



Stage 1: Expression of Interest (EOI)

Contract Reference: RBGKEW1069

Wakehurst Summer Festival 2023

This document is for information

## 1. INTRODUCTION

This document is designed to ensure that all potential Artists are provided with sufficient information to understand and respond to the requirements of RBG Kew (Kew), ensure that a consistent level of information is obtained from each prospective Artist and provide a structured framework for the subsequent evaluation of each Artist's submitted Expression of Interest (EOI). It is important therefore that you provide all the information asked for in the format and order specified.

## 2. COMMUNICATIONS

All communications with Kew, including the submission of your EOI must be conducted via the DEFRA Bravo tendering portal. No hard copy documents will be issued to Artists.

Please contact [procurementtenders@kew.org](mailto:procurementtenders@kew.org) if you are not able to access the tendering portal at all.

If you are experiencing technical difficulties whilst using the portal, please contact the helpline via phone 0800 069 8630 or email [help@bravosolution.co.uk](mailto:help@bravosolution.co.uk)

## 3. CONTRACT

Kew intends to put in place a 1 year contract with all successful Artists to provide an artistic installation for the 2023 summer festival at Wakehurst.

Through this process we will award multiple contracts. The number of awards will be determined by the indicative costs provided by the tenders received. We envisage appointing between 4 and 8 Artists.

The budget for this tender and all contract awards is approximately £130k. The budget for an individual installation will range between £5k and £30k.

Following contract award there will be a period of research and development. If agreement of a design cannot be reached Kew reserve the right to not proceed to full design and installation stage. The research and development costs incurred up to this point will be paid.

## 4. PROCUREMENT PROCESS

### Stage 1 – Expression of Interest

The purpose of this stage is to test the experience of all Artists that apply and create a shortlist of suitably qualified Artists to invite to Stage 2 – Invitation to Tender.

There are 2 parts to this stage:

**Part A** – An initial assessment to establish suitability which will be evaluated as pass/fail using the following criteria:

- Appropriate discipline
- Appropriate scale of previous work
- Understanding of working in an outside environment

**Part B** – Those that pass part A will be invited to attend an online meeting with the Wakehurst Team, where you will be further evaluated as follows

Criteria	Weighting
Tangible passion for the project	25

Collaborative	25
Interest in Kew projects	15
Interest in Wakehurst site specifically	15
Provides a varied art discipline	For Info
	<b>80</b>

A shortlist of 10 to 15 Artists will be invited to Stage 2.

## **Stage 2 – Invitation to Tender**

Shortlisted Artists will be invited to submit a formal written response more tailored to the requirements of the Summer 2023 festival. The evaluation criteria for this stage will be as follows:

### **Compliance checks**

Kew will check that the contents of the tender comply with the requirements set out in the Invitation to Tender (ITT). Any tender that fails to comply with those requirements may be considered non-compliant and will not be taken through the evaluation process.

### **Selection Questionnaire**

Mandatory standard government questionnaire covering legality of Artists. Any tender that fails to pass any of those criteria will not be taken further.

### **Tender Response**

Tenders will be evaluated against the following weighted criteria

<b>Technical criteria</b>	<b>Weighting %</b>
Please provide a case study demonstrating your experience of producing an artwork bespoke to a site	10
Demonstrate your approach to working in an outside environment and how you would apply this to our Summer 2023 project. Please use examples to support your statements	15
From what you have read and understood about this event, what has sparked your imagination? How would you bring this to life with our Science and Horticultural teams? Please give examples of how you have worked in this way before.	20
Please give a paragraph explaining your current ideas - this can contain sketches or sample ideas.	20
Demonstrate your approach to sustainable materials. What types of materials do you think you might use for this project? How might these be sourced.	10
<b>Commercial criteria</b>	<b>Weighting %</b>
Which price bracket do you think your total costs will fall into? 5-10K / 10-15K / 15- 20K / 20- 25K/ 25-30K	For info
Please provide a breakdown of your costs for the research and development phase of this project	10
<b>Total</b>	<b>85</b>

## **5. TIMESCALES**

Set out below is the proposed procurement timetable.

DATE	STAGE
16/05/2022	Opportunity Advertised
15/06/2022 – 10:00am	Deadline to submit response to Stage 1 – Expression of interest
04/07/2022 – 15/07/2022	Online EOI meetings
21/07/2022	Notification of shortlist to tender and ITT issued to successful Artists
TBC	Site Visits (to be arranged with each Artist individually)
01/09/2022 – 9:30am	Deadline for return of tenders
22/09/2022	Notification of Contract Award

## 6. PREPARATION

Please ensure you read all documents thoroughly before submitting your EOI

## 7. SUBMISSION

Formal EOIs must be submitted via the tendering portal no later than the date and time detailed in this document.

Your EOI must comprise of the following:

- Completed Artist EOI Questionnaire
- Supporting evidence/examples where requested by Kew

## 8. MODIFICATION AND WITHDRAWAL

Artists may modify their EOI prior to the deadline. No EOI may be modified after the deadline for receipt.

Artists may withdraw their EOI at any time. The notice to withdraw must be in writing and sent via the tendering portal message facility.

## 9. LATE SUBMISSIONS

Any EOI received after the prescribed deadline may be rejected unless the Artist can provide irrefutable evidence that the EOI was incapable of being received by the due date and time.