



G7 Fringe – Floating Offshore Wind (FLOW) Conference

## **ITT - Invitation to Tender Conference Production Services**

**WHDS DEVELOPMENT SERVICES LIMITED**

**WHDS/2021/TEN/02**

**Copyright**

The copyright in this work is vested in Wave Hub Development Services Limited ("WHDS"). It must not be reproduced in whole or in part except under an agreement or with the consent in writing of WHDS and then only on the condition that this notice is included in any such reproduction.

---

TITLE: Conference Production Services  
COMPANY: WHDS Limited  
CLIENT: WHDS Limited  
RECIPIENT: WHDS Limited  
COPY: 1  
PUBLISH DATE: 18/03/2021

**For further information, contact:**

Jeanette Radcliffe  
WHDS Limited  
Chy Gallos  
Hayle Marine Renewable Energy Park  
North Quay  
Hayle  
CORNWALL TR27 4DD  
[jeanette.radcliffe@wavehub.co.uk](mailto:jeanette.radcliffe@wavehub.co.uk)

## Contents

1	Introduction .....	5
2	Conference Details .....	5
2.1	Date .....	5
2.2	Venue.....	5
2.3	Pendennis Ballroom.....	6
2.4	Delegates .....	7
2.5	Content .....	7
2.6	Format and Timings .....	8
3	Scope of Work .....	9
3.1	Design .....	9
3.2	Mobilisation & Demobilisation .....	9
3.3	Execution .....	9
3.4	Budget .....	9
3.4.1	Fixed and Firm Price - Services .....	10
3.4.2	Fixed and Firm Price – Materials & Equipment.....	10
3.4.3	Cost Plus .....	10
3.5	Indicative Timetable .....	10
4	Tender .....	11
4.1	Confidentiality .....	11
4.2	Tender submission requirements.....	11
	A - Covering letter to include: .....	11
	B - Project proposal (six sides of A4 maximum).....	11
	C - Project CVs (one side of A4 per individual).....	12
	D - Expertise .....	12
	E - Fees 12	
4.3	Timeline .....	12
4.4	Tender clarifications .....	12
4.5	Corporate Requirements .....	12
	A - Introduction .....	12
	B - Indemnity and Insurance .....	13
	C - Data Protection .....	13

D - Freedom of Information .....	13
E - Prevention of Bribery .....	13
F - Health & Safety .....	13
G – Equality and Diversity .....	13
H – Environmental Policy .....	13
I - Exclusion .....	14
J - Sub-Contracting .....	14
K - Content Ownership .....	14
L - Document Retention .....	14
M - Conflicts of Interest .....	14
4.6 Tender Evaluation Methodology .....	15
4.7 Assessment of the Tender .....	15
4.8 Tender returns .....	16
4.9 Disclaimer .....	16
Appendix 1 – WHDS Standard Terms and Conditions .....	17
Table 1 - Event Timings .....	8
Table 2 - Contract Milestones .....	10
Table 3 - Tender Milestones .....	12
Table 4 - Assessment Criteria .....	15
Table 5 - Scoring Matrix .....	16
Figure 1 - Falmouth Hotel .....	6
Figure 2 - Falmouth Hotel Location .....	6
Figure 4 - Pendennis ballroom empty 2 .....	7
Figure 5 - Pendennis ballroom example theatre style 1 .....	7
Figure 6 - Pendennis ballroom example theatre style 2 .....	7
Figure 3 - Pendennis ballroom empty 1 .....	7

## 1 Introduction

Prime ministers and presidents from the world's leading democracies will come together in Cornwall in June when the UK hosts the G7 Summit.

The G7 – which is made up of the UK, Canada, France, Germany, Italy, Japan, the USA and the EU – is the only forum where leaders of the world's most influential and open societies and advanced economies are brought together for close-knit discussions. They will also be joined by the leaders of Australia, India and South Korea, who will attend as guests.

The leaders' meeting itself will be held on June 11 to 13 at the Carbis Bay Estate, and discussion topics will include the challenge presented by Climate Change.

Global Floating Offshore Wind (FLOW) will play a significant part in the global fight against climate change, however industrialisation and scale up needs to be accelerated in order to meet global net zero targets. Sitting at the heart of the European Offshore Renewable Energy resource areas, including the UK's world leading offshore wind market, Cornwall is playing a leading role with colleagues across the UK and beyond in driving this acceleration.

With the G7 leaders and guests in Cornwall discussing a response to climate change, this presents a moment in time to reflect on how a region can make a significant contribution to a global requirement. To this end, WHDS are delighted to be hosting a Floating Offshore Wind Conference on Friday 11<sup>th</sup> June 2021 in Falmouth as part of the G7 Fringe.

Subject to COVID-19 restrictions, we hope to be offering a blended conference with live speakers and audience within the venue interacting with delegates following the live stream remotely.

## 2 Conference Details

To ensure alignment with the G7 summit period, a venue has been secured ahead of this tender and content/ speakers has been outlined. Within this framework, however, there remains scope for a professional and experienced conference producer to offer creative solutions as part of the delivery of an international quality conference.

### 2.1 Date

The conference is scheduled to take place between 0900 and 1500 on Friday 11<sup>th</sup> June 2021. The venue is expected to be available during the afternoon/ evening of Thursday 10<sup>th</sup> June 2021 to allow for set up.

### 2.2 Venue

During the G7 summit, Falmouth will be hosting UK and international media. It is also Cornwall's largest ship repair facility which has relevance to FLOW in the Celtic Sea. For this reason, Falmouth has been selected as the location of this event.

The Pendennis Ballroom in Falmouth Hotel (TR11 4NZ) has been booked for the 11<sup>th</sup> June, inclusive of access for set up on the 10<sup>th</sup> June.



Figure 1 - Falmouth Hotel

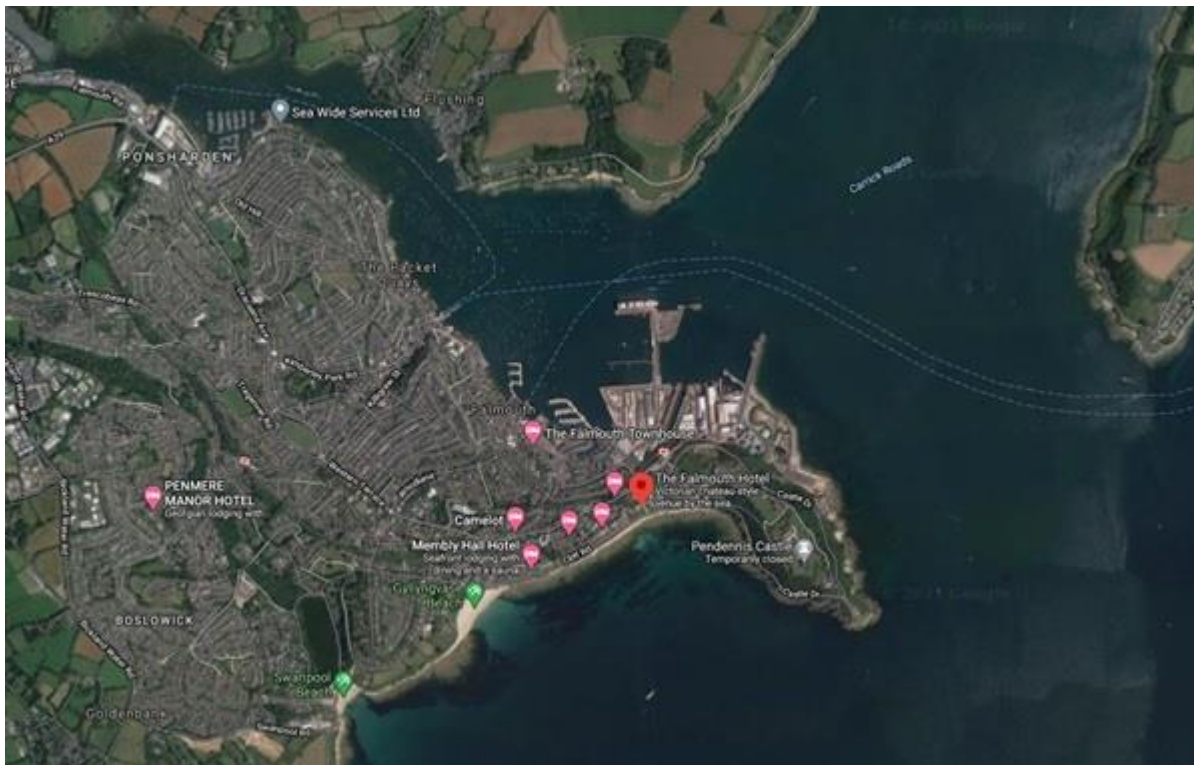


Figure 2 - Falmouth Hotel Location

### 2.3 Pendennis Ballroom

The room dimensions are **13 meters x 13 meters**.

As can be clearly seen in Figure 5 and Figure 6, there is a main crossed beam on the ceiling with is slightly lower than the other part of the ceiling. The ceiling height at the lowest point (under the beam) is **2.6 metres** (8.5 feet). This rises to **3.6 metres** (12 feet).





Figure 3 - Pendennis ballroom empty 1



Figure 6 - Pendennis ballroom empty 2



Figure 5 - Pendennis ballroom example theatre style 1



Figure 4 - Pendennis ballroom example theatre style 2

## 2.4 Delegates

The event is targeted at CEO level delegates from Offshore Wind, Oil & Gas, Utilities, Prime Contractors, Infrastructure Owner/ Operators, Institutional Investors as well as members of the G7 entourage and UK Government. A target list of around 100 delegates has been drawn up.

Based on the current Covid-19 lockdown roadmap, it is possible that a physical event will be able to proceed on the basis of a maximum of 50% of the room capacity (circa 60 people). After discussions with the venue, we intend to develop the event on the basis of circa 40 delegates (including speakers) being in the room with the remainder joining virtually.

## 2.5 Content

The intention is to deliver a workshop style event which stimulates discussion and;

- Increases credibility of region (Cornwall and South West) as FLOW leader,

- Improves investor relations – infrastructure and supply chains,
- Coalesces large scale investors, Oil and Gas majors, ministerial/ politicians, potential primes in target areas – Cornwall demonstrably a key facilitator, moving the sector forward,
- Cements the association of “FLOW” with “Cornwall” both nationally and internationally
- Keeps the message simple, yet powerful

To this end, the conference agenda will consist of delivered presentations informing interactive debate and discussion.

- Welcome and Introduction,
- Keynote speech – (*Cabinet level politician has agreed in principle*)
- Green Transition - Global FLOW meeting the scale required to make significant change
- Global market context, size and importance of the UK market to the world
- Strategic Zonal Planning – accelerating deployment to meet the need, understanding the impacts to ensure a sustainable industry
- Opportunities to add value through local content and low carbon footprint strategies
- Joined up regional response to maximise investment and deliver returns
- Panel Session - Celtic Sea and beyond – at the heart of the next industrial revolution?

## 2.6 Format and Timings

It is anticipated that the key elements of the format will be;

- Host/ MC providing links between speakers and facilitating discussions debates from venue,
- Speakers and presentations from the venue,
- Live audience at the venue,
- Virtual audience via live, online streaming,
- Q&A/ discussion points including both live and online audience,
- Pre and post conference networking for live audience,
- Use of impact videos and or other visual materials as background during networking and breaks.

Suggested timings are;

**10<sup>th</sup> June – Time TBC:** Venue set up

**11<sup>th</sup> June**

Time	Live	Online
0900 – 1000	Delegate arrival and networking	Streaming of impact video, visual materials, placeholders
1000 - 1145	Session 1 – Speakers and Discussion	
1145 - 1215	Coffee break	Streaming of impact video, visual materials, placeholders
1215 – 1400	Session 2 – Speakers and Panel Session	
1400 – 1500	Networking Lunch (Hotel Restaurant)	Close
1500 on	Cleardown of venue (Pendennis Ballroom)	

Table 1 - Event Timings



### 3 Scope of Work

WHDS is seeking to contract a suitably experienced company to deliver an international quality conference which delivers on the key objectives highlighted in 2.5 Content. Whilst an outline of the event exists, there is scope for creative input from the successful contractor to ensure that we exceed expectations and we welcome proposals which reflect this.

#### 3.1 Design

Develop and design the physical event setting including (but not limited to);

- Event health and safety plan, environmental management plan, accessibility plan,
- Set dressing, lighting, audio visual (for live audience), audio visual (for streaming), furniture/ seating requirements,
- Develop bill of materials and costings for all required materials, equipment, software and consumables,
- Running order, host/ MC role & responsibilities, delegate registration, contingency planning,

In parallel, develop and design the online event including (but not limited to);

- Define basis of requirements for online platform, secure online platform, look/ feel of online platform,
- Development of integration with physical events including live streaming of speakers, means and methods of including virtual audience in discussions and debates,
- Integration of video and visual material into online experience,
- Development of a contingency to move one or more speakers online,
- Development of a contingency to move the entire event online.

#### 3.2 Mobilisation & Demobilisation

- Procure all required materials, equipment, software and consumables in line with bill of materials (as approved by WHDS),
- Ensure all materials and equipment in place, in Cornwall by 10<sup>th</sup> June,
- Mobilise event delivery team and set up at venue,
- Breakdown event and ensure all materials and equipment offsite in line with venue requirements,
- Compliant disposal of any waste associated with the event (except catering/ hospitality covered by the venue)

#### 3.3 Execution

- Manage delegate arrivals, running order, AV/ IT interfaces and all other operational aspects of the event,
- Manage the online/ streaming event ensuring interactions from the virtual audience integrate seamlessly into the event,

#### 3.4 Budget

The budget will be split into a fixed price element and a cost-plus element with a “not to exceed” limitation. Tenderers are requested to provide;

#### 3.4.1 Fixed and Firm Price - Services

- For all design, mobilisation and demobilisation, and execution services,
- Should include all travel and accommodation expenses,
- Should exclude VAT.

#### 3.4.2 Fixed and Firm Price – Materials & Equipment

- Should include all equipment, materials and consumables intended to be used which are owned by, or under the control of, the tenderer,
- Should exclude VAT.

#### 3.4.3 Cost Plus

- Should include an estimate of third party costs associated with equipment, materials and consumables intended to be used (excluding venue costs),
- Mark up proposed,
- Estimate of contingency,
- Should exclude VAT.

The total value of the third party cost estimate + mark up + contingency shall be set as a “not to exceed” figure. WHDS will reserve the right to procure such elements directly if it is expeditious to do so.

### 3.5 Indicative Timetable

Milestone	Agreed date
ITT Published	18/03/2021
Deadline for Queries	26/03/2021
Deadline for Submission	17:00 01/04/2021
Tender Appraisal Complete/ Contract Award	09/04/2021
Design phase complete	07/05/2021
Mobilise to site	10/06/2021
Execute Event	11/06/2021

Table 2 - Contract Milestones

## 4 Tender

### 4.1 Confidentiality

All information supplied to you by the Client, including this ITT and all other documents relating to this Procurement Process, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to your professional advisers, consortium members and/or Subcontractors strictly for the purposes only of helping you to participate in this Procurement Process and/or prepare your tender response) unless the information is already in the public domain or is required to be disclosed under any applicable laws.

You shall not disclose, copy or reproduce any of the information supplied to you as part of this Procurement Process other than for the purposes of preparing and submitting a tender response. There must be no publicity by you regarding the Procurement Process or the future award of any Contract unless the Client has given express written consent to the relevant communication.

This ITT and its accompanying documents shall remain the property of the Client and must be returned on demand.

The Client reserves the right to disclose all documents relating to this Procurement Process, including without limitation your tender response, to any employee, third party agent, adviser or other third party involved in the procurement in support of, and/or in collaboration with the Client. The Client further reserves the right to publish the Contract once awarded and/or disclose information in connection with Contractor performance under the Contract in accordance with any public-sector transparency policies (as referred to below). By participating in this Procurement Process, you agree to such disclosure and/or publication by the Client in accordance with such rights reserved by it under this paragraph.

### 4.2 Tender submission requirements

Please include the following information in your Tender submission.

#### A - Covering letter to include:

- Contact name for further correspondence
- Confirmation that the tenderer has the resources available to meet the requirements outlined in this Scope of Work and its timelines
- Confirmation that the tenderer accepts all WHDS Standard Terms and Conditions (Appendix 1 – WHDS Standard Terms and Conditions)
- Confirmation that the tenderer will be able to meet the Corporate Requirements (see Section 4.5) to include confirmation that Equality and Diversity, Environmental and Data Protection policies are in place and, if successful, supporting documentation will be provided as evidence
- Confirmation that the tenderer holds current valid insurance policies as 4.5.B and, if successful, supporting documentation will be provided as evidence
- Conflict of interest statement in accordance with 4.5.M

#### B - Project proposal (six sides of A4 maximum)

Proposal to include;

- How you will deliver the scope as outlined in 3**Error! Reference source not found.**,
- An assessment of key risks associated with the 3 Scope of Services and your proposed management/ mitigation measures.

#### C - Project CVs (one side of A4 per individual)

CVs of the individuals who will be actively involved in delivering the commission and who are costed into the tender. Please limit to 1 side of A4 per individual.

#### D - Expertise

Provide three examples the most relevant events your company has been involved with and the company's role in each. These should demonstrate your experience and ability to effectively deliver the Scope of Work.

#### E - Fees

Provide a schedule of costs in line with 3.4 Budget (excluding VAT).

### 4.3 Timeline

The anticipated timetable for submission of the Tender are set out below.

Milestone	Date
Publication of ITT	18/03/2021
Final date for receipt of clarifications	26/03/2021
Final date for response to clarifications	30/03/2021
<b>Deadline to return the Tender to WHL</b>	<b>17:00 01/04/2021</b>
Evaluation of Tender by WHDS - commencement	06/04/2021
Successful and unsuccessful tenderers notified	09/04/2021
Project Inception Meeting	12/04/2021

Table 3 - Tender Milestones

### 4.4 Tender clarifications

Any clarification queries arising from this Request for Quotation which may have a bearing on the offer should be raised by email to: [matt.hodson@cornwalldevelopmentcompany.co.uk](mailto:matt.hodson@cornwalldevelopmentcompany.co.uk) by **26/03/2021** and strictly in accordance with the Timetable in Table 3 - Tender Milestones.

Responses to clarifications will be anonymised and uploaded by WHDS to Contracts Finder and will be viewable to all tenderers.

No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, contract or other tender documents or as to any other matter or thing to be done under the proposed contract shall bind WHL unless such representation is in writing and duly signed by a Director/Partner of the tenderer. All such correspondence shall be returned with the Tender Documents and shall form part of the contract.

### 4.5 Corporate Requirements

#### A - Introduction

WHDS Ltd wishes to ensure that its contractors, suppliers and advisers comply with its corporate requirements when facilitating the delivery of its services. It is therefore necessary to ensure that the contractor can evidence their ability to meet these requirements when providing the services under this commission.

All Tender returns must include evidence of the following as pre-requisite if the Tender return is to be considered.

## B - Indemnity and Insurance

The contractor must effect and maintain with reputable insurers such policy or policies of insurance as may be necessary to cover the contractor's obligations and liabilities under this contract, including but not limited to:

- 1) Third party and products liability insurance (covering all equipment deployed) for any incident or series of incidents with cover of not less than £2,000,000 (two million pounds) for each and every claim;
- 2) Professional indemnity insurance (data provision and assessment) with cover of not less than £1,000,000 (one million pounds) for each and every claim;

All insurances shall cover for any one occurrence or series of occurrences arising out of any one event during the performance of this contract. The tenderer will be required to provide a copy of their insurance policies if successful in securing this contract.

## C - Data Protection

The contractor will comply with its obligations under Data Protection Legislation (DPL), being the UK Data Protection Legislation and the General Data Protection Regulation (GDPR) and any other directly applicable European Union legislation relating to privacy.

The tenderer will be required to provide a copy of their Data Protection policy and privacy statement if successful in securing this contract.

## D - Freedom of Information

WHDS Ltd may be obliged to disclose information provided by bidders in response to this tender under the Freedom of Information Act 2000 and all subordinate legislation made under this Act and the Environmental Information Regulations 2004 (Freedom of Information Legislation). Tenderers should therefore be aware that the information they provide could be disclosed in response to a request under the Freedom of Information Legislation. WHDS Ltd will proceed on the basis of disclosure unless an appropriate exemption applies. Tenderers should be aware that despite the availability of some exemptions, information may still be disclosed if it is in the public interest.

## E - Prevention of Bribery

Tenderers are hereby notified that WHDS Ltd is subject to the regulations of the Bribery Act 2010 and therefore has a duty to ensure that all tenderers will comply with applicable laws, regulations, codes and sanctions relating to anti-bribery and anti-corruption including, but not limited to, this legislation.

## F - Health & Safety

The Consultant must at all times comply with the requirements of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1992 and all other statutory and regulatory requirements.

## G – Equality and Diversity

WHDS is committed to providing services in a way that promotes equality of opportunity. It is expected that the successful tenderer will be equally committed to equality and diversity in its service provision and will ensure compliance with all anti-discrimination legislation. The tenderer will be required to provide a copy of their Equality and Diversity Policies/Practices if successful in securing this contract.

## H – Environmental Policy



WHDS is committed to sustainable development and the promotion of good environmental management. It is expected that the successful tenderer will be committed to a process of improvement with regard to environmental issues. The tenderer will be required to provide a copy of their Environmental Policies/Practices if successful in securing this contract.

#### I - Exclusion

WHDS Ltd shall exclude the tenderer from participation in this procurement procedure where they have established or are otherwise aware that the organisation, to include administrative, management or supervisory staff that have powers of representation, decision or control of the applicant's company, has been the subject of a conviction by final judgment of one of the following reasons:

- Participation in a criminal organisation
- Corruption
- Fraud
- Terrorist offences or offences linked to terrorist activities
- Money laundering or terrorist financing
- Child labour and other forms of trafficking in human beings

#### J - Sub-Contracting

Tenderers should note that a consortium can submit a tender but the sub-contracting of aspects of this commission after appointment will only be allowed by prior agreement with WHDS Ltd.

#### K - Content Ownership

By submitting a tender application, the tenderer acknowledges that the copyright to all material produced during the activity will be the property of WHDS Ltd.

#### L - Document Retention

All documentation (electronic and hard copy) produced as part of this contract will need to be returned to WHDS Ltd at the end of the contract so that we can retain them for future reference/audit. The contractor will not be expected to store these documents for future reference.

#### M - Conflicts of Interest

Tenderers must provide a clear statement with regard to potential conflicts of interests. Therefore, please confirm within your tender submission whether, to the best of your knowledge, there is any conflict of interest between your organisation and WHDS Ltd or its programme team that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise the impartiality and independence of any party in the context of this procurement procedure.

#### 4.6 Tender Evaluation Methodology

Each Tender will be checked for completeness and compliance with all requirements of the ITT. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria. Tender returns will be assessed on the basis of the following tender award criteria

Ref 4.2.A Covering Letter	
Acceptable covering letter including confirmation of the requirements detailed at 4.5	Pass/ Fail
<b>Corporate Requirements</b>	
Ref 4.2.B Project Proposal	25
How you will deliver the Scope of Works	20
An assessment of key risk associate with the Scope of Work and your proposed management/ mitigation measures.	5
Ref 4.2.C Project Team	10
Relevant experience of the staff	10
Ref 4.2.D Expertise	20
Three examples of relevant events	20
Ref 3.4 Budget	45
3.4.1 Fixed and Firm Price – Services	30
3.4.2 Fixed and Firm Price – Materials & Equipment	10
3.4.3 Cost Plus (Mark Up)	5
The lowest bid will be awarded the full marks. Other bids will be awarded a mark that is proportionate to the level of their bid in comparison to the lowest bid i.e. Marks awarded = max marks x lowest bid / bid.	

Table 4 - Assessment Criteria

#### 4.7 Assessment of the Tender

The reviewer will award the marks depending upon their assessment of the applicant's tender submission using the following scoring to assess the response:

Scoring Matrix for Award Criteria		
Score	Judgement	Interpretation
100%	Excellent	Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response.
80%	Good	Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response.
60%	Acceptable	Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response.

40%	Minor Reservations	Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
20%	Serious Reservations	Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
0%	Unacceptable	Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.

Table 5 - Scoring Matrix

During the tender assessment period, WHDS Ltd reserves the right to seek clarification in writing from the tenderers, to assist it in its consideration of the tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria weightings in the table above.

WHDS Ltd is not bound to accept the lowest price or any tender. WHDS Ltd will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with WHDS's internal procedures and WHDS Ltd being able to proceed.

#### 4.8 Tender returns

**Please submit the Tender document by email by 17:00 on 01/04/2021**

please send by email to [Jeanette.Radcliffe@wavehub.co.uk](mailto:Jeanette.Radcliffe@wavehub.co.uk) with the following wording in the subject box: "Tender - Strictly Confidential. WHDS/2021/TEN/02 Conference Production Services"

Tenderers are advised to request an acknowledgement of receipt when submitting by email.

#### 4.9 Disclaimer

The issue of this documentation does not commit WHDS to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between WHDS or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between WHL and any other party (save for a formal award of contract made in writing by or on behalf of WHDS).

Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to the tenderers by WHL or any information contained in WHD's publications is supplied only for general guidance in the preparation of the tender response. Tenderers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by WHDS for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

WHDS reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any time) under any circumstances will not render WHDS liable for any costs or expenses incurred by tenderers during the procurement process.

## Appendix 1 – WHDS Standard Terms and Conditions

Attached as PDF