

**Request for Quotations (RFQ)**

**Venue Hire and Catering Brief for Graduation Dinner**

**May 2015**

**RFQ closing date:** Tuesday 26th May 2015 at 12 noon

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**BACKGROUND INFORMATION – Aston Business School, Aston Programme for Small Business Growth**

Aston University was founded in 1966 and is located in the centre of Birmingham. It is home to approximately 9,500 students and encompasses four schools of study; Life and Health Sciences; Languages and Social Sciences; Engineering and Applied Sciences and finally, Aston Business School. Within Aston Business School, there are currently several programmes running which are devoted to small business support and the improvement of small business performance. This new Aston Programme for Small Business Growth is part funded by the Government-led European Regional Development Fund (ERDF).

Designed specifically for small businesses leaders, the Aston Programme for Small Business Growth is a free programme for businesses in the West Midlands. The Aston Programme for Small Business Growth provides leadership and management education for small business leaders wanting to grow their businesses. In a series of workshops supplemented by one-to-one support the programme addresses a comprehensive range of issues faced by growing SMEs and culminates in the development of a Plan for Growth for the business.

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*Programme Eligibility*

The Aston Programme is for leaders of small businesses or social enterprises with the desire and drive to grow their businesses. The business needs to:

* Be scalable and have the ambition and opportunities for growth
* Be a registered business located in the West Midlands
* Be trading and be able to provide evidence of trading revenue (not a start-up)
* Have at least one FTE employee
* Meet the De Minimis State Aid criteria (no more than 200,000 Euro State Aid in the last 3 years)

Further info:

* Aston Centre for Growth: [www.aston.ac.uk/astoncentreforgrowth](http://www.aston.ac.uk/astoncentreforgrowth)
* ERDF Programme: [www.aston.ac.uk/smallbusinessgrowth](http://www.aston.ac.uk/smallbusinessgrowth)

### GENERAL CONDITIONS OF REQUEST FOR QUOTATION (RFQ)

1. **RFQ Instructions**

Responses to the RFQ must be submitted in accordance with the following instructions. These instructions are designed to ensure that all providers are given equal and fair consideration. It is important that you provide all the information requested in the format and order specified.

* 1. Your RFQ document and quotation will be treated as part of your expression of interest. In order for your application to be considered, you must return all required documents by the due date and time as indicated.

1.2 All details within the RFQ must be treated as private and confidential and thus shall not be disclosed to any party, whether your RFQ submission is successful or not.

1.3 Where Aston Business School, Aston Programme for Small Business Growth team discovers any errors or omissions in your RFQ, this will be pointed out and you will be given the opportunity confirm the tender sum. We reserve the right to reject any incomplete RFQ.

1.4 The provider warrants that the prices in your submission have been arrived at independently, without any consultation, communication, agreement or understanding, either for the purpose of restricting competition or on any matter relating to such prices, with any other PROVIDER or with any competitor and prices are fully inclusive to meet the requirements of the RFQ.

1.5 Aston Business School, Aston Programme for Small Business Growth team reserves the right, unless the provider expressly stipulates to the contrary in the RFQ, to accept all or part of the RFQ without being bound to accept the whole tender.

1. Contract Award Criteria

There will be a two-stage selection process. Qualifying submissions will be evaluated against the criteria below.

|  |  |  |
| --- | --- | --- |
| Stage 1 | Request for quote - must meet criteria in the Specification to be considered at stage 2. | PASS/FAIL |
| Stage 2 | Pricing | 40% |
| Quality and standard of catering | 20% |
| Service Provision and relevant experience | 20% |
| Site Visit | 20% |
| Total | 100% |

* 1. Aston University does not bind itself to accept the lowest price. The contract will be awarded on the basis of the RFQ that is most economically advantageous to Aston Business School, Aston Programme for Small Business Growth team. Account will be taken of any factors which impact on the provider’s suitability that emerge from the tendering process and relate to information previously provided by the provider.
	2. Unsuccessful providers will be notified about why they have been unsuccessful.
1. Award of contract

3.1 The preferred provider will be recommended by the project team based on the results of the two-stage evaluations. The successful provider will be notified by email.

1. Scope of Contract

This is an exciting opportunity to provide a quote to host a VIP Aston University event, celebrating the graduation of the first ever cohort of the Aston Programme for Small Business Growth. The owners or directors of thirty high-growth Midlands small businesses, together with the Programme Team and associated Business Mentors, will be celebrating the completion of their time on the Aston Programme.

We are therefore seeking an exceptional Birmingham venue to host and cater an evening drinks reception and graduation dinner for up to 50 guests.

Venues are encouraged to apply to host this event if they meet the following criteria:

* Availability to host an evening event on Tuesday 7th July 2015 (NB the date is fixed and cannot be changed);
* Can offer, for the purposes of this event, a self-contained room for exclusive use, to hold up to 50 guests in banqueting style, at 6 round tables;
* Experience of hosting private events, with a high standard of catering provision;
* Ability to invoice for services provided
1. **Price**

Please provide and attach detailed costs on an official quote (letter headed paper).

All prices quoted should **exclude** Value Added Tax (VAT). A payment schedule will be agreed with the successful supplier on award of contract.

As this programme is majority funded by ERDF, the budget for all procured services and items needs to be itemised as well as both competitive and justifiable.

1. **Submission of RFQ**

All RFQs should be received by Tuesday 26th May 2015 at 12 noon.

1. Timetable

|  |  |
| --- | --- |
| Procurement Process | Date |
| Invitation to Quote | Monday 18th May 2015 |
| Closing date for receipt of RFQs  | Tuesday 26th May 2015 at 12 noon |
| RfQ Evaluation | Tuesday 26th May 2015 |
| Site Visits to shortlisted venues | Wednesday 27th May and Thursday 28th May 2015 |
| Suppliers notified of Outcome | w/c 1st June 2015 |
| Estimated Contract Start | Thursday 7th July 2015 (Event Date) |

Contact Information

If you have any queries please contact Katy Lewis on 0121 204 3077 or k.lewis3@aston.ac.uk or Kate Angel on 0121 204 4523 or k.angel@aston.ac.uk

**SPECIFICATION**

The initial tender should include the following:

1. Background information on the venue and a brochure (if digital version is available)
2. Prices to include a range of catering options and any extras available, including but not limited to, tea and coffee, water, juice and other soft drinks, A/V equipment hire.
3. Sample banqueting menus
4. Copies of the venue’s most recent food hygiene certification
5. Confirmation of the venue’s availability for Tuesday 7th July, and that the space will be provisionally held, to await the outcome of this tender process

We are looking for an exceptional venue that can provide a high-quality service throughout and deliver an event befitting this high-profile occasion. The venue should enable the guests (up to a maximum of 50) to celebrate their success in appropriate style.

Due to the regulations surrounding the funding of the Aston Programme for Small Business Growth, this tender does not allow for the provision of alcohol. Attendees will be offered the opportunity to purchase their own alcoholic drinks and therefore all venues should have an open bar for this purpose within, or in very close proximity to, the main catering space.

We would like to receive quotes for the services listed below (if there are some items you cannot provide, please indicate this and quote for the products you can provide).

|  |  |  |  |
| --- | --- | --- | --- |
| Required Services | AvailableYes/No | Cost per head | Total cost |
| **Essential:** Availability to host an event on the 7th July 2015 – NB this date cannot be changed |  |  |  |
| **Essential:** A self-contained private room to hold up to 50 guests banqueting style, at 6, ideally round, banqueting tables |  |  |  |
| **Essential:** Ability to cater a 3 or 4 course banqueting menu, with options available to cater for vegetarians and all those with specific dietary requirements. Please specify if menus are pre-set or offer guests a choice on the evening |  |  |  |
| **Essential:** An open bar within, or in close proximity to, the catering space |  |  |  |
| **Essential:** Located in, or easily accessible from, Birmingham city centre |  |  |  |
| **Essential:** Easily accessible by public transport |  |  |  |
| **Desirable:** On-site car parking |  |  |  |
| **Desirable:** An in-built PA system for use for speeches and award presentations |  |  |  |
| **Desirable:** Venue in close proximity to hotels for overnight guest accommodation |  |  |  |

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| --- | --- |
| Please confirm that the specification above can be met. |  |
| Name of contact and details for this RFQ |  |
| Please confirm that you agree to work against Aston University's terms and conditions? Please see below. |  |

**New Supplier Information:**

The information detailed below will only be used subject to a successful award of a contract. The information is required for you to be set up on Aston University’s payment system.

|  |  |
| --- | --- |
| **Company Name:** |  |
| **Company Registration Number:** |  |
| **VAT Number:** |  |
| **Bank Name & Address:** |  |
| **Sort Code:** |  |
| **Account Number:** |  |
| **IBAN Code** |  |
| **SWIFT** |  |
| **Head Office Address** |  |
| **Head Office Contact Name and Details** |  |
| **Invoice/Accounts Payable Address** |  |
| **Invoice/Accounts Payable Contact Name and Details** |  |

### ASTON UNIVERSITY STANDARD CONDITIONS

### OF CONTRACT FOR GOODS AND SERVICES

### <http://www.aston.ac.uk/staff/centralprocurement/procurement/standardtermsandconditions/>