



Department for International Trade

Reference: Project_1349

Title: Expo 2025 Osaka – International Content Design Services – Early Engagement - Questionnaire

Background

On the 14/04/2022 the Department for International Trade (DIT) published an Early Engagement Notice (EEN) on the Contracts Finder website about a potential upcoming requirement for International Content Design Services (ICDS) in relation to the delivery of a UK Pavilion (UKP) at Expo 2025 Osaka ("Expo").

Along with the description in the EEN, DIT also attached a Specification of Requirements which contains a high-level overview of its requirement, services specification, deliverables, and its current thinking in respect of the supplier profile required to fulfil the potential contract.

At this stage, DIT wants to understand the view of the market in terms of its approach to this requirement, key considerations, practicalities, capabilities, and costings. Information that it gathers will be used to refine requirements to ensure they are fit for suppliers to deliver against.

It should be noted that DIT makes no commitment to procure these services and may decide to not progress this any further following this engagement with the market. DIT reserves the right to change any information contained within the Early Engagement documentation at any time, and Potential Suppliers rely upon any information provided entirely at their own risk.

Early Engagement Process & Market Questionnaire

As detailed in the EEN, DIT is looking to engage with relevant suppliers in the market. Suppliers that are interested in engaging must first complete the questionnaire at Annex A of this document and submit by the deadline stated below. Once the deadline has passed, DIT will review the submissions, and arrange one-on-one discussions with suppliers to go into further details. The dates these discussions may happen are also stated below.

Following discussion, if invited to do so, suppliers will be asked to update their feedback and resubmit. DIT will use this finalised information to help refine its approach, specification, and any recommendations to progress towards a procurement (if it chooses to do so).

Submission of response

Please submit your completed questionnaires by no later than **12:00 GMT on 12/05/2022**.

Please submit your completed questionnaire to: MajorWorldEventsCommercial@trade.gov.uk

It is currently estimated that discussions with suppliers will occur during the week commencing 23rd May 2022. This is subject to change.



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ANNEX A – QUESTIONNAIRE

No.	Question	Response
1	<p>Contracting Structure:</p> <ul style="list-style-type: none"> a. In consideration of the deliverables, do you think these are achievable through the contracting of a single supplier, or should requirements be decoupled and tendered separately? b. If you recommend that the requirements should be decoupled and tendered separately, please explain why you believe that this would be beneficial for the market as a whole and how this would aid in delivery? Please detail in what categories the requirements should be broken down into for tendering and contractual purposes and the rationale for these categories to aid in delivery? c. Due to constraints on the time available, it may be necessary to combine the content design services contract with the architectural design and construction services contracts. Please outline what you think the advantages and disadvantages of this type of contracting arrangement would be? 	
2	<p>Deliverables:</p> <ul style="list-style-type: none"> a. Do you agree with the proposed deliverables as detailed in the Specification of Requirements? b. What, (if anything), has the Authority missed or overlooked in setting out the requirement? Is there anything which is unnecessary? c. What additional information, parameters or steers could the Authority provide to enable bidders to develop well-targeted proposals, and why? 	
3	<p>Supplier Profile and Attributes:</p> <p>What are your thoughts on the potential supplier profile as detailed in section 5 of the Specification of Requirements? Is this something you would be able to evidence if asked to do so in a procurement tender pack?</p>	



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4	<p>Risks and Timelines</p> <ul style="list-style-type: none"> a. What do you see as the major challenges/ risks for effective delivery of this requirement? b. Are the timelines as contained in section 4 of the Specification of Requirements achievable? Do you foresee a way that the timeline could be streamlined? 	
5	<p>Supplier Engagement on Project</p> <ul style="list-style-type: none"> a. If you were the successful supplier for any procurement, what level of engagement would you consider prudent to have on the project after full design of the Content and the design of a building by an architect? b. Would it be necessary to remain involved once the building design and content design are handed to a construction supplier to execute? c. Please elaborate on the advantages and disadvantages, from your view, of being engaged on the project from start to end, and then if you were disengaged once handed to a construction supplier to execute. 	
6	<p>Cost Estimates:</p> <ul style="list-style-type: none"> a. Presuming that you would be engaged on the project from 2023 through to the end of Expo in October 2025, including during construction, what is your high-level estimation of the price you would charge to DIT? If you can break this down in any way, this would be helpful. <p>(DIT understands this is difficult with limited information, however please base your estimate on the contract beginning in mid 2023, and running until the end of Expo 2025, and delivering as per the Potential Specification Document).</p> <ul style="list-style-type: none"> b. Relating to Q5 and your answer provided to Q6 a. above, presuming that your engagement on the project finished once handover to a construction supplier had taken place, what would be your high-level estimation of the price you would charge to DIT? If you can break this down in any way, this would be helpful. 	



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7	<p>Frameworks:</p> <p>Are you a member of any framework agreement relevant to the services required here that can be used by the public sector to procure services (e.g. frameworks established by Crown Commercial Services (CCS))?</p> <p>If yes, please state which framework (and Lot if applicable) you would provide these services under if procured via a framework*.</p> <p>*This information is being collected to assess routes to market at this early stage and should not be taken as a definitive route to market decision.</p>	
8	<p>Cost of Tendering:</p> <p>a. What would you consider the costs of bidding for such a procurement to be for your organisation?</p> <p>b. In relation to the above would your potential costs of bidding mean you would prefer a 2-stage procurement, whereby suppliers are shortlisted before submitting full bids, or would you be happy with a single stage procurement with full bid submission upfront?</p>	
9	<p>Social Value:</p> <p>Which social value theme of themes do you think would best align with this requirement?</p> <ul style="list-style-type: none"> • Theme 1: COVID-19 Recovery • Theme 2: Tackling economic inequality • Theme 3: Fighting Climate Change • Theme 4: Equal opportunity • Theme 5: Wellbeing <p>Please refer to the link below for further guidance relating to the social value and the Model Award Criteria https://www.gov.uk/government/publications/procurement-policy-note-0620-taking-account-of-social-value-in-the-award-of-central-government-contracts</p>	
10	<p>Questions:</p> <p>Based on the information you have been presented so far, please list any immediate questions you would ask DIT?</p>	



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	These questions will help to form the basis of any follow-up discussion.	
11	Innovation a. Do you have an innovative ideas/ Suggestions on how to deliver this requirement that you would like to share with DIT? b. Are there any market considerations which you would like to highlight to DIT which should be factored into the procurement?	