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**NICE annual conference and ConfedExpo 2020 stand design and build**

**Invitation to tender**

**Requirement specification**

1. **Introduction**

NICE is the national organisation that improves outcomes for people using the NHS and other public health and social care services, by providing evidence-based guidance for the people and organisations providing health and care services.

We support health and social care professionals to ensure the care they provide is of the highest quality and offers the best value for money. Our authoritative, evidence-based guidance outlines the most effective ways to diagnose, treat and prevent disease and ill health, and we set standards to drive quality improvement in an area of care. More information can be found at: [www.nice.org.uk](http://www.nice.org.uk)

1. **NICE annual conference and other events**

**2.1 The NICE annual conference and exhibition** is a unique event in the annual health and social care events calendar. It is the only event that brings together senior managers, policy makers and frontline staff from across health and social care with the pharmaceutical and medical technologies (medtech) industries to discuss common aims and interests.

A key focal point at the NICE conference is the NICE exhibition stand, providing a place where delegates can learn more about NICE’s work by engaging with NICE members of staff and accessing the various digital resources and literature.

In 2018 and in 2019 the [NICE Conference](http://www.niceconference.org.uk/) and exhibition has taken place at the Deansgate Hilton, Manchester. In 2019 there were 520 attendees and we anticipate a similar number to attend in 2020.

The specific themes and issues covered at the conference will vary each year depending on NICE’s organisational priorities and the national health and social care landscape.

The conference aims to:

* Enable delegates to find out more about NICE’s current work programmes and remit.
* Support delegates from the NHS, public health and social care organisations to use NICE guidance/standards locally to improve the care they provide to their patients and service users.
* Engage with pharmaceutical and medtech companies about how they can work with NICE to promote the uptake of innovative technologies in the NHS.
* Enable delegates to understand how NICE influences and interacts with the broader health and social care community, and life sciences/medtech industries.
* Provide NICE with new ideas and feedback to inform work.
* Facilitate a broader debate on health and social care provision, including issues of quality and patient safety, in the UK.

**Audience:**

NICE conference delegates fall into two broad categories as follows:

*‘Users’ of NICE guidance/standards and other products*

* Those responsible for using NICE guidance and other products to drive up the quality of health and social care – predominantly within the NHS, but also including local authorities, children’s and adults’ social services and other providers of health and social care services. This group ranges from NHS trust medical directors and NICE managers, to GPs, CCGs and local authority commissioners, staff and managers in care homes, social workers, domiciliary care workers, nurses, midwives, senior social workers, allied health professionals and many more. This group also includes professional bodies and industry organisations who represent health and social care professionals.

*Stakeholders in NICE’s work*

* Those with an interest in NICE’s work and the wider issues of quality, value and innovation in health and social care. This group includes, but is not limited to:
* Pharmaceutical industry
* Medical technologies and diagnostics industry
* Patient and carer groups
* Charities
* Journalists
* Academics and other researchers
* Health policy makers from overseas

A small number of NICE staff attend the event in order to work on the NICE stand in the exhibition hall and oversee the delivery of the event alongside the event management contractor.

* 1. **ConfedExpo 2020**

NHS [**Expo**](https://www.england.nhs.uk/expo/) **(now ConfedExpo 2020)** is the biggest NHS-led event of the year, held at Manchester Central Convention Centre annually in September. NICE has a stand in the main exhibition hall every year. The event attracts around 5,000 delegates from the NHS, social care, local government, the third sector and the commercial sector.

**Similar in size to the stand at the NICE annual conference, most of the components from the NICE annual conference stand has been reconfigured and repurposed for the Expo each year.**

1. **The NICE exhibition stand at our annual conference and at NHS Expo provided:**

* A focal point for showcasing the work of NICE, informing and engaging a wide audience interested in our current work programmes and remit.
* Key messages and graphics that inform the audience about NICE’s work at a glance.
* A welcoming space for initiating and continuing formal and informal conversations about the work of NICE.
* A showcase of NICE’s work on digital display screens. A place to display a small selection of leaflets and flyers for delegates to take away.

1. **The Brief**

**4.1 Project Summary – Conference stand build and production**

NICE requires a contractor to provide an exhibition stand for the NICE annual conference and [ConfedExpo2020.](https://www.nhsconfed.org/events/2020/06/confedexpo-2020)

**This will potentially be a three-year contract covering the years 2020, 2021 and 2022, however we reserve the right to commission on a yearly basis should the circumstances around the NICE annual conference or ConfedExpo change.**

The contractor will be required to design and build/disassemble, transport and store the following:

* A free-standing modular, flexible stand that can be reused and repurposed.
* Footprint of stand within the range of 7m x 7m. Each year the exact footprint of the stand for the NICE annual conference and NHS Expo will be provided by NICE.
* A high-quality structure and components that meet health and safety requirements.
* The assembling and the dismantling of the stand in the conference exhibition hall within a short time span. Building and dismantling may be required during the night or in the early hours of the morning.
* Safe storage of stand components in-between conferences and the safe delivery to-and-from storage to the NICE conference and NHS Expo conference.

**4.2 Accessibility**

* Ensure that the stand is easily accessible for wheelchair users and conference attendees with mobility difficulties.

**4.3 The NICE stand will need to include** **the following requirements (all fits within a**

**7m x 7m footprint)**:

* Raised floor 36mm ramp edge
* Carpet to stand area
* Floor covering for build
* Back and side wall panels
* Angled wall panels for workstations
* Front corner units
* Lighting lintel for back wall and stand lighting pack
* Tall tables up to 2
* High corner panels with storage doors
* 2 laptops, 2 screen wall mounted computer monitors (to show digitally the work of NICE ) plus installation
* Graphics to cover side wall, back wall and corner panel
* Ramp to stand area - accessible for wheelchair users and people with reduced mobility
* Power for stand
* Hard wired Wi-Fi
* Lockable storage cupboard as part of overall stand design
* Stools up to x6

**4.4 Graphics and design for stand**

* The appointed contractor will need to oversee development of graphics including concept, design, production and integration with stand. NICE will provide a design brief and all copy.
* These graphics could be produced in-house by the appointed contractor, or by an external sub-contractor.
* Graphics and design need to be eye-catching, to follow the NICE brand guidelines and colour palette, and to provide key messages and images at a glance. The appointed contractor is responsible for overseeing the graphic design for the stand from start-to-finish.
* All graphics will need to be approved by NICE.

**4.5 Production and other requirements**

* The appointed contractor will need to draw on substantial experience of providing exhibition stands for public sector clients or in another sector where similar costs and requirements have been applied.
* Excellent customer service is required with effective and regular communication taking place often directly between the appointed contractor, the NICE events team, and independent conference organisers/venues.
* The appointed contractor will be expected to undertake a scoping visit to the NICE annual conference venue and Confed Expo venue once per year to discuss requirements of the stand with NICE.
* The appointed contractor must comply with Health & Safety at Work Act 1974 (HASAWA74) and all other legislation covering venue health and safety requirements.
* The appointed contractor will advise the NICE project team on the most up-to-date, industry standard technologies and design conventions to inform the production and installation of the stand.
* 3D stand design and mapping to be supplied each year prior to approval by NICE of stand production.

**4.6 Branding**

Ensure that the stand follows the [NICE brand guidelines](http://www.nice.org.uk/brand), with particular reference to the corporate colour palette, and following the rules governing the use of the NICE logo.

**4.7 Intellectual property and copyright**

Assign to NICE the full IPR within the outputs including for the stand product and any supplementary products developed. All authors working for the appointed contractor must assign their rights to the design, graphics produced for the stand so that NICE owns the output.

1. **Your submission – Stand Design Requirements**

If you are interested in tendering for this contract please email your name and contact details to [sharon.martin@nice.org.uk](mailto:sharon.martin@nice.org.uk) . This will allow us to send you any tender questions / answers which may arise.

To tender, your submission must provide responses to the points below and take into account **The Brief** in section 4. Please number the sections of your submission as laid out below.

* 1. **Relevant experience**

Please provide details of your experience in two short case studies outlining work you’ve completed for clients on 2 previous conference stands.

Please include your experience of designing and producing conference stands to a tight deadline and budget for a public sector / health sector client or another sector where similar requirements as above have been implemented.

Please include:

1. Computer generated designed images, including the graphics used on the stand
2. Photograph(s) of the stands in situ

Also please provide testimonials from two previous clients, contact details of referees and permissions to contact referees.

* 1. **Project Plan**

## Provide a detailed project plan with milestones, activities and delivery dates (as per table below), showing how you would undertake the service on behalf of NICE to produce a high-quality stand for the ConfedExpo 10-11 June 2020 and the NICE annual conference on 11 November 2020.

**The below table indicates the key milestones for delivery:**

|  |  |  |
| --- | --- | --- |
|  | **ConfedExpo 2020** | **NICE2020 conference** |
| **Contract start 24 February 2020** |  |  |
| Initial project call /meeting to be held with supplier and NICE | w/c 2 March 2020 | w/c 1 June 2020 |
| Shell stand area at venue to be reviewed | w/c 2 March 2020 | w/c 8 June 2020 |
| Design of stand and requirements (please refer to item 4.3 above, to be submitted to NICE) | w/c 16 March 2020 | w/c 13 July 2020 |
| Stand graphics sent to NICE | w/c 30 March 2020 | w/c 31 August 2020 |
| Health and Safety documents to be provided to NICE /Venue | w/c 6 April 2020 | w/c 7 September 2020 |

* 1. **Costings**

We estimate a budget range of £15k - £22k (excluding VAT) per annum, to include the design, production, storage, transportation, build and disassembling of the stand at both the NICE annual conference and ConfedExpo 2020. Please submit an itemised budget.

**Please see Appendix A (for the NICE Conference) and Appendix B (ConfedExpo) and tabulate expenses accordingly.**

All costs and expenses must be included within the pricing presented. The final cost must be inclusive of any public sector discount.

Please provide NICE with a copy of your Public Liability Insurance.

1. **Policies and Financial Statements Certifications and Financial Statements**

As required by Public Sector regulations and in line with best practice, please provide one copy each of your organisation’s policies relating to the following:

* 1. Health and Safety
  2. Environmental
  3. Equal Opportunities and Diversity in the Workplace
  4. Modern Slavery Act Compliance

We recognise that some SMEs (small, medium enterprises) (less than 50 people for a small enterprise and less than 250 for a medium enterprise) may not have formal policies available but still operate their businesses in a manner that is conducive to the above. If you are an SME and do not have formal policies in place, please submit with your response, a written statement on how your company operates in light of the above three areas of legislation and best practice***.***

In addition please provide the following:

* The last three years of audited accounts for your organisation. If your organisation is an SME and you do not have audited accounts, please provide 3 years of balance sheets.
* A declaration (if applicable) of all current projects with clients or partners that your department/ group/organisation is currently working with which could be seen as being detrimental or ethically opposed to the health aims promoted by NICE.
* If your organisation (whole organisation including parent, group or subsidiary) has a turnover of £36 million or greater then please provide a Modern Slavery Act Transparency Statement: this should set out the steps you have taken to ensure there is no modern slavery in your own organisation/business and that of your supply chain.

If your organisation has taken no steps to ensure there is no modern slavery in your own organisation, then your statement should say so.

[Please note: a parent org/ group statement is acceptable for compliance with the Modern Slavery Act 2015.]

1. **Quality Assurance**

Please provide details of processes and procedures you would use to quality assure your outputs on this project.

This includes providing quality assurance regarding the material used to create the stand and fixtures, as well as the standard of build to assemble the stand. Please also provide quality assurance regarding the standard of storage, the transportation used and regarding the assembling and dissembling of the stand.

1. **Timelines**

|  |  |
| --- | --- |
| **Date** | **Action** |
| **7 November 2019** | Tender advert issued |
| **2 December 2019** | Deadline for Expressions of Interest no later than 17:00hrs (UK time) |
| **2 December 2019** | Deadline for tender questions no later than 17:00 (UK time) |
| **12 December 2019** | Answers to questions sent out by NICE by 17:00hrs (UK time) |
| **7 January 2020** | **Tender submission deadline no later than 12 noon (UK time)** |
| **27 January 2020** | Tender assessment |
| **30 January 2020** | Notify short list |
| **4 February 2020** | Interviews |
| **5 February 2020** | Award contract and issue debriefs |
| **19 February 2020** | Alcatel period (standstill period) ends |
| **24 February 2020** | Contract start |

1. **Tender instructions**

9.1 Interested parties must submit an expression of interest (EOI) no later than 17:00hrs (UK time) on **2 December 2019** to **sharon.martin@nice.org.uk**

9.2 Bidders who submit a proposal and have not sent an EOI by the above deadline date and time shall not be considered.

9.3 Proposals should be submitted electronically no later than **12 Noon (UK time) on 7 January 2020** to [**contract.bids@nice.org.uk**](mailto:contract.bids@nice.org.uk).

9.4 All tender proposals and the supporting documents must be written in English.

9.5 Failure to comply with these instructions may result in your offer being rejected.

9.6 The proposal must be titled ‘NICE annual conference stand design Tender**’** and the bidder must answer all questions as accurately and concisely as possible in the same order as the questions are presented.

9.7 Where a question is not relevant to the bidder’s organisation, this should be indicated, with an explanation.

9.8 The bidder must be explicit and comprehensive in their proposals as this will be the single source of information on which their response will be evaluated.

9.9 The bidder is advised neither to make any assumptions about their past or current bidder relationships with NICE nor to assume that such prior business relationships will be taken into account in the evaluation procedure.

9.10 All offers must be submitted in **GBP sterling** and must be **exclusive of Value Added Tax (VAT)**

9.11 The **Form of Offer** must be submitted by 12 noon (UK time) on **7 January 2020** in hard copy only to:

**Sharon Martin – NICE conference stand build**

Procurement Officer

National Institute for Health and Care Excellence

10 Spring Gardens

London

SW1A 2BU

**Please note - The envelope must not identify the name of your company.**

9.12 Before any documentation is submitted, those wishing to tender may have specific questions and queries regarding the process, the policy or the arrangements with NICE. Under our procurement arrangements, NICE has to ensure that all applicants receive equal treatment and we will share all information requests and responses with all applicants. Consequently, all questions and queries regarding this invitation to offer must be submitted by email to **Sharon Martin (Sharon.martin@nice.org.uk**) no later than **17:00hrs (UK time) on 2 December 2019.**

9.13 The questions and answers will then be collated and distributed by email to all the potential tenderers by **17:00hrs 12 December 2019**. Please note that there will be no telephone or informal or other kind of discussion between potential tenderers and officers or directors of NICE after this document is dispatched.

**10. Selection criteria:**

Tenders will be assessed on the basis of the following,each of which will be weighted as shown in the table below:

|  |  |
| --- | --- |
| **Criteria** | **Weighting** |
| Relevant experience | 20% |
| Project plan | 20% |
| Costings | 50% |
| Standards and quality assurance | 10% |

In light of the government’s drive for transparency, NICE is providing the formula that will be used for the cost evaluation aspect and the scoring guide. The cost will be evaluated using the following formula:

**Lowest Bidder’s Price / Bidder’s Price x 50**

11. Criteria and Scoring Guide

Each evaluator will independently evaluate each tender submitted and use the following guide to score each criteria, the scores of all evaluators per criteria are then averaged and the criteria weighting is then applied to give an adjusted score.

|  |  |
| --- | --- |
| Score | Guide |
| -5 | The point is omitted |
| 0 | Not explained / repeat of specification |
| 1 | The point is not acceptable |
| 2 | The point is possibly acceptable |
| 3 | The point is acceptable |
| 4 | The point is well made and acceptable |
| 5 | Exceeds expectations / excellent |

12. Non-compliance

NICE expressly reserves the right to reject any proposal that -:

* Does not follow the instruction to tender guidance;
* Is an incomplete proposal, where answers to any questions are not provided, or a reasonable explanation is not provided of why any answer to any question has been omitted;
* Refusal to adhere to, or significant unacceptable changes made to the Terms and Conditions of Contract.
* Has not responded to any mandatory elements, including failing to provide requested documents (i.e. the tender is non-compliant).

**Appendix A. – proposed budget for NICE Conference**

|  |  |
| --- | --- |
| **Stand shell** | **Costs (£)** |
| Stand shell to include: |  |
| Raised floor with ramp edge |  |
| Floor covering with carpet to stand area |  |
| All Panels |  |
| Graphic designs for panels |  |
| **Items and fixture to accompany stand** |  |
| Lockable storage cupboard as part of overall stand design |  |
| Tall tables x3 |  |
| Stools up to x6 |  |
| 2 laptops, 2 screen wall mounted computer monitors (to show digitally the work of NICE) plus installation |  |
| Units to hold keyboards for screens |  |
| **Electrics and Wi-Fi** |  |
| Lighting lintel for back wall and stand lighting pack |  |
| Power for stand |  |
| Hard wired Wi-Fi |  |
| **Storage, transportation and staff time** |  |
| Storage |  |
| Transportation |  |
| Staff time |  |
| **Incidental expenses and other (please describe)** |  |
|  |  |
|  |  |
| **TOTAL (excl. VAT)** |  |

**Appendix B – proposed budget for NHS Expo**

|  |  |
| --- | --- |
| **Stand shell** | **Costs (£)** |
| Stand shell to include: |  |
| Raised floor with ramp edge |  |
| Floor covering with carpet to stand area |  |
| All Panels |  |
| Graphic designs for panels |  |
| **Items and fixture to accompany stand** |  |
| Lockable storage cupboard as part of the overall stand design |  |
| Tall tables x3 |  |
| Stools up to x6 |  |
| 2 laptops, 2 screen wall mounted computer monitors (to show digitally the work of NICE) plus installation |  |
| Units to hold keyboards for screens |  |
| **Electrics and Wi-Fi** |  |
| Lighting lintel for back wall and stand lighting pack |  |
| Power for stand |  |
| Hard wired Wi-Fi |  |
| **Storage, transportation and staff time** |  |
| Storage |  |
| Transportation |  |
| Staff time |  |
| **Incidental expenses and other (please describe)** |  |
|  |  |
|  |  |
| **TOTAL (excl. VAT)** |  |