



Birmingham Ceremonies Limited

**Birmingham 2022 Commonwealth Games Opening and Closing
Ceremonies**

Shell Scheme Walling for GMAC Offices

Reference No. OPS-025

Request for Proposal

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1 BACKGROUND

This document is part of the RFP package issued by Birmingham Ceremonies to invite commercial bids for the provision of goods and/or services for the Ceremonies. It exists to brief potential suppliers as to the broad requirements and expectations of Birmingham Ceremonies, provide information to assist them in the preparation of their responses, and explain how a supplier will be chosen and the contract will operate. It should be read alongside the specific briefing documents and/or technical specifications for the element(s) as applicable. If there is any additional information not supplied that would assist you in the preparation of your response, please request this via the questions process detailed below.

Confidentiality and Intellectual Property

The contents of this document and other attached correspondence remain the property of Birmingham Ceremonies. This document may not be distributed to any party other than the addressee or its representative without the express written permission of Birmingham Ceremonies. No part of this document may be reproduced without the express written approval of Birmingham Ceremonies or its authorised representative.

Tenderers may disclose the contents of this RFP as required by law, and to any of its staff, agents and advisors who have a “need to know” in connection with carrying out work relating to this RFP, provided that these persons are advised of, and agree to comply with, the restrictions contained in this section. For clarity, any staff, agents, sub-contractors and or advisors are bound by the same terms of the Non Disclosure Agreement (NDA) signed by the Respondent and it shall be considered that the tenderer has signed the NDA on their behalf.

Disclaimer

Birmingham Ceremonies provides information accompanying this document in the form of drawings, measurements and data for informational purposes only. The tenderer is responsible for checking and confirming all dimensions on site. Birmingham Ceremonies warrants that the information provided is correct to the best of its knowledge but does not guarantee the accuracy of this information.

This document also sets out general information for all tenderers for the Ceremonies. This is a unified document and, as such, there may be specifications and or conditions in this document that may not specifically apply to a particular RFP/tender. However, this document provides a baseline for the provision of any goods and or services.

2 EVENT SUMMARY

2.1 Birmingham 2022

The Commonwealth Games started in 1930 and has since been held every four years, with a break for World War II. The Games have grown continuously since then and now feature 6,600 sports men and women from across 72 nations and territories. Underpinned by the core values of humanity, equality and destiny, the Games aim to unite the Commonwealth family through a glorious festival of sport. Often referred to as the 'Friendly Games', the event is renowned for inspiring athletes to compete in the spirit of friendship and fair play.

The 2022 Games will be the first time the West Midlands has played host to the event, following London 1934 and Manchester 2002. As preparations for the Birmingham 2022 Commonwealth Games take shape, the West Midlands becomes part of a lasting legacy that displays world-class teamwork, athleticism and friendship.

The Birmingham 2022 Organising Committee (the "Organising Committee") is responsible for the planning and operational delivery of the Games. CGF Partnerships (CGFP) is also involved in the staging of the Games, particularly in relation to generating commercial income, and is a joint venture between CGF and SportFive which seeks to identify sustainable and long-term commercial partnerships that will also benefit the delivery of future editions of the Commonwealth Games.

2.2 Birmingham Ceremonies Limited

The Organising Committee has appointed Birmingham Ceremonies Limited ("Birmingham Ceremonies") to produce the Birmingham 2022 Commonwealth Games Opening and Closing Ceremonies (the "Ceremonies").

2.3 Ceremonies Dates

The Birmingham 2022 Commonwealth Games Opening Ceremony will take place on **Thursday 28 July 2022**

The Birmingham 2022 Commonwealth Games Closing Ceremony will take place on **Monday 8 August 2022**

2.4 Ceremonies Venue

The Ceremonies shall take place at the Alexander Stadium, Walsall Rd, Perry Bar, Birmingham, B42 2LR, UK.

3 RFP PROCESS

3.1 Request For Particulars (RFP)

This RFP is to procure the goods/services set out in the Scope of Works at Appendix 3 of this document.

3.2 Key Dates

The expected timeline for this procurement process is set out at Appendix 2.

3.3 Communication with Birmingham Ceremonies

- All RFP documents will be sent out via email.
- All communications related to this document should be emailed with the subject title in the format: *"OPS-0??_RFP_?????"* to: procurement@birminghamceremonies.com
- Responses should be submitted in both an electronic editable format, and as .pdf which should be signed or digitally signed (In the case of any discrepancy, the .pdf version shall prevail)
- All responses should be in English.
- Drawings supplied by Birmingham Ceremonies will generally be AutoCAD 2017 (*.dwg) files, with units in millimetres.
- Drawings submitted to Birmingham Ceremonies should be as both plotted PDF layouts and as bound AutoCAD 2017 (*.dwg) files, with units in millimetres.
- If your response is in excess of email limits (20Mb for Birmingham Ceremonies), please notify us via this email address and we will propose a suitable transfer solution.
- Questions may be submitted in accordance with the RFP timetable given above. If you have any comment or input on the design, particularly with regard to potential cost savings, please don't hesitate to make them.
- Unless otherwise agreed in writing with Birmingham Ceremonies, you should not discuss this document or refer queries to any other member of Birmingham Ceremonies staff or its consultants.
- Suppliers are advised not to underestimate the administrative costs of delivering the goods and/or services (as applicable), and to ensure these are covered in their response.
- The submission should be prepared with the understanding that the readers are, in general, aware of the company's capabilities, history and the equipment being specified. Should clarification be required, this will be requested.

3.4 Responses

The RFP process is intended to be as streamlined and simple as possible to select a Supplier which can deliver the requirements of the RFP in a cost effective, reliable and efficient way.

Unless specifically noted in the Technical Specification, partial responses will not be accepted.

The documentation listed in Appendix 1 is required to be provided in response to this RFP.

3.5 Exclusions

The tenderer will note any exclusions from its proposal. Unless specifically noted, it is assumed that the proposal from the Supplier fit for purpose and is a complete turnkey solution including all costs associated with the supply.

It should be noted that the tenderer is not able to exclude anything from its offer if that element is specifically noted in the tender as required and to be included in the price. For example, a tenderer is not able to exclude freight costs.

3.6 Evaluation Criteria

Tenderer's responses to the RFP will be assessed against the following key criteria:

1.	Technical Response	the ability of the tenderer to provide the level, creative quality and scope of services	20%
2.	Organisation Experience	the supplier's breadth and depth of experience in supplying similar scope of services	10%
3.	Organisation Capacity	the tenderer's ability to provide Birmingham Ceremonies with the level of flexibility and capacity required to fulfil the scope of work, including working to tight production deadlines	15%
4.	Social Values	the commitment of the tenderer to environmental, sustainability and other social values set out in the RFP	10%
5.	Table of Costs	the level of prices for goods / services to be supplied in accordance with the RFP	40%
6.	Response to legal terms and conditions	tenderer's response to the legal terms and conditions and compliance with insurance requirements set out in Section 4 below.	5%

3.7 Question and Answer Period

Questions may be submitted up until the time set out in the timetable in Appendix 2. All questions will be provided with all answers to all tenderers, regardless of who asked the question.

3.8 Final RFP Responses

Those tenderers selected by Birmingham Ceremonies shall submit their final RFP response by the date set out in the timetable in Appendix 2.

4 COMMERCIAL INFORMATION

4.1 Insurance

Tenderers are responsible for all insurance for its equipment and personnel. The minimum requirements of insurance are:

- Public and Products Liability £10 million for any single event
- Employer's liability insurance £5 million for any single event

Where a tenderer does not hold the required minimum insurance, this must be identified in the response.

In addition to the insurances noted above, all international tenderers must ensure that, they have suitable medical, insurance (both general medical and emergency), and, where relevant, travel and repatriation insurance for all their staff and personnel.

Tenderer are responsible for all insurance for transport and shipment of any goods or materials from the point of shipment to arrival.

4.2 Payment Currency

All payments will be made in UK Sterling (£).

4.3 Taxation

All payments will be made in accordance with UK tax legislation and all UK suppliers will charge UK VAT (except where the HMRC has stipulated that other arrangements should apply), with all invoices to be addressed to Birmingham Ceremonies Limited. Non-UK bids should be gross (inclusive of all sales tax/VAT).

4.4 Variations and Changes to the Scope of Works

Throughout the course of the project, Birmingham Ceremonies may vary the Scope of Works. This may be an increase or decrease in goods and or services. These variations will be negotiated with the Supplier. However, where there is a change in supply of an item or services that is shown as a unit price, the unit price in the offer is what will form the basis of any variation.

4.5 Tender Changes, Variations and Negotiations

As part of the RFP process Birmingham Ceremonies reserves the right to change the requirements, remove and or add requirements from the Scope and negotiate with any one or multiple tenderers simultaneously.

The final scope of works and associated price may not be identical to the originally tendered Scope of Works and or price.

4.6 Local Partners

Any International tenderers are encouraged to seek and engage with local partners for cost efficiencies and to support the local market.

4.7 Production Schedule

Birmingham Ceremonies has developed an overall production schedule. The Supplier shall work with Birmingham Ceremonies to ensure the timely delivery of the supplies within the bounds of the overall

production schedule. Tenderers acknowledge and agree that there may be variations to the schedule. Within reason, the appointed supplier shall adjust their schedule to work within the revised production schedule without additional cost unless agreed with Birmingham Ceremonies.

4.8 Data Security and Backups

Tenderers are responsible for ensuring they have adequate secure document management and document control systems (for both hard copy and electronic documents) and are reminded of their obligations under the NDA, including to limit access to documents only to those who absolutely require it. Tenderers must also have adequate and reliable back-up systems in place to ensure the integrity and recoverability of data relating to this RFP and Contract; these must be subject to the same levels of document security.

4.9 Anti-Corruption

Birmingham Ceremonies adopts and enforces a strict Anti-Corruption Policy, which is in compliance with its obligations under the Fraud Act 2017 and Bribery Act 2010 (the “Acts”), as amended, and other similar and applicable laws in foreign countries to which Birmingham Ceremonies may be subject to by virtue of the business it conducts.

Tenderers is expected to familiarise themselves with Birmingham Ceremonies' Anti-Corruption Policy a copy of which is available on request and its best practices, and will comply at all times with all applicable laws and regulations, including the Acts and any other applicable anti-corruption laws, and any disregard or non-compliance will be grounds for appropriate disciplinary and legal action.

4.10 Proposed Payment Schedule

Tenderer's are requested to propose payment terms as part of their tender response.

5 GENERAL INFORMATION

5.1 Standards

All suppliers must comply with:

- all relevant standards and codes of practice
- all current health and safety regulations
- all applicable UK standards
- all regulations and authority requirements

All suppliers must ensure the quality control of both materials used and construction methods. Birmingham Ceremonies may ask for evidence of these and Quality assurance processes and procedures. All suppliers will be required to provide Birmingham Ceremonies with a materials register detailing sources, appropriate test certificates and COSHH data sheets, and sustainability information.

5.2 Risk Assessments and Method Statements

The appointed supplier will be required to prepare and submit appropriate Risk Assessment and Method Statements (RAMS) for generic tasks, as well as production-specific tasks for the event. These are to be submitted 2 weeks prior to commencement of work, allowing suitable time for review. These should be reviewed by the appointed supplier and BCL throughout the production to ensure they remain relevant and sufficient. BCL does not approve any RAMS as being suitable for the tasks; however, BCL may reject RAMS as being insufficient in its view.

5.3 Construction (Design & Management)

CDM 2015 came into force on 6th April 2015 and is applied to all construction work, including construction work in the entertainment industry. The Health & Safety Executive (HSE) recognises that existing event safety management systems differ significantly from those in traditional construction procurement but still have the potential to achieve the requirements of CDM 2015.

The HSE currently operates a risk based and proportionate approach to the application of CDM 2015 in the entertainment sector. They will focus on health & safety outcomes and accordingly, duty holders, who currently have effective measures in place to manage risks arising from construction activities will be largely compliant.

BCL recognise the value of following the above principles and will do everything, as far as reasonably practicable, to satisfy those key elements.

5.4 Medical

BCL and the Organising Committee will provide a baseline level of first aid support suitable for the day to day operations at AXS and the rehearsal venue. Suppliers to inform BCL of any high risk activities that their risk assessments have identified as requiring a higher level of medical support, which will then be arranged by BCL.

5.5 Fire Safety

BCL and the Organising Committee will provide a baseline level of fire safety equipment suitable for the day to day operations at AXS and the rehearsal venue. Suppliers to provide additional levels of fire safety for any high risk activities that their risk assessments have identified as requiring them and to inform BCL of this provision.

5.6 Environmental Conditions

The Alexander Stadium is located in the West Midlands region of the United Kingdom, at the time of year that we will be present weather patterns are changeable. The Supplier should expect to experience high winds, torrential rain, high temperatures and fog/mist at some points during the period onsite.

Alexander Stadium is relatively exposed, only the West and East stands are covered by a roof. The North, South stands are fully open, as is the Field of Play and the main two Vomitories into the space.

5.7 Equipment Weather Protection

The appointed supplier will ensure that all equipment supplied and installed is suitably protected from the environmental conditions (including but not limited to temperature extremes, rain, high winds and humidity).

Any weather protection will be supplied by the appointed supplier. The aesthetics of any weather protection is subject to the approval of BCL.

5.8 Continuation of Operation

It is expected that the appointed supplier shall continue to operate in all but the most extreme weather conditions. In practical terms this means that the tenderers proposed solution will be able to be used in any conditions under which the show proceeds unless previously agreed where use of the equipment is dangerous or outside agreed tolerances of use.

5.9 Acceptance testing

The appointed Supplier may be required to demonstrate aspects of the systems, components or products it is supplying to BCL as part of acceptance testing procedures.

5.10 Tools, Hardware & Consumables

The appointed supplier will be required to supply all tools, hardware & consumables required to install, maintain, operate, repair, and remove the goods or service that they are providing.

5.11 Surveying

It the responsibility of the appointed supplier to undertake any surveying to confirm the dimensions and or levels of the venue and any positioning of their equipment.

5.12 Transition Planning

The appointed supplier should expect to transition out of the Opening Ceremony to Sport immediately after the end of the Opening Ceremony. This may require additional separate personnel as the show and transition period will be continuous for at least 48 hours.

6 ON SITE

6.1 Site Facilities

Working Space

Birmingham Ceremonies and the Organising Committee are working together on the provision of working space for suppliers and will in due course provide further information.

The Supplier shall note in their response what, if any, space they require, specifically for:

- Storage,

Birmingham Ceremonies does not guarantee this will be able to be supplied as space at Alexander Stadium is severely limited. Suppliers should note that empty flight cases, crates or other unused transport/storage items cannot be stored onsite and must be removed once used.

6.2 FOP Equipment and Equipment in Public View

Any equipment viewable to the audience of the Alexander Stadium and/or via Broadcast cameras should maintain a low visual profile and there should not be visible supplier branding.

6.3 Venue Protection and Reparations

The appointed supplier is to take all reasonable measures to ensure that there is no damage to the venue.

The supplier will be responsible for making good, at its own cost, any damage that the stadium suffers as a result of their works.

6.4 Waste Disposal

The appointed supplier will remove any waste it generates and remove from site ensuring the materials are recycled appropriately. The appointed supplier is to maintain a safe, clean working environment. Guidelines for waste management will be provided with on-site guidelines.

The appointed supplier will be responsible for disposal of any hazardous waste materials. We request that suppliers dispose of hazardous material with as minimal negative impact on the environment as possible.

6.5 Accreditation and Security Checks

There will be an accreditation system put in place by the Organising Committee and Birmingham Ceremonies. The appointed supplier will be required to submit all necessary information in the format determined by the Organising Committee.

Birmingham Ceremonies may implement a pass system in addition to the Organising Committee accreditation system. The appointed supplier will need to submit details and photographs to Birmingham Ceremonies to facilitate the Organising Committee's accreditation system and Birmingham Ceremonies' pass system.

As part of the Games accreditation process, there will be background security checks. Any of the appointed supplier's personnel who fail to pass the background security check must be replaced by the appointed supplier at the appointed supplier's expense.

The Supplier should ensure enough personnel are accredited to ensure spare personnel are available at short notice to cover any additional shift or due to illness.

6.6 Drugs, Alcohol and Code of Conduct

The appointed supplier will be responsible for the behaviour of all its personnel.

Birmingham Ceremonies operates a strictly zero tolerance of drugs and alcohol on the work site.

Anyone who is intoxicated or under the influence of alcohol at work will be immediately removed from site. The appointed supplier shall be responsible for the behaviour of its personnel.

Birmingham Ceremonies operates a strictly zero tolerance of drugs. Anyone who in any way involved in any aspect of drug taking, supply, sourcing, etc will be immediately removed from site and referred to the authorities.

The appointed supplier will be responsible for ensuring that all its personnel (including any sub-contractor) comply, including when not on site, with UK laws.

6.7 Health and Safety Equipment

The appointed supplier will be responsible for providing any and all PPE required for its staff, crew and sub-contractors.

7 STAFFING

7.1 Crew and Staff Logistics

Except for unskilled local labour (see 7.7 below), appointed supplier shall provide all staff and crew (personnel) necessary to deliver the goods and/or services. The appointed supplier will be responsible for all costs associated with the provision of its personnel unless otherwise agreed in writing with BCL.

BCL encourage the use of local staff and crew wherever possible and will be taken into account as part of the tender evaluation.

7.2 Project Manager

The appointed supplier's Project Manager will be dedicated to the project for the entirety of the project, and be able to make or communicate management decisions within a short timeframe. If senior management of the appointed supplier are not available for decisions and discussion, authority must be provided to the Project Manager to make decisions and provide instruction.

7.3 Flights, Transfers, Local Transport

The appointed supplier will be responsible for providing any flights and any ground transport for any of its personnel and any travel costs must be clearly identified and broken down in the tenderer's RFP response.

All substantive travel undertaken during the course of your contract with BCL will be tracked and submitted to BCL on a monthly basis. See Supplier Social Values Guidance for further details.

7.4 Visas

Tenderer's should assume that they will need to arrange and pay for any UK visas required for its working crew, and the tenderer's RFP response should include costs associated with this.

7.5 Accommodation

The appointed supplier will be responsible for providing any accommodation for any of its personnel and any accommodation costs must be clearly identified and broken down in the tenderer's RFP response.

BCL may offer to provide accommodation in some circumstances.

7.6 Catering & Welfare

BCL will provide a pay as you go catering provision at Alexander Stadium. The cost of this will be £8.50 per meal. The appointed supplier may purchase catering directly from BCL on behalf of its personnel.

BCL shall provide drinking water, boiling water and provision for heating and refrigerating food at Alexander Stadium.

Tenderers should note that from the 18th July, 2022 to the 8th August, 2022 inclusive no food or drink will be allowed to be brought onto site.

The appointed supplier will be responsible for providing any further per diem, subsistence payment or any other welfare cost for its personnel. All such costs must be identified in the RFP response.

7.7 Local Labour

BCL may be able to provide a reasonable quantity of local labour. The Supplier will be responsible for coordinating and managing all local labour supplied to it.

The Supplier must provide a schedule of requirements as part of their response. BCL have the right to change or remove this service and request the Contractor provide alternative crew at an agreed rate.

7.8 Accreditation and Security Checks

There will be an accreditation system put in place by the Organising Committee and BCL. The appointed supplier will be required to submit all necessary information in the format determined by the Organising Committee.

BCL may implement a pass system in addition to the Organising Committee accreditation system. The appointed supplier will need to submit details and photographs to BCL to facilitate the Organising Committee's accreditation system and BCL's pass system.

As part of the Games accreditation process, there will be background security checks. Any of the appointed supplier's personnel who fail to pass the background security check must be replaced by the appointed supplier at the appointed supplier's expense.

The Supplier should ensure enough personnel are accredited to ensure spare personnel are available at short notice to cover any additional shift or due to illness.

7.9 General Site Rules

The appointed supplier will be required to ensure that its personnel work to create a productive, supportive and safe work environment.

7.10 Working Hours

The Supplier will be required to work to the hours agreed with BCL and as required to complete their scope of works without endangering its or other personnel.

It is the responsibility of the supplier to schedule their personnel and ensure days off are coordinated and scheduled as required.

7.11 Staff Welfare

The appointed supplier will ensure that their staff are aware of the environment and comply with BCL Staff Code of Conduct Policy and Health and Safety Policy. The appointed supplier will monitor their staff to ensure that they are adequately protected against the environmental conditions and care for themselves (drinking sufficient water, protecting from rain etc).

7.12 Uniforms / Site Attire

The appointed supplier's staff must always wear suitable unbranded clothing and it is acknowledged that, on the rehearsal and show days, personnel will be required to wear full show blacks including long trousers and shoes. This will be the responsibility of the appointed supplier.

Some personnel may be required to wear specific costumes for show movements that require them to be visible during the ceremonies. Any such costumes will be provided by BCL.

Some Supplier Personnel may be required to wear a suit or similar clothing on the show days.

7.13 Drugs, Alcohol and Code of Conduct

The appointed supplier will be responsible for the behaviour of all its personnel.

BCL operates a strictly zero tolerance of drugs and alcohol on the work site.

Anyone who is intoxicated or under the influence of alcohol at work will be immediately removed from site. The appointed supplier shall be responsible for the behaviour of its personnel.

BCL operates a strictly zero tolerance of drugs. Anyone who in any way involved in any aspect of drug taking, supply, sourcing, etc will be immediately removed from site and referred to the authorities.

The appointed supplier will be responsible for ensuring that all its personnel (including any sub-contractor) comply, including when not on site, with UK laws.

7.14 Health and Safety Equipment

The appointed supplier will be responsible for providing any and all PPE required for its staff, crew and sub-contractors.

7.15 Working at Height

Some areas of work, which may include cable paths, may only be accessed using MEWP, gantry or catwalk access, or other aerial based access system. The appointed supplier should assume that all access methods which require relevant safety equipment will be the responsibility of the appointed supplier. This is to include, but not be limited to, safety harnesses, fall arresters and safety lines.

The appointed supplier will also be responsible for ensuring that relevant personnel are suitably qualified and experienced to be working at height.

BCL understands that work at height activities pose additional risks to persons carrying out those activities and anyone underneath the working area. With this in mind, work at height will be avoided where possible although we acknowledge that due to our operations this will not always be achievable. Where work at height cannot be avoided we will implement reasonable measures and safeguards to ensure the safety of employees and anyone who could be affected by working at height. The Supplier will be required to supply its own working at height rescue personnel and equipment.

8 LOGISTICS INFORMATION

8.1 Lock Down

Prior to the Opening Ceremony, the venue and precinct will be subject to a security sweep and then the precinct will be locked down. During the lock down period access will be restricted to appropriately accredited people. The lock down period will be determined by the Organising Committee.

8.2 Plant and Access Equipment

Birmingham Ceremonies will provide plant and access equipment on a non-exclusive shared use basis, unless otherwise agreed by both parties.

The Supplier will be responsible for any plant and access equipment supplied to it including appointed persons, operators (Must have current licenses as required by UK law), slingers and banksmen.

Notwithstanding the Supplier must provide a schedule of required plant and access equipment in its response to this RFP.

8.3 Freight

The appointed supplier will be responsible for all freight or trucking including any associated costs.

Any and all local import and or export costs including taxes, fees, duties, charges or other monies will be payable by the appointed supplier.

The appointed supplier will not be able to store containers on site unless previously agreed with Birmingham Ceremonies and any deliveries must be unloaded in a timely fashion. There is limited capacity to unload containers on the ground; it is expected that most containers will be live loaded and unloaded.

The appointed supplier must have a representative present to accept any deliveries as Birmingham Ceremonies will not be able to accept deliveries on behalf of the appointed supplier.

8.4 Volunteers

The appointed supplier may be provided with volunteers supplied by the Organising Committee. The Supplier is to work with the Volunteer Manager to ensure the wellbeing, rostering and training of the Volunteers.

APPENDIX 1
RFP RESPONSE

The Tenderer's RFP Response must include the following:

1. **EXECUTIVE SUMMARY**

2. **TECHNICAL RESPONSE**

- This document should include details of the tenderer's technical solution including written descriptions of what the tenderer intends to supply and how this meets the specification
- Any promotional material, case studies, previous production information, product descriptions and other related information should be in a separate document. Should this type of information be provided in the technical response, the submission may be not read and may be discarded.

3. **ORGANISATION EXPERIENCE**

The following items should be included when the tenderer makes its submission for approval:

- **Company Profile** – Tenderer to provide company organisation chart, company commercial structure, resources.
- **Corporate Experience and Resources:**
 1. Evidence of the tenderer's 's history of successfully completing similar projects or meeting similar requirements (200 – 300 words) and evidence that the tenderer has current capabilities for ensuring the delivery of this requirement.

4. **ORGANISATION CAPACITY**

- List the names of the key personnel of the tenderer who it is proposed will provide the services

5. **SOCIAL VALUES**

Please refer to the Supplier Social Values Guide issued with the tender documents and provide evidence of the following:

- Business sustainability strategies, policies or certifications
- Your approach to managing greenhouse gas emissions within your business operations across power consumption, transport and travel (if not included in your sustainability strategy)
- Details of waste management strategy, processes, and targets to prioritise zero waste to landfill, re-use, re-purposing, and recycling (if not included in your sustainability strategy)
- Implementation of social value requirements into your procurement processes, including ethical sourcing, Human Rights and sustainability

- Measures to reduce problematic materials such as single-use plastics
- Equality, Diversity and Inclusion policy

6. **TABLE OF COSTS**

- Tenderer must complete the Table of Costs in the format provided.
- Prices quoted in any other format will not be accepted and all sections of the Table of Costs must be completed even if the total of that line item is zero value (i.e. do not submit blank cells).
- Tenderers may include a quotation in its standard format as additional information, however the quotation will not be a substitute to submitting the Table of Costs.
- Tenderers should break down prices by line item as much as is reasonably practicable. Staffing costs and other costs listed in the Table of Costs should be detailed separately.
- Birmingham Ceremonies reserves the right to remove any element from the scope of the RFP or contract and provide an alternative solution.
- Financial information is to be presented in tabular form with all values in UK Sterling (£).
- Birmingham Ceremonies will assume that the price is submitted on a 'turnkey' basis unless stated clearly otherwise.

7. **RESPONSE (IF ANY) TO LEGAL TERMS AND CONDITIONS**

- Tenderers should review the legal terms and conditions which accompany the RFP documentation and must provide a note of any and all comments/proposed amendments as part of its tender submission to Birmingham Ceremonies or otherwise state 'No comments on legal terms and conditions'.
- Please note that in order to maintain parity between all tenderers, only immaterial amendments to the terms and conditions will be considered.
- Final appointment of the successful tenderer will be conditional upon Birmingham Ceremonies reaching acceptable contract terms with the organisation concerned.

8. **INSURANCE**

Tenderers must provide evidence of compliance with the insurance requirements set out in this document.

9. **APPENDICES**

- Company Information
- Overarching Assumptions
- Any Consortium Partnerships and/or Sub-Contractors
- Any other Appendices

APPENDIX 2
KEY DATES

The expected timeline for this procurement process is as follows:

RFP TIMETABLE	DATE
Release of RFP	29 th March 2022
RFP Submission (1700 UK Time)	8 th April 2022
Preferred supplier selected on or around	11 th April 2022
Contract executed on or around	15 th April 2022

APPENDIX 3
SCOPE OF WORK

1.1 Overview

1.2 The Supplier will be responsible for the following:

1.2.1 Supply and installation of Shell scheme walling on hire basis:

1.2.2 Delivery address is : Alexander Stadium, Walsall Rd, Birmingham. B42 2 LR

1.2.3 The walling is being used for office partitions but not for exhibition use. The walls will be used to create a kitchen and dining area, meeting rooms, costume, and props maintenance workshop areas.

1.2.4 Whilst the walls need to be structurally sound, the look is not critical to us as these rooms are not public facing

1.2.5 All staff for construction and de-construction

1.2.6 All transport for Delivery and collection

1.3 Specification

1.3.1 Please see drawing: 023_037_A_GMAC_shell scheme – PDF and DWG plans are available

1.3.2 All walls should be 8ft high

1.3.3 Single and double doors will be required

1.3.4 Type of shell scheme system can be Octanorm / T3 / plywood or alternative solutions

1.3.5 Please supply all, ceiling grids, frames, panels, clamps, bolts, screws, and ironmongery

1.3.6 All panels should be supplied using re-usable or recyclable material

1.3.7 QUANTITY

1.3.7.1.1 Total quantity – 175m

1.3.7.1.2 9 off doors

1.3.7.1.3 4 off doors with locks

1.4 Schedule

1.4.1.1 Delivery and installation – 19/05/22

1.4.1.2 De-installation and Collection – 19/08/22