



Experience Project Equipment Scheme: Cycle parking planter

Request for quote

June 2021



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2. Introduction

2.1. Confidentiality

The contents of this request for proposals together with all other information, materials, specifications or other documents provided by Cycling UK, or prepared by the tenderers specifically for Cycling UK, shall be treated at all times as confidential by the tenderers. Tenderers shall not disclose any such information, materials, specifications or other documents to any third parties or to any other part of the tenderers' group or use them for any purpose other than for the preparation and submission of a response to this request nor shall tenderers publicise Cycling UK's name or the tender without the prior written consent of Cycling UK. Cycling UK in turn confirms that it shall treat all information provided to it by the tenderer as confidential and further confirms that such information will not be disclosed by Cycling UK to any third parties, other than to (i) members of Cycling UK committees and (ii) advisers and consultants to Cycling UK.

Tenderers shall ensure that all third parties to whom disclosure is made shall keep any such information, materials, specifications or other documents confidential and not disclose them to any other third party except as set out above.

Tenderers must seek the approval of Cycling UK before providing to third parties any information provided in confidence by Cycling UK or its professional advisers and must maintain a register of all employees and third parties who have or have had access to such information. If so requested by Cycling UK, tenderers must make such a register available for immediate inspection by Cycling UK or its duly authorised representatives. The sharing of this information with any third party sub-contractor is also bound by the provisions.

2.2. Intellectual property

All intellectual property rights in this request and all materials provided by Cycling UK or its professional advisers in connection with this request are and shall remain the property of Cycling UK.

2.3. Warning / disclaimers

Nothing contained in this request or any other communication made between Cycling UK or its representatives and any party or part thereof shall constitute an agreement, contract or representation between Cycling UK and any other party (except for a formal award of contract made in writing by Cycling UK). Receipt by the tenderer of this request does not imply the existence of a contract or commitment by or with Cycling UK for any purpose and tenderers should note that this request may not result in the award of any business.

Cycling UK reserves the right to change any aspect of, or cease, the tender process at any time.

The information contained in this request is subject to constant updating and amendment in the future and is necessarily selective. It does not purport to contain all of the information which a tenderer may require. While Cycling UK has taken all reasonable steps to ensure, as at the date of this document, that the facts which are contained within are true and accurate in all material respects, Cycling UK does not make any representation or warranty as to the accuracy or completeness or otherwise of this request, or the reasonableness of any assumptions on which this document may be based. All information supplied by Cycling UK to the tenderers, including that contained in this request, is subject to the Supplier's own due diligence. Cycling UK accepts no liability to tenderers whatsoever and however arising and whether resulting from the use of this request, or any omissions from or deficiencies in this document.

Cycling UK may exclude any tenderers from the tender process who have been found to be in breach of confidentiality or intellectual property rights and may pursue any remedy or take any other action for breach as it considers appropriate.

Cycling UK shall have the right, at its request, to require unsuccessful respondents immediately to return or destroy all documents and other materials and working papers relating to this project and all copies thereof and to destroy all electronic copies. The respondent shall, at Cycling UK's request, be required to confirm in writing that all such information has been returned or destroyed.

Cycling UK may use the information included in a tenderer's response for any reasonable purpose connected with this request. In particular, once a tenderer has been excluded, Cycling UK reserves the right to use any ideas contained in that tenderer's bid in any ongoing discussions with other tenderers but undertakes not to reveal the identity of the provider of such ideas.

Respondents should note that any quantities or volumes contained in this request are indicative only and any future quantities or volumes may vary from those stated.

It is the responsibility of suppliers to obtain for themselves, at their own expense all additional information necessary for the preparation of their response to this request. No claims of insufficient knowledge will be entertained.

All suppliers are recommended to seek their own financial and legal advice.

3. Context and Background

3.1. Background to Cycling UK

Cycling UK is a membership charity who have championed the cause of Cycling for more than 140 years. This was formerly as the Cyclists Touring Club (CTC) and from 2015 as Cycling UK. We currently have around 71,000 members and 8,000 volunteers with a diverse range of stakeholders including activists, educators, employers, community groups and the wider cycling community to connect, equip and facilitate the cycling movement.

This is operationally delivered by 100 staff based across the country and from our Headquarters located in Guildford.

We are part way through delivery of a 5-year strategy which has a mission to enable millions of people to cycle through key strategic activities including:

- Organisationally we will grow and diversify our income and develop our organisation
- Grow a bigger, more diverse volunteer network
- Improve the way we engage with groups
- Expand our behaviour change programmes
- Collaborate more
- Influence a wider range of people
- Be more responsive to the needs of different places

The strategy is intended to support and further the delivery of our charitable Objects which are to:

- promote community participation in healthy recreation by promoting the amateur sport of cycling, cycle touring and associated amateur sports;
- preserve and protect the health and safety of the public by encouraging and facilitating cycling and the safety of cyclists;
- advance education by whatever means the trustees think fit, including the provision of cycling, training and educational activities related to cycling; and
- promote the conservation and protection of the environment.

3.2. Background to the Experience Project

As a partner on the EXPERIENCE tourism project, Cycling UK is developing new destinations to boost year-round cycle tourism in three pilot regions: Norfolk, Kent and Cornwall. Cycling UK is developing a new accreditation scheme for hospitality and accommodation businesses, Cycle Friendly Places, to help them better attract cyclists and respond to their needs. Within these pilot regions, we're proposing to develop 15 cycle hubs that will be centers for activity in the county.

EXPERIENCE is a €23.3 million project co-financed by the European Regional Development Fund (ERDF, €16 million) through the Interreg VA France (Channel) England Programme 2014-2020, boosting visitor numbers in six pilot regions across England and France.

EXPERIENCE aims to harness the experiential tourism trend by connecting tourists with the unique cultural, historical and natural identity of a place. Project partners in each pilot region are developing new off-season (October-March) activities and itineraries to boost tourism numbers and help local businesses attract tourists, generating 20 million new off-season visitors spending €1 billion across the Channel region by June 2023.

As part of the accreditation, Cycling UK are offering tourism businesses extensive parking and ancillary equipment to help them better attract and support customers arriving by bike or using one during their stay. We will be providing parking and ancillary products to businesses in the cycle hubs free of charge once businesses are accepted into the accreditation programme.

4. Detailed specification for the equipment scheme

4.1. Equipment required

Item	Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5
Cycle planter	Cycle parking for short term use to one piece design and specific locking bar	Can be fixed to the business premises externally or placed on ground owned by the business and moveable if required.	Visually attractive	Ability to add branding to the product either at production or pre-delivery	Weighted so they cannot be easily moved.

4.2. Quantity required

We expect to require a maximum of:

45 – Cycle planters

This will be across the entire project lifetime (Jan 2021 to August 2022).

4.3. Budget

The maximum budget for this tender is £8,775.00 across all the items above, including VAT and delivery (and installation if required).

4.4. Delivery

We seek a partner who can provide the items specified above in single deliveries to individual businesses.

Cycling UK will purchase a bulk order and provide a monthly list of addresses to deliver the items to until our purchased amount is exhausted.

We will weight towards partners who can provide this fulfilment for Cycling UK.

4.5. Timeline for the project

We will place our first order by 20 July 2021, and we expect to continue ordering until August 2022.

4.6. Request for Proposal Process and Schedule

Cycling UK is happy to answer questions and/or provide clarification to interested suppliers prior to submission of proposals, and actively encourages such dialogue.

Please contact Jonathan Sparks, EXPERIENCE Project Manager via Jonathan.sparks@CyclingUK.org referring to the dates provided below, as well as directing any other questions by email in the first instance.

Following the deadline to submit the proposals, Cycling UK will evaluate the responses based on the criteria circulated with this Tender, and on an objective basis. Based on the evaluation, we intend to select a preferred supplier.

Cycling UK aims to confirm its selection of the preferred supplier/solution and to notify them of their plans to commence shortly after.

Date	Milestone	Note
04 June 2021	RFP launched	
21 June 2021	Deadline for Confirmation of interest and questions	Send confirmation of interest and questions by email to Jonathan Sparks (EXPERIENCE Project Manager) Jonathan.sparks@CyclingUK.org by <u>17:00.</u>

28 June 2021	Deadline for written proposals (to be received electronically)	Refer to section 5.1 for details of what to submit. Please send this information by email to Jonathan Sparks (EXPERIENCE Project Manager) Jonathan.sparks@CyclingUK.org by 17:00.
29 June 2021	Evaluation of proposals, scoring against criteria	
07 July 2021	Latest notification of outcome of the process and commencement of contract negotiation	
14 July 2021	Deadline for signing an agreement.	
20 July 2021	Expectation of the first order	

5. Request for Proposal and Criteria

All responses to the RFP should be made in electronic format only, no hard copies are required.

Cycling UK would like the following information from prospective suppliers:

5.1. Proposal details:

Proposal Requirements
1) Please detail the products for each specification item with images and outline your costs
2) Please provide details of how orders would be processed on a regular basis, the delivery and warehousing (capacity to store orders prior to delivery), including any lead times for fulfilment to the customers.
3) Other information. Please provide any further information you consider relevant to the proposal (250 words max)

5.2. Selection criteria:

The responses to this brief will be scored 0-4 on the following criteria:

- How closely the suggested equipment matches or exceeds the specification.
- Price
- Convenience of ordering and delivery logistics incl. lead times.
- Ability to fulfil orders in the specified timeframe

