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**Operation & Management of a**

**Mass Participation Sporting Event in Richmond Park**

**May 2017-19**

**Tender Response Document**

**FORM A: Organisation and Contact Details**

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| Full name of organisation tendering (or lead organisation where a consortium is tendering): |  |
| **Organisation Details** | |
| Registered office address: |  |
| Company or charity registration number: |  |
| VAT registration number: |  |
| Name of immediate parent company: |  |
| Name of ultimate parent company: |  |
| Type of organisation: | 1. a public limited company 2. a limited company 3. a limited liability partnership 4. other partnership 5. sole trader 6. other (please specify) |

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| **Contact details FOR tender-RELATED ENQUIRIES** | | | |
| Name: |  | | |
| Address: |  | | |
| Post code: |  | | |
| Country: |  | | |
| Phone: |  | | |
| Mobile: |  | | |
| email: |  | | |
| **Consortia and sub-contracting** | | | |
| Please confirm the following by checking the relevant box below: | | | |
| 1. Your organisation is bidding to provide the services required itself | | |  |
| 1. Your organisation is bidding in the role of Prime Contractor and intends to use third parties to provide some services | | |  |
| 1. The Potential Provider is a consortium | | |  |
| If your answer is (b) or (c), please insert a separate annex including relevant company/organisation names to indicate the composition of the supply chain and which supplier (which may include the Potential Provider solely or together with other providers) will be responsible for particular elements of this requirement. | | | |
| **QUESTIONS 1.1 and 1.2 FOR COMPLETION BY NON-UK BUSINESSES ONLY** | | | |
|  | Registration with a professional body  Is your business registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in ***Annex XI of Directive 2014/24/EC*) under the conditions** laid down by that member state). | Yes  No | |
|  | Is it a legal requirement in the State where you are established for you to be licensed or a member of a relevant organisation in order to provide this requirement? If yes, please provide details of these requirements and confirm your compliance. | Yes  No | |

**FORM B - Grounds for mandatory rejection**

**Important Notice:**

**In some circumstances, the Authority is required by law to exclude you from participating further in procurement. If you cannot answer ‘No’ to every question in this section it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form.**

Please answer ‘Yes’ or ‘No’ to each of the following questions:

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| **Has your organisation or any director or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?:** | |
| 1. conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime; | Yes  No |
| 1. corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906; | Yes  No |
| 1. the common law offence of bribery, | Yes  No |
| 1. bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010, or section 113 of the Representation of the People Act 1983; | Yes  No |
| 1. where the offence relates to fraud affecting the European Communities financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities: | Yes  No |
| * 1. the common law offence of cheating the Revenue; | Yes  No |
| * 1. the common law offence of conspiracy to defraud; | Yes  No |
| * 1. fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978; | Yes  No |
| * 1. fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006; | Yes  No |
| * 1. fraudulent evasion within the meaning of section 170 of Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994; | Yes  No |
| * 1. an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993; or | Yes  No |
| * 1. destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969; | Yes  No |
| * 1. fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or | Yes  No |
| * 1. the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006 or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act , | Yes  No |
| 1. Any offence listed:- |  |
| 1. In section 41 of the Counter Terrorism Act 2008; | Yes  No |
| 1. In schedule 2 to that Act where the Court has determined that there is a terrorist connection; | Yes  No |
| 1. Any offence under sections 44 to 46 of the Serious Crimes Act 2007 which relates to an offence covered by subparagraph (f); | Yes  No |
| 1. money laundering within the meaning of section 340(11) and 415 of the Proceeds of Crime Act 2002; | Yes  No |
| 1. an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996; | Yes  No |
| 1. an offence under section 4 of the Asylum and Immigration (Treatment of Claimants, etc) Act 2004; | Yes  No |
| 1. an offence under section 59A of the Sexual Offences Act 2003; | Yes  No |
| 1. an offences under section 71 of the Coroners and Justice Act 2009; | Yes  No |
| 1. an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or | Yes  No |
| 1. any other offence within the meaning of Article 57(1) of The Public Contracts Directive; | Yes  No |
| 1. As defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or | Yes  No |
| 1. Created, after the day on which these regulations were made, in the law of England and Wales and Northern Ireland. | Yes  No |

**FORM C - Grounds for discretionary rejection**

**Important Notice**

**If any of the following apply the Authority is entitled to exclude you from consideration but may decide to allow you to proceed further. If you cannot answer ‘No’ to every question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not you will be able to proceed any further in respect of this procurement exercise.**

Please answer ‘Yes’ or ‘No’ to each of the following questions:

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| **Is any of the following true of your organisation?:** |  |
| 1. being an individual is a person in respect of whom a debt relief order has been made or is bankrupt or has had a receiving order or administration order or bankruptcy restrictions order or a debt relief restrictions order made against him or has made any composition or arrangement with or for the benefit of his creditors or has made any conveyance or assignment for the benefit of his creditors or appears unable to pay, or to have no reasonable prospect of being able to pay, a debt within the meaning of section 268 of the Insolvency Act 1986, or article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of his estate, or is the subject of any similar procedure under the law of any other state; | Yes  No |
| 1. being a partnership constituted under Scots law,   has granted a trust deed or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of its estate; or | Yes  No |
| 1. being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002,   has passed a resolution or is the subject of an order by the court for the company’s winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company’s business or any part thereof or is the subject of similar procedures under the law of any other state? | Yes  No |

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| **Has your organisation:** |  |
| 1. been convicted of a criminal offence relating to the conduct of your business or profession; | Yes  No |
| 1. committed an act of grave misconduct in the course of your business or profession; | Yes  No |
| 1. failed to fulfil obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which you are established; | Yes  No |
| 1. failed to fulfil obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which you are established; or | Yes  No |
| 1. been guilty of serious misrepresentation in providing any information required of you under Regulation 57 of the Public Contracts Regulations 2015? | Yes  No |

**STAGE 1 - SUITABILITY ASSESSMENT - QUESTIONS**

Tenderers will only proceed to Stage 2 of the evaluation if they meet or exceed the 50% minimum threshold at Stage 1.

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| **FINANCIAL INFORMATION** | |
| Please provide **one** of the following set out below:-  *OR*  Please indicate which **one** of the following you have provided:-  (please indicate which one by ticking the relevant box)  If a supplier’s financial risk is unacceptable and places public money, services or TRP at risk this will mean a fail. **the rest of your s**  **(Pass/fail)** | |
| A copy of your audited accounts for the most recent two years |  |
| A statement of your turnover, profit & loss account and cash flow for the most recent year of trading |  |
| A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position |  |
| Alternative means of demonstrating financial status if trading for less than a year |  |
| TRP stipulates in this contract that you must hold £10M of Employers Liability Insurance and £10M Third Party and Public Liability Insurance. Please confirm this is the case and, if not, that you will be able to put these insurances in place if you are awarded the contract?  Yes  No  If awarded the contract, you will be expected to provide copies of the appropriate insurance certificates in support of this.  (Pass/fail) | |

**TECHNICAL AND PROFESSIONAL ABILITY**

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| **EXPERIENCE AND CONTRACT EXAMPLES** | | | | |
| 1. Please provide details of two contracts from either or both the public and private sector, that are relevant to The Royal Parks’ requirement. Examples may include previous contracts with The Royal Parks. All contracts must have been performed during the past five years. (The customer contact should be prepared to speak to The Royal Parks to confirm the accuracy of the information provided below if required.)   (Insufficient, non-relevant examples will result in a fail, please be aware that 50% of the overall scoring for stage 1 will come from this question.) | | | | |
|  | **CONTRACT 1** | **CONTRACT 2** | | **CONTRACT 3** |
| Please submit a written, signed, reference from your client for each contract indicating the customer organisation name, contact name, phone number and email.  Please ensure that your clients’ provide their reference on their company headed paper. |  |  | |  |
| Customer organisation (name): |  |  | |  |
| Customer contact name, phone number and email: |  |  | |  |
| Contract start date: |  |  | |  |
| Contract completion date: |  |  | |  |
| Contract value: |  |  | |  |
| Brief description of contract (max 250 words) including evidence as to your technical capability in this market by describing the services you provided: |  | |  |  |
| 1. Please provide a list of and CVs for your key personnel who will manage or deliver the contract. Please show the professional qualifications / registration / accreditation of these staff and any training they have undertaken that is relevant to the management and delivery of the services.   (25% scores for stage 1 will be allocated to this question) | | | | |
| *Please type your answer here* | | | | |
| 1. Provide a sample site safety plan and traffic plan from similar events you have organised in the past including a full Risk Assessment   (25% scores for stage 1 will be allocated to this question) | | | | |
| *Please type your answer here and enclose any graphics.* | | | | |

**STAGE 2 QUESTIONS**

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| 1. **EVENT PROPOSAL** |
| * 1. Please describe your event proposal and how this meets the event brief outlined in section 1 of the specification of requirements. You must submit an indicative site plan in pdf format along with your answer below. We understand that you will not have had the necessary negotiations with suppliers, traders, attraction operators etc, to provide a fully thought through site drawing, but this plan will be useful to help us understand your proposal. (Detailed site plans will be negotiated with the successful event organiser after contract award.)   (20% weighting) |
| *Please type your answer here* |
| 1. **MARKETING PLAN** |
| * 1. Please provide details of your marketing proposals, including:  1. your target audience; 2. how will you promote the event to audiences across the UK and which communication channels you will use; 3. how will increase the size of and revenue generated from the event year on year; and 4. how you will engage the local community to participate in volunteer or support the event.   (15% weighting) |
| *Please type your answer here* |
| 1. **EVENT PLANNING, SUPERVISION & QUALITY ASSURANCE** |
| * 1. How will you plan the event with TRP, including logistics, scheduling planning meetings, use of site managers etc. How will you provide effective quality control for the event including the management of contractors, concessionaires and staff working at the event?   (15% weighting) |
| *Please type your answer here* |

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| 1. **SUSTAINABILITY** |
| * 1. Please set out how you intend to manage the event sustainably including but not limited to:  1. minimising or eliminating impact upon the park, the park ecology, park users and the wider environment 2. Sustainable procurement policies and standards. 3. Using sustainable resources (i.e. “green” energy, sustainably sourced timber). 4. Reducing, re-using or recycling waste products. 5. Reducing vehicle and airplane emissions. 6. Reducing energy requirements. 7. Employing locally based staff or volunteers and engaging the local community, schools and businesses.   (10% weighting) |
| *Please type your answer here* |
| 1. **HEALTH & SAFETY** |
| * 1. How will you manage health and safety, including:  1. Crowd flow 2. First aid 3. Participant and staff welfare 4. Stewarding and security.   (10% weighting) |
| *Please type your answer here* |