**REQUEST FOR PROPOSAL (RFP)**

**THE PROVISION OF A VENUE FOR COHORT LAUNCHES**

Date: **May 2021**

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# INTRODUCTION

This Request for Proposal (RFP) has been prepared by London & Partners Ltd (L & P).

The purpose of this Request for Proposal is to seek offers to supply a venue to host Cohort Launches, events launched by the Mayor’s International Business Programme and Business Growth Programme, projects which receive funding from the European Regional Development Fund (ERDF)

Persons to whom this Request for Proposal has been sent are invited to submit such offers in accordance with Section 5 Statement of Requirements contained within this Request for Proposal.

This document:

1. States the conditions which govern the Request for Proposal process (section 2).
2. Provides background information about London & Partners (section 3);
3. Describes the services which London & Partners seeks (section 5)
4. Supplier Questionnaire (section 7)
5. Commercial responses (section 8)

#  SPECIAL CONDITIONS OF RFP

## Closing Date

RFP Responses should be submitted by email to procurement@londonandpartners.com on  **Wednesday 23rd June 2021** London & Partners reserve the right to extend this deadline.

## Information to be provided with Request for Proposal

RFP Respondents shall ensure that all information requested in this document is supplied. Failure to provide all the information asked for may render the RFP invalid at the discretion of London & Partners.

## Clarifications

RFP respondents seeking clarifications regarding this Request for Proposal may do so in writing and must be submitted by Wednesday 16th June 2021 . Clarification responses will be sent to all suppliers ensuring transparency and fairness.

All questions by respondents should be asked in a generic fashion, thus enabling London & Partners to provide a response that can be distributed to all RFP respondents.

The following email address will be the main contact source for all RFP respondents: procurement@londonandpartners.com

## Notice of Intention / Request for Further Information

You should notify L&P on the address above of your intention to make a submission by Monday 7th June 2021. Failure to notify London & Partners will not eliminate you from submitting a response but may result in having inaccurate information throughout the process.

## Late or Non-compliant Request for Proposal Responses

London & Partners reserve the right to not consider non-compliant or late RFP responses.

## Authority

RFP submissions shall include a signed copy of the Form of Tender. If not provided you will be excluded from this procurement exercise.

## Collusion/ Joint Request for Proposal

RFP submissions shall include a signed copy of the non-collusive certificate. If not provided you will be excluded from this procurement exercise.

## Corrections and Addenda to the Request for Proposal

Corrections and addenda to this Request for Proposal will be provided to all RFP respondents and will form part of this Request for Proposal. RFP respondents must acknowledge in writing receipt of corrections and addenda to this Request for Proposal.

## Notification

Each RFP respondent will be notified in writing from London & Partners of the success or failure of their response.

## Value Added Tax (VAT)

All prices quoted should be excluding VAT and clearly stated as such. RFP respondents must provide their Business Registration Number (Companies House Registration number) or provide a reason as to why one cannot be supplied.

## Standard of Responses

The specifications contained herein are indicative of London & Partners' requirements and any services offered should be of at least the same standard and potential.

## Amendment of Request for Proposal

London & Partners reserves the right to amend this specification and/or any other document prior to the closing date and the amendments will form part of this RFP.

##  Withdrawal of the Request for Proposal

London & Partners reserves the right to withdraw this Request for Proposal, or any part or parts of this Request for Proposal, at any time without giving reasons.

## Confidentiality

The RFP respondent and London & Partners (each a “Party”) agrees that it will not at any time, either during or after the RFP process divulge any information in relation to all or any of the other party's affairs or businesses or any fact or matter relating to this RFP process and each of the parties shall use its best endeavours to prevent the publication or disclosure of any information concerning the business of the other party or any of their dealings, transactions or affairs.

## General Conditions of Contract

London & Partners Standard Terms & Conditions Apply (please visit our website [www.londonandpartners.com](http://www.londonandpartners.com) ).

## No contract

Neither this Request for Proposal nor any response is intended to constitute an offer to any party. There shall be no contract between London & Partners and any respondent to the RFP unless and until a separate written legally binding agreement is executed by both parties.

## Request for Proposal Costs

London & Partners shall not be responsible for any costs incurred by RFP respondents in complying with this Request for Proposal or in any subsequent discussions or negotiations.

# COMPANY BACKGROUND INFORMATION

## General

 London & Partners is the business growth and destination agency for London. Our mission is to create economic growth that is resilient, sustainable and inclusive.

We are a social enterprise, combining purpose with commercial rigour. We are funded by grants, partners and our portfolio of commercial ventures.

We work in partnership with organisations in London and across the world to deliver our vision and mission.

Our remit is to drive leisure and business visitors to London as well as bidding to secure major events in the capital, attract new foreign businesses (Foreign Direct Investment) and help existing foreign owned companies expand. We also promote the capital's universities to international students.

London & Partners employs approximately 200 staff in total. For more information visit our website [www.londonandpartners.com](http://www.londonandpartners.com)

Potential respondents should be aware that London & Partners is subject to public accountability responsibilities in terms of annual reporting to Greater London Authority, which may apply to any contract resulting from this tender process.

The work will be funded by our ERDF programme. London & Partners has gained funding for **£3,946,913** from European Regional Development Fund programme (ERDF) to deliver the “Mayor’s International Business Programme” (**MIBP**).

This project aims to support high-growth London SMEs to expand internationally. Support is delivered through a series of workshops, events, mentoring, introductions to corporates and investors and International Trade Missions, connecting companies with potential customers and partners across the world. The project started in September 2015 and ends in March 2022.

 London & Partners also received funding for **£3,070,952** from ERDF to deliver the “Business Growth Programme” (**BGP**).

The Programme offers impartial business advice and support to businesses based in London with fewer than 250 employees and turnover of less than £40m looking to grow across London. We can help unlock your business potential by identifying barriers to growth and providing strategic solutions including mentoring, workshops, business growth advice and opportunities across our London network. The project started in October 2016 and ends in March 2022, subject to additional ERDF funding.

# Current Situation

Historically all events organised by MIBP & BGP have been procured using the 3 quotes process, as per the ERDF and Public Contract Regulations (PCR).

This option allows MIBP/BGP to be fluid and dynamic and find venues which match the event narratives and the capacity requirements.

However, in order to comply with the aggregation rule of the PCR we are now seeking to place a longer contract with a venue to host multiple events.

# Specification

Venues with the following requirements:

* Covid Secure
* Space wise capacity – 120 in table format plus break out space allowing for social distancing in compliance with Government guidelines
* Room which accommodates and supports presentations and video
* Layout that is conducive to the event delivery. I.e capacity of 120 seated in roundtable format.
* AV: We require staging, lectern, panel, microphones, surround sounds, projectors and screen. We also require capacity to run hybrid event technology.
* In-house catering offering business professional breakfast and lunch options
* Dates available in September 2021, October 2021, January 2022, April 2022
* Cloakroom
* Fully accessible
* A central London and good connected location (preferably zone one) in keeping with L&P brand
* No basement
* Prestige of the venue
* We would consider hotel and conference spaces
* Available during business hours
* Private space
* Factors that associate the venue with the business community
* Ideally within 7 minutes’ walk of a station
* Round tables
* Secure venue as it will host the Mayor of London and/or Deputy Mayor
* Brand piece - alignment with the Mayor’s philosophy and commitments to sustainability and inclusivity.
* Option to be able to deliver and store boxes, collateral and banners overnight

Critical Success Factors

* Capacity
* Location
* Brand alignment to our value and purpose of the event

Value for Money

-In house caters

-Have equipment, staging, delegate rate (package per delegate)

* Minimum
* Capacity
* Location
* Brand alignment to our value and purpose of the event
* Budget

Preferable Tues to Thursday for event

Option to have 2 events within the same week

Additional requirement is a site visit to check the brand requirement

## RFP Timetable

|  |  |
| --- | --- |
| Request for Proposal Issued | Thursday 3rd June 2021 |
| Clarification Deadline | Friday 25th June 2021 |
| Response to Clarification | Wednesday 30th June 2021 |
| Deadline for Proposal Responses | Friday 2nd July 2021 |
| Evaluation  | W/C 5th July 2021 |
| Clarification Presentations | W/C 12th July 2021 |
| Contract Awarded | Monday 19th July 2021 |
| Initial Project Meeting | Monday 26th July 2021 |

This procurement is intended to follow the time-line above but may be subject to change

## Term and Termination

Contract will be for a period of 1 year with the option to extend a possibility.

## Payment Arrangements

London & Partners payment terms are 30 days from the receipt of an invoice following receipt of goods or services.

All RFP respondents must agree to provide invoices in a format which is suitable for London & Partners. London & Partners preference is to pay its accounts by electronic funds transfer (EFT) direct to the nominated bank account of the supplier.

RFP respondents should state any discounts they offer for early settlement.

Prices provided by RFP Respondents are to be quoted in British Pounds and remain valid over three months. In addition, London & Partners reserves the right to purchase extra proposed options over time.

# Evaluation criteria

All responses will be assessed only against the criteria published below, arranged in no particular order of priority. Respondents are advised in their own interest to address the criteria suitably to enable an accurate assessment to be made of their submission.

The top 3 scorers will be invited to attend clarification meetings on the W/C 5th July 2021. The purpose of these meetings will be to clarify the responses you provided in your written proposal.

The submissions will be evaluated against the following evaluation criteria:

Evaluation weighting

* Technical competence 60%
* Price 40%

|  |  |
| --- | --- |
| Mark | Comment |
| 0 | Failed to provide confidence that the proposal will meet the requirements. An unacceptable response with serious reservations. |
| 1-3 | A Poor response with reservations. The response lacks convincing detail with risk that the proposal will not be successful in meeting all the requirements. |
| 4-6 | Meets the requirements – the response generally meets the requirements, but lacks sufficient detail to warrant a higher mark. |
| 7-9 | A Good response that meets the requirements with good supporting evidence. Demonstrates good understanding.  |
| 10 | An Excellent comprehensive response that meets the requirements. Indicates an excellent response with detailed supporting evidence and no weaknesses resulting in a high level of confidence.  |

Price calculations will be as follows:

The maximum marks available for this part of the Tender will be 40**%** and will be awarded to the lowest price Tender submitted. The remaining Tenderers will receive marks on a pro rata basis from the cheapest to the most expensive price.

The total price submitted by the Tenderer as part of the Pricing Document will be used for the purpose of this evaluation.

The calculation used is the following:

Score = Lowest Tender Price     x 25 (Maximum available marks)

               Tender Price

For example, if three Tender Responses are received and Tenderer A has quoted £3,000 as their total price, Tenderer B has quoted £5,000 and Tenderer C has quoted £6,000 then the calculation will be as follows:

Tenderer A Score = £3000/£3000 x 25 (Maximum available marks) = 25

Tenderer B Score = £3000/£5000 x 25 (Maximum available marks) = 18

Tenderer C Score = £3000/£6000 x 25 (Maximum available marks) = 15

# Company Information

|  |  |
| --- | --- |
|  | Potential supplier information |
|  | Question | Response |
|  | Full name of the potential supplier submitting the information |  |
|  | Registered office address (if applicable) |  |
|  | Registered website address (if applicable) |  |
|  | Trading status 1. public limited company
2. limited company
3. limited liability partnership
4. other partnership
5. sole trader
6. third sector
7. other (please specify your trading status)
 |  |
|  | Date of registration in country of origin |  |
|  | Company registration number (if applicable) |  |
|  | Charity registration number (if applicable) |  |
|  | Head office DUNS number (if applicable) |  |
|  | Registered VAT number  |  |
|  | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | Yes ☐No ☐N/A ☐ |
|  | If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s). |  |
|  | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? | Yes ☐No ☐ |
|  | If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this. |  |
|  | Trading name(s) that will be used if successful in this procurement |  |
|  | Relevant classifications (state whether you fall within one of these, and if so which one)1. Voluntary Community Social Enterprise (VCSE)
2. Sheltered Workshop
3. Public service mutual
 |  |
|  | Are you a Small, Medium or Micro Enterprise (SME)? | Yes ☐No ☐ |
|  | Details of Persons of Significant Control (PSC), where appropriate: - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met;  - Over 25% up to (and including) 50%,  - More than 50% and less than 75%,  - 75% or more. (Please enter N/A if not applicable) |  |
|  | Details of immediate parent company: - Full name of the immediate parent company- Registered office address (if applicable)- Registration number (if applicable)- Head office DUNS number (if applicable)- Head office VAT number (if applicable)(Please enter N/A if not applicable) |  |
|  | Details of ultimate parent company:- Full name of the ultimate parent company- Registered office address (if applicable)- Registration number (if applicable)- Head office DUNS number (if applicable)- Head office VAT number (if applicable)(Please enter N/A if not applicable) |  |

# Procurement Questionnaire

|  |
| --- |
| **Question Title** |
| **8.1** | *Please could you provide details of your venue and why you think it would be a good fit for our requirements.**(Maximum word count 2,500)* | **Weighting****25%** |
| *Enter response here:*  |

|  |
| --- |
|  **xxxxxxx** |
| **8.2** | *Can you outline the types of events that you usually host? Are these similar to the types of events we are looking to host?**(Maximum word count 2,500)* | **Weighting****25%** |
| *Enter response here:*  |

|  |
| --- |
| **xxxxxxx** |
| **8.3** | *What is your approach to hosting large numbers given the current Covid-19 Pandemic? Are you keeping your approach flexible?**(Maximum word count 2,500)* | **Weighting****25%** |
| *Enter response here:*  |

|  |
| --- |
| **xxxxxxx** |
| **8.4** | *Please tell us about the team at your venue. Who would be dealing with and what expertise do they have to support our delivery of these events?**(Maximum word count 2,500)* | **Weighting****25%** |
| *Enter response here:*  |

# Commercial Submission

Financial Submission – 40%

Our Tender Price for the provision of the goods/services referred to in the Specification is as detailed in the table below:

This price does include Value Added Tax and is for the whole of the Contract Period.

Costs shall be fully inclusive (i.e., inclusive of all travel costs, subsistence, accommodation etc)

|  |
| --- |
| **Financial Submission** |
| Type of Cost | Unit Cost | Total |
| Venue Hire |  |  |
| Catering |  |  |
| AV  |  |  |
| Extra Costs |  |  |
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|  | £ |
|  |

# Non Collusive Tendering Certificate

To: XXXXX

The potential supplier warrants that this is a bona fide Tender and:

1. We certify that this proposal is submitted in good faith and that we have not fixed or adjusted the proposal by or under or in accordance with any agreement or arrangement with any other person or party. We also certify that we have not, and we undertake that we will not, before the award of any contract do the work:

a) communicate to any person other than L&P Limited, or a person duly authorised on their behalf the Tender amount or approximate amount of the Tender or proposed Tender, except where the disclosure, in confidence, of the approximate amount of the Tender was necessary to obtain insurance premium quotations required for the preparation of the Tender;

b) pay, give or offer or agree to pay or give any sum of money or other valuable consideration directly or indirectly to any person(s) for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender for the work, any act or thing of the sort described at 1 or a) above;

c) tried to obtain information about anyone else’s bid or proposed bid;

d) made arrangements with anyone else about whether or not they must bid except for the purposes of forming a joint venture to bid for this work.

2. We certify that the prices in this Tender have been arrived at independently without communication, consultation, agreement or understanding for the purpose of restricting competition with any other potential supplier or competitor.

3. We certify no attempt has been made or will be made by the potential supplier to induce any other person or firm to submit or not submit a Tender for the purpose of restricting competition.

4. We agree that L&P may, in consideration of the offer and in any subsequent actions, rely upon the statements made in this Certificate.

Definitions in this Certificate:

"Person(s)" includes any person(s) and anybody or association corporate or unincorporated;

"any agreement or arrangement" includes any transaction, formal or informal and whether legally binding or not; and

"the work" means the work in relation to which this proposal is made.

 Dated this . . . . . . . . . . . . . . . . day of . . . . . . . . . . . . . . 2019

 Signature: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

## Form of Tender

To: **London & Partners**

 **161 Union Street**

 **London**

 **SE1 0LL**

Date: [*Tenderer to insert date*]

Tender for *(insert name of tender)*

Having read carefully the Request for Proposal for ***(insert name of tender)*** (the “RFP”) and all other Procurement Documents issued by or on behalf of L&P in connection with that RFP, and being fully satisfied in all respects with the requirements of that RFP (including the Contract set out in Section 4 of Part A of the RFP):

1. I/We hereby offer to provide the Services specified in the Specification set out in Section 1 sub-section 5 of Part A of the RFP and to perform the contract in accordance with the Contract set out in Section 4 of Part A of the RFP and our Tender (including, without limitation, the Pricing Schedule annexed to this Form of Tender).
2. I/We confirm that if our Tender is accepted I/we will upon demand:
	1. produce evidence that all relevant insurances and compliance certificates required by the Procurement Documents issued by or on behalf of L&P in connection with the RFP (including, without limitation, the Contract) are in force; and
	2. execute the Contract Documents in the form attached to the RFP.
3. We agree that my/our Tender shall constitute an irrevocable unconditional offer which may not be withdrawn for a period of not less than 90 days from the date hereof.

Unless and until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof, shall (subject to any period of standstill) constitute a binding contract between us.

We understand and acknowledge that L&P is not bound to accept any Tender.

This Tender shall remain open for acceptance by **L&P** for a period of not less than 90 days after the due date for return of Tenders specified in the **RFP**.

I warrant that I have all the requisite corporate authority to sign this Tender.

Signed for and on behalf of [*insert name of Tenderer*]:

Signature:

Name:

Date:

PLEASE NOTE – Failure to sign this Form of Tender will result in the rejection of your Tender.