of the structure
- **Snagging:** Ability to resolve any issues that might arise on site; either pre-event or during relating to the build and finish
- **Transport, Workshop Facilities & Logistics:** Transport of items required for the stand build to London Olympia
- **Breakdown and stand disposal:** Dismantling and disposal of the stand

#### 2.1.4 Project milestones and deadlines

The activity will need to be completed to the following strict deadlines.

Milestone	Date	Attendees
Inception meeting	19 <sup>th</sup> September 2018	Supplier, WMGC team
Initial production meeting	19 <sup>th</sup> September 2018	Supplier, WMGC team
Meetings/calls to be scheduled around requirements		
Final report/evaluation	By 30 <sup>th</sup> November 2018	Supplier, WMGC team

Other critical milestones will become apparent as the project progresses.

#### 2.2 Project Management

The project will be managed by Jonathon Gray, Marketing Manager, supported by Tomas Badger Senior Marketing Executive. The contractor(s) will be required to meet frequently throughout the project as per a schedule to be agreed by both parties at the inception meeting.

#### 2.3 Confidentiality

The West Midlands Growth Company would expect to retain all intellectual property rights to the deliverables produced and assigned to West Midlands Growth Company. The outputs of this project must be kept strictly confidential and they cannot be shared with any third party without written permission from West Midlands Growth Company.

The tender documentation is commercially sensitive and will be kept strictly confidential. Under no circumstances can information be passed on to any third party without permission from West Midlands Growth Company.

#### 2.4 Freedom of Information

Tenderers should note that the Employer may be required to disclose information that Tenderers provide to the Employer under the Freedom of Information Act 2000 unless the Employer can establish either that the information is subject to a duty of confidence or that it is both commercially sensitive and the public interest in maintaining its confidentiality is greater than the public interest in disclosing it.

#### 2.5 Sub-contracting

The Supplier may sub-contract delivery of the Services, with a view to securing the best possible value for money from suppliers.

#### 2.6 Conflicts of Interest

Should at any point during the duration of this contract, the winning supplier(s) become a representative of another core UK City/Capital then the supplier **MUST** inform WMGC and provide a methodology detailing how any possible conflicts of interest will be managed. If the submitted methodology does not convince WMGC that any possible conflicts of interest can be managed then clause 8 Termination of the contract will be evoked.

## SECTION THREE – tender process and evaluation

### 3.1 Response requirements

A proposal is required that includes the following:

- Completion of organisation identity, bidding model, and financial viability questionnaire – please complete Appendices A & B.

Appendix A Supplier information and Appendix B Financial information **MUST** be completed for all consortia partners.

- **Two** Relevant case studies to demonstrate your expertise in delivering similar projects – please complete at Appendix C
  - Experience in the delivery of MIPIM UK for a similar organisation or any events of a similar size and scope
  - Evidence of problem solving and how you overcame difficulties encountered for the specific project
  - Identify and detail successful evaluation of client outputs
  - Demonstrate experience managing a B2B project
  - Expertise in delivering similar sized projects. Include original remit and how these elements were addressed
  - Detail challenges arising and how you successfully overcame these
  - Include images of work on completion / in situ
  - Reflects a creative approach

#### ***Response requirements for Selection Criteria:***

a) Completion of:

- Organisation identity (Appendix A)
- Financial viability (Appendix B)
- Financial and Technical capability (Appendix C)

#### ***Response Requirements for written proposal for Award Criteria:***

An overview of your strategic and logistical approach regarding:

1. **Event management** of the West Midlands stand and staffing by a minimum of two, excluding project/account manager
2. **Administration support** to assist the project team wherever necessary with the administrative tasks and monitoring connected with the project
3. **Stand build** to provide a solution in the creation and management of a stand – including design and construction

An overview of your strategic and logistical approach regarding (see 'Outputs' for more detail):

- **Project Management:** Construct and manufacture the physical space
- **Design, Construction & Materials:** High-finish, internal fit-out working to strict brand guidelines.
- **Audio Visual:** To procure, install and manage-onsite all technical requirements.
- **Health & Safety:** Produce all safety documentation as required re any fixtures and fittings
- **Snagging:** Ability to resolve any issues arising on site within a reasonable timeframe

- **Workshop Facilities & Logistics:** Transport of materials and stand to/from the event
- **Other:**
  - Details of proposed management structure and personnel
  - Outline of the project management timeframe
  - Total costing for each of the outputs as per **section 2**. Including a breakdown of the number of days and daily rates for each member (specifying level of staff member) on the project team including and highlighting any subcontractors. Total cost should include any forecasted expenses
  - Management of conflict of interest – please advise how you would manage any potential conflicts e.g. building a competitors stand

- b) Total costing for each of the outputs as per **section 2**. including a breakdown of the number of days and daily rates for each member (specifying level of staff member) of the project team. Total cost should include any forecasted expenses.

**All information to be supplied in English.**

**Please note the award of this tender will be based solely on bid submission. There will be no additional interviews taking place.**

### **3.2 How do we select from the responses received?**

We will check and evaluate each submission and rank contractors according to the following criteria, with the tenderer receiving the highest overall score being awarded the contract:

#### **3.2.1 Selection Criteria**

- a) Organisation identity – please complete Appendix A.
- b) Financial Stability – **marked pass or fail** based on company accounts and information provided – please complete Appendix A & B. Financial stability is evaluated by looking at the following:-
  - a. Current ratio – Solvency
  - b. Gearing ratio – Equity-Debt ratio
  - c. Interest cover – Ability to fulfil short-term obligations to borrowers
  - d. Adequacy of the reserves – Looking at Profitability versus the depletion of reserves
  - e. Credit scoring – Experian
- c) Technical and professional ability required – marked pass or fail based on ability to demonstrate experience relating to the event management and stand build for at a similar B2B event – please complete Appendix C below - provide min of 2 relevant case studies. **A total score of 12 is required to pass.**

If submitting as a business consortium, please provide 1 case study demonstrating previous work as a consortium (can be with a different partner than the one you're partnering with in this bid submission), additionally provide 1 case study from each partner in this business consortium demonstrating experience relating to the event management and stand build for an international event

If submitting a bid including sub-contracted delivery please provide 1 case study demonstrating previous work with the subcontractor (can be with a different sub-contractor than the one you will be using in this bid submission), additionally provide 1 case study

demonstrating experience relating to the event management and stand build for an international event.

The evaluation panel will approach each Tenderer consistently, and will make a decision based not on one but all of the above criteria / information. Therefore, this does not necessarily mean that failing one of the above criteria will result in a “fail”.

- d) Technical and professional ability required – **marked pass or fail** based on your ability to demonstrate expertise and experience relating to undertaking and delivering similar projects in the last three years. **A total score of 12 is required to pass. See Appendix C.** The following areas will be evaluated:
- i. Focus of work – methodology and approach
  - ii. Relevant skills and expertise
  - iii. Outputs

**Only those suppliers passing the above selection criteria will proceed to having their bid proposal evaluated against the below award criteria response requirements**

### **3.2.2 Award Criteria – see Appendix D for marking schedule for Methodology and Approach**

- a) Methodology & Approach - weighted **70%** and assessed against the following:  
Please provide information about how you would tackle the brief as laid outlined in section 2.1
1. **Event management** of the West Midlands stand and staffing by a minimum of two, excluding project/account manager
  2. **Administration support** to assist the project team wherever necessary with the administrative tasks and monitoring connected with the project
  3. **Stand build** to provide a solution in the creation and management of a stand – including design and construction
- b) Resources & Expertise - weighted **20%** and assessed against the following:  
Please provide information about what permanent staff resources you will put into the project, including the mix of senior and junior staff in the table below, and how you will manage these to meet the project deadlines. Please also provide a breakdown of all direct staff costs, including daily rates for senior and junior members of staff including overheads.
- c) Price weighted **10%** and evaluated as follows:
- Total fixed cost price for undertaking the work set out in the pricing return (P1) shall be scored by comparing this with the lowest fixed cost price submitted by any tender (Z1) as follows

$$\text{Score} = Z1/P1 \times 10$$

The quote should include all direct staff costs including breakdowns of senior and junior members of staff's daily rate and overheads. General costs related to projects will be expected to be absorbed within the rates quoted e.g. photocopying, travel to meetings, computing resources. Please itemise any costs that you consider to be outside of these rates.

If a Tender appears to be abnormally low WMGC will follow the process in Regulation 69 of the Regulations. A failure to provide a satisfactory explanation for a low price may lead to disqualification of the Tenderer.

**NB - WMGC shall rely on the information provided by the quoting provider. A material misrepresentation contained therein shall constitute a material breach of contract.**

### 3.3 Process and timescales

This timetable is indicative only. WMGC reserves the right to change it at its discretion.

Milestone	Deadline and process
<b>Brief stage</b>	
Brief & task	WMGC to issue open tender brief via appropriate invitation to tender websites by <b>Wednesday 29<sup>th</sup> August 2018</b>
Response deadline	Companies must respond to tender brief requirements and submit their proposal to be with WMGC <b>no later than 12:00 noon BST on Monday 17<sup>th</sup> September 2018.</b>
Questions regarding the tender brief	<p>Please submit any questions to WMGC via its In-Tend system by no later than <b>12:00 noon BST on Wednesday 5<sup>th</sup> September 2018.</b> This should be done as a correspondence message on the system.</p> <p>To ensure a fair and transparent process, any questions sent past this deadline will not be answered. The company will endeavour to answer all questions by the end of <b>Thursday 6<sup>th</sup> September 2018.</b> <b>Responses will be shared with all prospective Tenderer's via the Clarifications Tab on In-tend.</b></p>
Submitting your tender	<p><b>Deadline:</b> The tender should be received by the deadline as stated above, after which the system will not allow tenders to be submitted. Once you have expressed interest, the tender bid will be available to download from the "Brief Stage" tab. We recommend that you are logged on and familiar with the submission process on the website. If you are experiencing any technical difficulties or require any help in submission <b>ONLY</b>, you should contact WMGC at the earliest possible point prior to the deadline to be able to resolve any issues. Failure to communicate with us prior to the deadline will result in your company being removed from the procurement process.</p> <p>Telephone 0121 202 5115</p> <p><b>Access:</b> All suppliers <b>MUST</b> visit our e-Procurement system to register and access the tender brief</p> <p><b>Receipt:</b> The tender <b>MUST</b> be submitted via our e-Procurement system.</p> <p><b>E-Procurement</b>  <a href="https://in-tendhost.co.uk/wmgrowth.aspx/Home">https://in-tendhost.co.uk/wmgrowth.aspx/Home</a>  <b>Tenderers should note that there is a maximum file upload size of 5mb per document to the 'In-tend' website and where you have a large number of documents or documents which are close to the 5mb file size limit, you MUST ensure you allow plenty of time to upload your submission prior to the deadline for tender submission.</b></p>
<b>Evaluation stage</b>	
Expected date of evaluation and clarification issues by <b>WMGC</b>	<p>All responses will be evaluated against pre-identified criteria by the project management team by <b>Tuesday 18<sup>th</sup> September 2018.</b></p> <p><b>If required</b>, clarification regarding bids submitted will take place via In-tend correspondence. Only if required, clarification through face to face meetings with companies passing the selection criteria will take place at the offices of WMGC via a small panel comprising the project management team. Companies will be notified of this decision at the earliest point.</p>

<b>Expected date of notification of successful tender</b>	Notification of successful tender will be made and the successful company will be notified by <b>Wednesday 19th September 2018</b> .
Expected date of appointment and project initiation	<b>Wednesday 19<sup>th</sup> September 2018</b> A project initiation meeting will be held as soon as possible after this date

### 3.4 Tender Queries

Tender queries must be submitted via the In-Tend system at the website specified above before the deadline specified above. The tender manager will coordinate any responses. WMGC will issue response to any tender queries to all tenderers through In-Tend. In the interests of fair and open tendering no reference will be made to the identity of the tenderer raising the individual query or queries.

### 3.5 Extensions to Deadlines

No extensions will be given to the tender deadlines set out above.

### 3.6 Period of Validity

Tenders must remain open for consideration (unless previously withdrawn) for not less than [10] weeks from the date for return of tenders.

### 3.7 Failure to Proceed

Should WMGC and the chosen tenderer fail to enter into a contract for any reason, the chosen tenderer (and all other tenderers) shall not be reimbursed for any tendering, design, mobilisation and/or management costs (or those of any proposed subcontractors, suppliers or consultants). The chosen tenderer will be required to return to WMGC (at its request) all tender documentation received (including specifications, this invitation to tender, the draft contract etc) or to destroy these. Tenderers may not retain any documentation for their own use, or their use by third parties.

### 3.8 Errors in Pricing

If WMGC discovers arithmetical errors in any tender WMGC will give the detail of those errors to the tenderer. The tenderer will be given the opportunity to either:

- to confirm the offer, in which case all rates or prices are to be treated as being reduced in the same proportion as the corrected total of priced items exceeds or falls short of the tendered total or such items; or
- to correct their tender, in which case the corrected figures will be used in the evaluation.

### 3.9 Tender Return Documents

The following documents are required in response to this invitation to tender:

- Completed Supplier Information (Appendix A)
- Completed Financial Information (Appendix B)
- Completed Technical and Professional Ability Information (Appendix C)
- Marking Schedule (Appendix D)

**APPENDIX A – SUPPLIER TO COMPLETE**

**Supplier information - Please complete the following form:**

<b>a. Name of the company (Prime or single contractor) in whose name the tender would be submitted:</b>	
<b>b. Contact name:</b>	
<b>c. Address:</b>	
<b>d. Telephone number:</b>	
<b>e. Fax number:</b>	
<b>f. E-mail Address:</b>	
<b>g. Company Registration number:</b>	
<b>h. Date of Registration:</b>	
<b>i. Registered address (if different from above):</b>	
<b>j. VAT registration number:</b>	
<b>k. Website address:</b>	

## Bidding Model

Please mark 'X' in the relevant box to indicate whether you are;	
<p>a) Bidding as a Prime Contractor and will deliver 100% of the key contract deliverables yourself.</p>	<input type="checkbox"/> Yes
<p>b) Bidding as a Prime Contractor and will use third parties to deliver <u>some</u> of the services.</p> <p>If yes, please provide details of your proposed bidding model in your submission, that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.</p>	<input type="checkbox"/> Yes
<p>c) Bidding as Prime Contractor but will operate as a Managing Agent and will use third parties to deliver <u>all</u> of the services.</p> <p>If yes, please provide details of your proposed bidding model in your submission that includes members of the supply chain, the percentage of work being delivered by each subcontractor and the key contract deliverables each sub-contract will be responsible for.</p>	<input type="checkbox"/> Yes
<p>d) Bidding as a consortium but not proposing to create a new legal entity.</p> <p>If yes, please include details of your consortium in the next column and use a separate Appendix to explain the alternative arrangements i.e. why a new legal entity is not being created.</p> <p>Please note that the authority may require the consortium to assume a specific legal form if awarded the contract, to the extent that it is necessary for the satisfactory performance of the contract.</p>	<input type="checkbox"/> Yes <u>Consortium members</u>  <u>Lead member</u>
<p>e) Bidding as a consortium and intend to create a Special Purpose Vehicle (SPV).</p> <p>If yes, please include details of your consortium, current lead member and intended SPV in the next column and provide full details of the bidding model using a separate Appendix.</p>	<input type="checkbox"/> Yes <u>Consortium members</u>  <u>Current lead member</u>  <u>Name of Special Purpose Vehicle</u>

**APPENDIX B – SUPPLIER TO COMPLETE**

**Financial information - Please complete the following financial form and ensure you provide the requested information as part of your submission:**

<p>a)</p> <p>i. A copy of the most <b>recent audited accounts</b> for your organisation that <b>cover the last two years</b> of trading or for the period that is available if trading for less than two years. Provided that your company qualifies for an audit exemption, then unaudited accounts can be submitted.</p> <p>ii. If the company has been trading for less than a year management accounts to date are required.</p> <p>iii. In addition to (ii) forecasted management accounts are also required.</p> <p><b>NB. If you have been trading for less than a year and are therefore unable to provide point i and ii, please ensure that you submit point iii, as no information will result in an automatic fail</b></p> <p><b>All information to be supplied in English.</b></p>	
<p>b) If the organisation is a subsidiary of a group, the above information is required for both the subsidiary and the ultimate parent.</p>	
<p>c) Where appropriate it may be necessary to request inter-company guarantees. Please provide consent.</p>	
<p>d) The name and address of your banker.</p>	
<p>e) Please note that following clause 7.5 of the contract the Supplier will be expected to maintain appropriate and comprehensive insurance cover for its liabilities under the contract. <i>Please confirm whether you already have, or can commit to obtain such insurance cover prior to the commencement of the contract.</i></p>	

## APPENDIX C - SUPPLIER TO COMPLETE

### Technical and Professional Ability

Responses to this Form will be used to undertake an assessment of your organisation's technical and professional ability to provide the works.

<b>EXPERIENCE AND CONTRACT EXAMPLES</b>				
Please provide details of min 2 and up to 3 contracts (from either or both the public or private sector) that are relevant to the tender requirement. Contracts should have been performed during the past five years. (The customer contact should be prepared to speak to MB to confirm the accuracy of the information provided below if we wish to contact them).				
		Contract 1	Contract 2	Contract 3
1	Customer Organisation (name):			
2	Customer contact name, phone & email:			
3	Contract start date:			
	Contract completion date:			
	Contract Value:			
4	Description of contract, including evidence as to your technical capability in this market. Please use further sheets for detailing this section			
If you cannot provide at least two examples, please briefly explain why (100 words max) –				

**APPENDIX C (Continued)**

The following marking schedule will be used to evaluate the professional and technical ability criteria:

	<b>Description</b>	<b>Score</b>	<b>Evaluator Notes</b>	<b>Comments</b>
1	Focus of Work – methodology and approach (maximum 5 marks)			We are looking for examples of past projects where the work undertaken has a focus on, and demonstrates a good knowledge of, a similar project methodology.
2	Relevant skills and expertise (maximum 5 marks)			We are evaluating the extent to which the tenderer demonstrates that it has the specific skills and expertise needed to meet the project requirements as detailed in section 3.1
3	Outputs (maximum 5 marks)			We are evaluating the extent to which the tenderer demonstrates that it has the specific skills and expertise needed to meet the project requirements. Were the client’s success criteria met – how?

**A total score of 12 is required to pass.**

**Scoring system for selection criteria**

Score	Interpretation
0	Either no answer is given or the answer provides no evidence that the Organisation meets any of the Contracting Authority's requirements.
1	The answer provides some evidence that the Organisation meets some of the Contracting Authority's requirements but only in a minimal way.
2	The answer provides satisfactory (or better) evidence that the Organisation partially meets the Contracting Authority's requirements.
3	The answer provides good (or better) evidence that the Organisation meets a majority of the Contracting Authority's requirements.
4	The answer provides good (or better) evidence that the Organisation meets nearly all of the Contracting Authority's requirements.
5	The answer provides excellent evidence that the Organisation fully meets of the Contracting Authority's requirements.

## APPENDIX D. Marking Schedule

The following marking schedule will be used to evaluate the award criteria:

Score	Classification	Definition
0	No response (complete noncompliance)	No response at all or insufficient information provided in the response such that the solution is impossible to assess and/or incomprehensible.
1-2	Unsatisfactory response (potential for some compliance but very major areas of weakness)	Substantially unacceptable submission which fails in several significant areas to set out a solution that addresses and meets the requirements: little or no detail may (and, where evidence is required or necessary, no evidence) have been provided to support and demonstrate that the tenderer will be able to provide the services and/or considerable reservations as to the tenderer's proposals in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements.  Would represent a very high risk solution for the contracting authority
3-4	Partially acceptable response (one or more areas of major weakness)	Weak submission which does not set out a solution that fully addresses and meets the requirements: response may be basic/ minimal with little or no detail (and, where evidence is required or necessary, with insufficient evidence) provided to support the solution and demonstrate that the tenderer will be able to provide the services and/or some reservations as to the tenderer's solution in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements.  May represent a high risk solution for the contracting authority.

Score	Classification	Definition
5-6	Satisfactory and acceptable response (substantial compliance with no major concerns)	<p>Submission sets out a solution that largely addresses and meets the requirements, with some detail (or, where evidence is required or necessary, some relevant evidence) provided to support the solution; minor reservations or weakness in a few areas of the solution in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements.</p> <p>Medium, acceptable risk solution to the contracting authority.</p>
7-8	Fully satisfactory /very good response (fully compliant with requirements).	<p>Submission sets out a robust solution that fully addresses and meets the requirements, with full details (and, where evidence is required or necessary, full and relevant evidence) provided to support the solution; provides full confidence as to the relevant ability, understanding, expertise, skills and/or resources to deliver the requirements.</p> <p>Low/No risk solution for the contracting authority.</p>
9-10	Outstanding response (fully compliant, with some areas exceeding requirements)	<p>Submission sets out a robust solution (as for a 7-8 score – above) and, in addition, provides or proposes additional value and/or elements of the solution which exceed the requirements in substance and outcomes in a manner acceptable to the contracting authority; provides full confidence as to the relevant ability, understanding, expertise, skills and/or resources not only to deliver the requirements, but also exceed it as described.</p> <p>Low/No risk solution for the contracting authority.</p>