**REQUEST FOR PROPOSAL (RFP)**

**THE PROVISION OF EXHIBITION STAND DESIGN & INSTALL APRIL 2022 – MARCH 2025**

1. **FOR EUROPEAN TRADE SHOWS: IMEX FRANKFURT & IBTM World**
2. **FOR NORTH AMERICAN TRADE SHOWS: IMEX AMERICA**

Date: Monday, 20 December 2021

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# INTRODUCTION

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

The purpose of this Request for Proposal is to seek offers is to:

* + Part 1 - Seek offers for the provision of exhibition stand design & installation under a contract for our European trade shows IMEX Frankfurt and IBTM World for the next three-year period.
	+ Part 2 - Seek offers for the provision of exhibition stand design & install contract for our North American trade show IMEX America for the next three-year period.

Persons to whom this Request for Proposal has been sent are invited to submit such offers in accordance with requirements in Section 5 Statement of Requirements contained within this Request for Proposal. Interested parties may submit offers for Part 1, Part 2 or both.

This document:

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

# SPECIAL CONDITIONS OF RFP

## Closing Date

RFP Responses will be received by email by **17h00 GMT on Friday 21 January.** London & Partners reserve the right to extend this deadline.

## Information to be provided with Request for Proposal

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

## Clarifications

RFP respondents seeking clarifications regarding this Request for Proposal may do so in writing and must be submitted by **17h00 GMT on Friday 7 January**. Clarification responses will be sent to all suppliers ensuring transparency and fairness.

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

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

## Notice of Intention / Request for Further Information

You should notify London & Partners on the address above of your intention to make a submission by **17h00 GMT on Friday 7 January**. Failure to notify London & Partners will not eliminate you from submitting a response but may result in having inaccurate information throughout the process.

## Late or Non-compliant Request for Proposal Responses

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

## Authority

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

## Collusion/ Joint Request for Proposal

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

## Corrections and Addenda to the Request for Proposal

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

## Notification

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

## Value Added Tax (VAT)

All prices quoted should be excluding VAT and clearly stated as such. Please indicate all applicable rates of tax on your quotation. RFP respondents must provide their Business Registration Number (Companies House Registration number) or provide a reason as to why one cannot be supplied.

## Standard of Responses

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

## Amendment of Request for Proposal

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

##  Withdrawal of the Request for Proposal

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

## Confidentiality

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

## General Conditions of Contract

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

## No contract

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

## Request for Proposal Costs

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

## General

London & Partners is the business growth and destination agency for London. Our mission is to create economic growth that is resilient, sustainable and inclusive. We are a not-for-profit private company limited by guarantee. We operate as a social enterprise, half funded by the Greater London Authority (GLA) and half from other sources, including our portfolio of commercial ventures.

We work in partnership with organisations in London and across the world to deliver our vision and mission achieving ‘good growth’ for London and Londoners

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

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

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

# Current Situation

London & Partners exhibit at business tourism/MICE (meetings, incentives, conferences and exhibitions) industry trade shows worldwide. This enables us to build the city’s reputation and, place us in the forefront of global meeting planners’ minds, when planning their conferences and business events. Being present at these shows, also helps us showcase our partners to all meeting planners interested in bringing their conferences and, business events to London. Our presence enhances the reputation of London as a centre of business, ideas, innovation, and creativity. Our exhibition stand also needs to reflect these aspects of our London brand. We hope to generate interest around our exhibition stand, to invite people to visit us and our partners.

## RFP Timetable

|  |  |
| --- | --- |
| Request for Proposal Issued | **Monday 20 December** |
| Clarification Deadline | **17h00 GMT on Friday 07 January** |
| Response to Clarification | **Tuesday 11 January** |
| Deadline for Proposal Responses | **17h00 GMT on Friday 21 January** |
| Evaluation  | **From 24 January – 18 February** |
| Clarification Presentations | **w/c 22 February** |
| Contract Awarded | **Thursday 31 March** |
| Initial Project Meeting | **w/c 5 April 2022**  |

This procurement is intended to follow the timeline above but may be subject to change

## Term and Termination

The contract will be for the beginning of April 2022 – end of March 2025.

## Payment Arrangements

Payment is on a per trade show basis.

On acceptance of tender and written confirmation of appointment, stage payments will be made for each trade show in 2 parts as detailed below:

50% at the time of confirming the floorplan and initial quotation
50% on satisfactory completion of the job.

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

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

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

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

# Technical Competence

Please see and complete the Technical Competence questionnaire document (**Appendix 4**)

# Commercial Submission

Please see the Pricing Schedule (**Appendix 2**)

# Evaluation Criteria

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

Up to 5 top scorers will be invited in, to clarification meetings from the week commencing **22 February 2022**. The purpose of these meetings will be to clarify the responses you provided in your written proposal.

The submissions will be evaluated against the following evaluation criteria:

Evaluation weighting

* Technical competence 60%
* Price 40%

The Technical Competence questions will be evaluated using the table set out below.

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

If your organisation scores a 0 on 1 question or more questions, or 4 or less on 2 or more questions this will give grounds for your tender submission to be excluded from the tender processes.

**Pricing Evaluation:**

Price calculations will be as follows:

The maximum marks available for this part of the Tender will be 40% and will be awarded to the lowest price Tender submitted. The remaining Tenderers will receive marks on a pro rata basis from the cheapest to the most expensive price.

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

The calculation used is the following:

Score = Lowest Tender Price     x 40 (Maximum available marks)

               Tender Price

For example, if three Tender Responses are received and Tenderer A has quoted £30,000 as their total price, Tenderer B has quoted £50,000 and Tenderer C has quoted £60,000 then the calculation will be as follows:

Tenderer A Score = £30,000/£30,000 x 40 (Maximum available marks) = 40

Tenderer B Score = £30,000/£50,000 x 40 (Maximum available marks) = 24

Tenderer C Score = £30,000/£60,000 x 40 (Maximum available marks) = 20

**End of Document**