

**FOL16/436: OPERATION & MANAGEMENT OF A MASS PARTICIPATION SPORTING EVENT IN RICHMOND PARK**

**MAY 2017-19**

# BACKGROUND INFORMATION & INSTRUCTIONS TO TENDERERS

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1. Introduction
	1. Our eight Royal Parks are among the most visited attractions in the UK, with over 77 million visitors each year.
	2. The eight Royal Parks have a long and historic tradition of hosting events. We host around 30 major events and hundreds of small events every year, excluding ceremonials, as well as licensing other activities, such as fitness training, horse riding and a range of organised sport activities.
	3. Richmond Park is the largest of the capital’s eight Royal Parks and the biggest enclosed space in London. The park is a National Nature Reserve, London’s largest Site of Special Scientific Interest (SSSI) and a European Special Area of Conservation. It is home to the beautiful 40 acre woodland garden - Isabella Plantation as well as Pembroke Lodge and herds of Red and Fallow deer.
	4. Events provide a vital source of income for us, without this The Royal Parks (TRP) could not continue to maintain the parks to such high standards against a backdrop of declining Government funding. TRP needs to generate 60% of its own income. Approximately a third of this income comes from hosting events across the Royal Parks.
	5. The events we host provide cultural, social and sporting activities in the open space for public enjoyment, to mark ceremonial, unique and one-off events of a national or historic importance and to promote a wider appreciation of the parks to a diverse range of visitors.
	6. Because of its SSSI status and location in relation to easily accessible public transport, Richmond Park is not generally suited to holding major events. Any event, as well as respecting the natural park environment, also needs to consider the herds of wild deer which roam freely.
	7. TRP is tendering for the operation and management of a Mass Participation Sporting Event (MPSE) in either May, late August or early September annually during a three year period from 2017-2019. An event management company (or consortium) will be contracted to deliver all aspects of event management on our behalf and to our specification.

Whilst this tender is for a MPSE, it is important to state that **we are not looking for and elite high speed cycling event**.

For the purposes of budgeting and tendering you should assume that no utilities are provided by TRP nor are pre-existing at the venue (including electricity, gas, water and sewerage).

1. TRP’s Objectives
	1. TRP’s objectives are as follows:
2. Conserve and enhance sustainably, for the enjoyment of this and future generations, our world class natural and built historic environment and our biodiversity.
3. Engage with our visitors, stakeholders and partner organisations and understand their views.
4. Manage the parks efficiently and secure investment in the parks' assets and services through an appropriate combination of government funding, commercial income and philanthropy.
5. Be a centre of professional excellence where people want to work.
6. Management Policies
	1. TRP’s management policies are designed to maintain the historical tradition of the parks as places for quiet and peaceful open air enjoyment by the public. These policies can be summarised as:
7. providing a park environment with high quality horticultural displays and facilities for catering, sport and other open-air activities;
8. maintaining and conserving the landscape of the parks and the buildings and structures within them to a standard which is commensurate with their status and historical significance (the Parks are entered in English Heritage's Register of Historic Landscapes and Gardens);
9. recognising and preserving the status and dignity of the Royal Parks in the uses to which they are put;
10. resisting developments either inside the Royal Parks, on the periphery or external to them which would erode the quality of the Royal Parks;
11. conserving wildlife habitat and promoting nature conservation;
12. liaising with local authorities and other interested parties on proposals affecting the Parks;
13. reducing risks to health and safety; and
14. ensuring that all Parks are kept clear of litter and refuse as far as is practicable; and encouraging waste recycling and using recycled products where appropriate.
15. Previous Events held in Richmond Park

Richmond Park hosts hundreds of small sporting events each year and is a popular place for cycling, running and walking. The Parks Team is very experienced in managing events and working with organisations to ensure a safe but pleasant experience. Major events that Richmond Park has hosted include:

* Olympic Road Cycling in 2012
* Mayor of London’s Ride London route annually (1st weekend August)
* London Duathlon
* Wild London
* Charity Sporting/Challenge Events
1. The Tender Process
	1. The Tender Pack comprises the following documents:
2. Background Information & Instructions to Tenderers
3. Specification of Requirements
4. Pricing Schedule
5. Conditions of Contract
6. Form of Tender
7. Tender Response Document
8. Tender Return Label
	1. **Clarifications**: any tender-related queries should be emailed to: procurement@royalparks.gsi.gov.uk. All questions and answers will be made available to all tenderers via the [procurement page](https://www.royalparks.org.uk/about-us/procurement) on TRP’s web site.
	2. **Alterations**: the tenderer may not alter any of the documents.
	3. **Address label**: this is enclosed in the tender pack and must be used. Envelopes/packages should be plain and bear no reference to the tenderer's name; franking machines which automatically print the company name should not be used. Tenders without the label or in envelopes which in any way identify the tenderers will not be considered.
	4. **Tender return**: it is the tenderer’s responsibility to ensure that their tender is delivered no later than the appointed time. Tenders received after this time will automatically be rejected. Tenders must be sent to:

The Procurement Office

The Royal Parks

The Old Police House

Hyde Park

London

W2 2UH

**BY 14:00 hours on Monday, 12 September 2016**

NOTE: couriers sometimes have difficulty locating our offices in the middle of Hyde Park, which must be approached from West Carriage Drive.

* 1. **Number of tenders**: one electronic copy (our systems are compatible with Office 2007) of your tender should be submitted on memory stick or CD-Rom. Individual electronic files sizes should be kept below 10Mb wherever possible.
	2. **email and fax**: tenders will not be considered if dispatched by email or fax.
	3. **Basis of prices**: all prices must be quoted on the basis indicated in the accompanying document.
	4. **Award criteria**: the contract will be awarded to the tenderer who makes the most economically advantageous tender (MEAT). Tenders will be assessed using the criteria and weightings as detailed in section 6 of this document. TRP does not bind itself to accept the highest scoring or any tender.
	5. **Confidentiality of tenders**: please note the following requirements, any breach of which will invalidate your tender. You must not:
1. tell anyone else, even approximately, what your tender price is or will be, before the tender submission deadline. The only exception is if you need an insurance quotation to calculate your tender price: you may give your insurance company or brokers any essential information they ask for, so long as you do so in strict confidence.
2. try to obtain any information about anyone else's tender, or proposed tender, before the tender submission deadline.
3. make any arrangements with anyone else about whether or not they should tender, or about their or your tender price.
	1. **Extension of the tender period**: any request for an extension of the tender period must be received at least seven working days before the tender submission deadline, but no undertaking can be given by TRP that an extension will be granted.
	2. **Expenses and losses**: TRP will not be responsible for or pay any expenses or losses incurred by any tenderer in preparing its tender.
	3. **Freedom of Information Act**: we are committed to open government and to meeting our legal responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to us may need to be disclosed by us in response to a request under the Act. We may also decide to include certain information in the publication scheme, which we maintain under the Act. If you consider that any of the information included in your tender is commercially sensitive, please identify it and explain (in broad terms) what harm may result from its disclosure if a request is received, and the time period applicable to that sensitivity.
	4. **Transparency**: Government has set out the need for greater transparency across its operations to enable the public to hold public bodies and politicians to account. This includes commitments relating to public expenditure, intended to help achieve better value for money. Suppliers and those organisations looking to bid for public sector contracts should be aware that if they are awarded a new government contract, the resulting contract between the supplier and government will be published. In some circumstances, limited redactions will be made to some contracts before they are published in order to comply with existing law and for the protection of national security.
	5. **Trading names/invoicing**: where invoices will be rendered by or payments are required to be made to an entity whose title differs in any respect from the title in which the tender is submitted, full details must be provided in a letter accompanying the tender. Successful tenderers who fail to provide this information at tender stage may well experience delays in settlement of their account.
	6. Terms and conditions of contract: the terms and conditions (Ts&Cs) of contract can be found in the tender pack. You should read these carefully before preparing your bid. Any material requests for amendments to these Ts&Cs will not be permitted by TRP and TRP also reserves the right to reject any requests for non-material amendments.
4. Timetable
	1. It is envisaged that the contract will be awarded as close as possible to the following timetable:

|  |  |
| --- | --- |
| **Action** | **Due date** |
| Invitation to tender issued | 1st August, 2016 |
| Tender return date | 12th September, 2016 |
| Clarification interviews (if required) | Week commencing 19th September, 2016 |
| Contract award | 3rd October, 2016 |

1. Award Criteria
	1. TRP will use a two-stage assessment. Stage 1 – Suitability Assessment - will include pass/fail questions and weighted requirement-specific questions. Tenderers who pass the 50% quality threshold at this stage will then progress to Stage 2 – Quality/Price Assessment. This stage will include weighted quality criteria and financial scoring.
	2. To enable TRP to evaluate your tender submission, all tenderers must complete the Tender Response Document and Pricing Schedule **in the format provided** and return these as part of their tender including any other additional documents as requested by TRP or required to clarify their tender.
	3. TRP will use a 30% Price/70% Quality ratio for Stage 2.
	4. The detailed award criteria are provided in the Tender Response Document and in the Pricing Schedule.
	5. All answers given to the quality questions in the tender will be scored as follows:

|  |  |
| --- | --- |
| **Score** | **Interpretation** |
| 0 | **Does not meet the requirement**Does not comply and/or insufficient information provided to demonstrate that the Tenderer has the ability, understanding, experience, skills, resource and quality measures required to provide the supplies/services, with little or no evidence to support the response. |
| 1 | **Reflects limited understanding**Major reservations of the Tenderer’s relevant ability, understanding, experience, skills, resource and quality measures required to provide the supplies/services, with little or no evidence to support the response. |
| 2 | **Reflects adequate understanding**Some minor reservations of the Tenderer’s relevant ability, understanding, experience, skills, resource and quality measures required to provide the supplies/services, with little evidence to support the response. |
| 3 | **Good understanding and interpretation of requirements**Demonstration by the Tenderer of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the supplies/services, with evidence to support the response. |
| 4 | **Excellent understanding and interpretation**Above average demonstration by the Tenderer of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the supplies/services. Response identifies factors that will offer potential added value, with evidence to support the response. |

* 1. Notes on Pricing:

Price will be scored as follows:

* 1. Calculate the mean price of the tendering suppliers.

|  |  |
| --- | --- |
| E.g. | Sum of tender Prices |
|  | Number of tender Prices |

* 1. Calculate the % difference between the tender price and the mean.

|  |  |  |
| --- | --- | --- |
| E.g. | Tender Price – Mean Price x 100 |  |
|  | Mean Price |

* 1. The mean is given the value of 50.
		1. One point is added to the tenderer’s score for each percentage point above the mean.
		2. One point is deducted from the tenderer’s score for each percentage point below the mean.
		3. E.g., % Difference + Mean Value (50)
		4. Multiply price score by the agreed price weighting.
1. Tender Submissions
	1. Your tender submissions should contain sufficient information to enable your bid to be evaluated against the award criteria.
	2. The format of your tender submission should include the following:

|  |  |
| --- | --- |
| Submission 1 | Completed tender response document (must include copies of insurance certificates, financial information and CVs and any other documentation pertinent to your tender submission). |
| Submission 2 | Completed Pricing Schedule |
| Submission 3 | Completed Form of Tender |