

Part 1: Guidance Document

Contract Reference: RBGKEW1029

Tent Hire – Food Festival 2022

 This document is for information

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**Section One: Instructions**

1. Introduction

The Board of Trustees of the Royal Botanic Gardens, Kew (“Customer”) invites you to submit a quotation for the provision of tent hire.

This request for Quotation (RfQ) has been advertised to the open market via Contracts Finder.

This Request for Quotation comprises of the following documents:

|  |  |
| --- | --- |
| Part 1 – Guidance Document (this document) | For Information |
| Part 2 – Response Document | **For Completion** |

1. Communications and Clarifications

All communications and clarifications relating to the RfQ must be conducted via the messaging facility on the Defra tendering portal <https://defra.bravosolution.co.uk/web/login.html>

The contact person for this RfQ is Sarah Jandu, Procurement Manager.

1. Confidentiality

The contents of this RfQ are being made available to the Suppliers for the purpose of providing a quotation for the requirements detailed in the Specification. Suppliers are not authorised to use this information for any other purpose without the permission of the Customer.

1. Freedom of Information and Environmental Information

The Customer is subject to both the Freedom of Information Act and the Environmental Information Act and may be required to disclose information submitted by the Supplier to the to the Customer.

In respect of any information submitted by a Supplier that it considers to be commercially sensitive the Supplier should:

* Clearly identify such information as commercially sensitive;
* Explain the potential implications of disclosure of such information; and
* provide an estimate of the period during which the Supplier believes that such information will remain commercially sensitive.

Where a Supplier identifies material as commercially sensitive, the Customer will endeavour to maintain confidentiality. Suppliers should note, however, that, even where information is identified as commercially sensitive, the Customer may be required to disclose such information, under its responsibilities as a non-departmental public body and/or in accordance with the FoIA or the EIR. The Customer is required to form an independent judgment concerning whether the information is exempt from disclosure under the FoIA or the EIR and whether the public interest favours disclosure or not. Accordingly, the Customer cannot guarantee that any information marked ‘confidential’ or “commercially sensitive” will not be disclosed.

In addition to the FOIA and the EIR, we are also subject to the UK General Data Protection Regulation, the Data Protection Act 2018 and the Privacy & Electronic Communication Regulations 2003. We will process any personal data pursuant to these, and any subsequent and/or superseding, laws. If you are awarded the contract, we will take steps to implement all relevant safeguards under data protection law to ensure the lawful transfer and processing personal data. This includes, but is not limited to, data protection contractual clauses, data protection impact assessments and further data protection due diligence. It is preferred that Suppliers be established in the UK and that personal data be hosted in the UK. If the provider is established overseas or data will be hosted overseas, the provider must specify the data transfer mechanism and how personal data will be safeguarded when transferred.

Suppliers should familiarise themselves with the ‘Privacy notice for suppliers’, which details the personal data we collect and the purposes for which we use it: <https://www.kew.org/about-us/reports-and-policies/procurement>.

1. Contract

This RfQ is subject to the terms and conditions detailed in Section 3 of this RfQ.

The period of the initial contract is intended to be approximately 4 months (in situ between 2nd May 2022 and 20th September 2022).

The estimated contract value for the initial contract term is £15,000 excluding VAT but may be higher if staging is also provided (this is an optional requirement).

1. Timetable

The timescales for this RfQ are as follows:

|  |  |
| --- | --- |
| **Date** | **Stage** |
| 01/02/2022 | RfQ issued |
| 08/02/2022 – 11:00am | Deadline to submit Quotation |
| 10/02/2022 | Notify Suppliers of decision |

1. Quotation Submission

Quotations must be submitted uploaded the to Defra tendering portal <https://defra.bravosolution.co.uk/web/login.html>

no later than the date and time specified within the timetable above.

Your Quotation should remain open for acceptance for a period of 30 days from the submission deadline date.

1. Evaluation

The Quotations received will be evaluated in accordance with the following model.

**Stage 1 – Eligibility Questionnaire and Declarations**

Questionnaire to establish the Supplier is legally compliant. Only Suppliers that pass this stage will continue to Stage 2.

**Stage 2 – Written Response to Specification**

|  |  |
| --- | --- |
| **Quality Requirements** | **Weighting %** |
| Please provide details and specification of the proposed tent. Please include diagrams and pictures. These can be uploaded as separate documents if required. | 20 |
| Have you worked on a historically sensitive site? Please provide details | 20 |
| Please provide details of an extended hire you have provided. | 10 |
| Please provide details of the maintenance that will be carried out during the hire period | 10 |
| **Pricing** | **Weighting %** |
| Total Cost of hire – please provide a full breakdown of the tent hire for the full duration. If you can offer staging, please also list this as a separate cost. All prices are exclusive of VAT and must be quoted in pounds sterling. | 40 |
| **Total** | **100** |

**Scoring Scale for technical Criteria**

|  |  |  |
| --- | --- | --- |
| **5** | **Very Good** | Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.  |
| **4** | **Good** | Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled. |
| **3** | **Satisfactory** | Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.  |
| **2** | **Poor** | Response is partially relevant but generally poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled. |
| **1** | **Very poor** | Response is partially relevant but generally very poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled. |
| **0** | **Unsatisfactory** | Nil or inadequate response. Fails to demonstrate an ability to meet the requirement. |

Commercial criteria will be evaluated on a Total Cost basis to ensure that solutions can be compared equally. A Total Cost for each commercial element of the tender will be calculated as follows:

* The lowest price will receive the maximum marks available
* The financial scores of the other Suppliers will be calculated using the following formula:

**Supplier’s Score = (Lowest Price/Supplier’s Price) x available marks**

**Section two: Specification**

Details of the tent required for hire are as follows:

|  |  |
| --- | --- |
| Dates Required for tent to be in situ | 2nd May 2022 – 20th September 2022 17 weeks |
| Installation Date | 2nd May 2022 |
| Removal Date (derig) | 20th September 2022 |
| Floor Dimensions | Minimum: 18m x 10m Maximum: 21m x 12m |
| Height | 5 m |
| Lighting | festoon inside roof, 8 uplighters for perimeter, fairy lights on tent poles |
| Flooring | durable DandyDura Matting or similar for use on turfed area with replacement half way through the programme |
| Maintenance | Every 3 – 4 weeks to include safety checks |
| Aesthetics | Clean, undamaged tent, beige/chino colour |
| Fabric | Any fabric but must be durable and weatherproof |

The tent is going to be in situ within Kew Gardens, TW9 3AE. It must be robust and durable to withstand members of the public walking in and out of the tent for the duration of the hire period.

Insurance requirements for this contract are as follows:

* Employer’s (Compulsory) Liability Insurance = £5m for each and every occurrence or series of occurrences arising out of one occurrence.
* Public Liability Insurance = £5m for each and every occurrence or series of occurrences arising out of one occurrence.

**Optional requirement**

Staging for duration of hire

Max width: 5m

Max depth: 3m

Min height: 500mm

Staging should include one set of stairs, durable flooring, and include skirting or similar, to discourage access underneath stage.

**Section three: Contract Terms and Conditions**

The terms and conditions for this contract are as follows

