



Innovate
UK



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Taftie Presidency 2022 – Event Production

Invitation to Tender and Statement of Works

Prepared By:

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Open

We value diversity of opinions, ideas, skills and perspectives.

Creative

We embrace ideas with curious minds and use our insight to uncover opportunity.

Collaborative

We are one team, working together across sectors, people and geographies to drive positive change.

Determined

We are determined to meet challenges with solutions and enable innovators to think and act beyond expectations.

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Prepared by	Kyra Allen
Approved by 1	Fran McIntyre

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1. Background

Innovate UK, with support from Innovate UK KTN, are chairing the 2022 Taftie Presidency and are responsible for delivering a series of events over the course of the year to bring the members of the cohort together. Taftie is a European Network of leading national innovation agencies playing an important role in the sharing of information and best practice to enable its members to better implement R&D and innovation programmes within their countries and internationally. The Network is made up of 34 organisations from 28 European countries. More information on Taftie can be found here > <https://taftie.e/>.

For the 2022 Presidency of Taftie Innovate UK will focus on the basics of why Taftie exists and why people engage with us. Planning to harness the knowledge and expertise of the member organisations, providing time for discussion and debate on topics of interest, driving forward our collective understanding of how to better provide support to innovative businesses.

Innovate UK KTN are seeking event planning, production and delivery support for the following dates and locations:

- *Edinburgh, 27th - 28th June 2022 (approx. 80 delegates)*
- *Bristol, 19th - 20th September 2022 (approx. 40 delegates)*
- *Brussels, 21st - 22nd November (approx. 80 delegates)*

2. Services Required

This request for quotation is to invite suppliers to quote for the event production of these three events. The purpose of these events is to bring together Taftie members to achieve the goals of this year's Chairmanship as set out by Innovate UK.

- 2.1. Venue sourcing and procurement**
- 2.2. Arranging delegate logistics including airport transfers, travel to and from the primary venue to offsite events etc.**
- 2.3. Catering for the primary meetings**
- 2.4. Evening catering and entertainment**
- 2.5. AV sourcing and management for delegates attending online**
- 2.6. On site event coordination and delivery**
- 2.7. Budget management and reporting**
- 2.8. Supplier liaison**
- 2.9. Production support including event staffing**

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Exclusions:

- Delegate communications
- Content management
- Speaker sourcing and liaising

TECHNICAL CONSIDERATIONS

KTN requires its suppliers to meet industry recognised security practices and as such it is expected that they hold Cyber Essentials Plus certification or higher (ISO 27001).

3. Quote for Service – Fees

Budget: up to £80,000 + VAT

Please note supplier costs including venue, catering, AV, and logistics are not included in this budget.

5. Term & Expiry Date

13th April 2022 – 31st December 2022

6. Submission

In response to this Statement of Works, please provide the information listed below.

- 6.1. Short narrative describing how you would approach the project i.e., your design approach, suppliers you may have to collaborate with to deliver etc.
- 6.2. One or more examples of a campaign you have previously taken from concept through to roll out. If you do not have an example of this work, please select a suitable alternative piece of work, and associated narrative.
- 6.3. Initial schedule of costs. Recognising that this would be subject to change and within the constraints of the overall budget, suppliers are asked to submit a timeline of estimated costs for the duration of the project i.e., 13th April 2022 – 31st December 2022.

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- 6.4. Additional Information. KTN invite suppliers to provide any additional information in the form of video content, imagery, or links, which provide supporting evidence that suppliers recognise and work in accordance with KTN values as an organisation. Suppliers might include evidence of environmental management practices, environmental or social aims and social responsibility, diversity and inclusion policy and practices.
- 6.5. Legal information i.e. Your standard T&Cs.

Please provide the information requested above to kyra.allen@ktn-uk.org by **12:00, 10th April 2022** at the latest. Submissions will be assessed on an ongoing basis until this date.

7. Principal Contact for the Invitation to Quote

Please direct any questions or communications on this Invitation to Quote to:

kyra.allen@ktn-uk.org

8. Terms & Conditions

Any contract offered will be subject to “KTN’s Terms and Conditions of Contractor Engagement – Company Edition”, which can be made available on request.

Please note that KTN reserves the right to not select any supplier if we feel none meet our requirements and budget.

FURTHER REFERENCES

UKRI / Innovate UK Branding Guidelines:

<https://ukri.frontify.com/d/zgfuBB2r7aAg/brand-basics#/brand-guidelines/full-brand-guidelines>

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