



## **REQUEST FOR QUOTATION (RFQ) FOR BUILDING LEGACIES EVENT VENUES IN EAST LONDON**

### **1) Introduction**

This document outlines event venue requirements of the 'Building Legacies' programme, which is being delivered by East London Business Place (ELBP) in partnership with Newham College's Apprenticeships, Partnerships and Innovation Department (API), and which provides tailored support solutions for London-based Small, Medium and Micro Enterprises (SMMEs) seeking competitive business advantage.

Part-funded by the European Regional Development Fund (ERDF), the purpose of this initiative is to deliver a sustained support programme tackling gaps in SMMEs' growth, innovation, contract-readiness and knowledge of procurement and supply-chain requirements over a programme which completes at the end of 2021.

#### **Key outputs for the project:**

Target market and sectors (predominantly but not exclusively)

- Digital & Creative/Care/Construction

Targets and KPIs

- 350 x 12 hour SME supports (min 12 hours)
- 85 x 'new to the firm' product introductions
- 45 x new enterprises supported
- 52 x jobs created

### **2) Background to RFQ**

The Building Legacies training and events programme will provide robust business support and networking opportunities to its clients at accessible east London locations.

The main focus for Building Legacies is to differentiate its approach, proposition and focus by offering a variety of events which focus on business growth in key areas and also provide hands on practical outcomes and takeaways.

This stage of the training programme is planned to be delivered through a series of workshops, webinars, seminars and (potentially) networking events between August

2021 and December 2021. (This is all subject to government guidelines and future lockdowns that could occur)

### **3) Requirements**

A range of meeting/training rooms will be required to facilitate a number of planned workshops, seminar, Meet the Buyer, Round Table and networking events etc. Rooms should be able to generally accommodate 15-25 delegates, although there may be a requirement for between 50 to 75 delegates for breakfast or evening networking type events if required.

The venue provider is expected to provide flipcharts, pens, presentation screens, AV, Wi-Fi, table water/mints etc.

The majority of these workshops will require basic catering (e.g. tea/coffee/water/juice/biscuits) only. (2 x refreshment sittings required per event)

You are therefore invited to submit a price for up to 15 x typical half-day slots once a day (08:30 until 13:00, or 13:00 until 17:30, or a larger networking session) between August 2021 and December 2021.

The budget is not to exceed £350 inclusive of VAT per typical half-day session, which includes venue and catering provision.

Prices for larger networking sessions should be stated separately as part of the overall proposal.

### **4) Proposals**

Organisations are requested to supply a full quotation which includes:

- A price for each half-day room booking;
- A full list of services provided and included in the price;
- An indication whether catering is available and at what rate;
- A price for breakfast or evening networking type events;
- Total price for the above - stating whether VAT is applicable.

#### ***Please note:***

1. If successful, the above does not constitute the awarding of anything further than a minimum one x half-day's room booking. The proposed programme may be subject to change and will be at the discretion of Building Legacies according to the exigencies of the business.
2. Depending on the locations of the venue providers responding to this request, Building Legacies reserve the right to split the allocation of event slots across multiple providers.

#### 4) Assessment and Evaluation process of proposals and venue providers

The tender will be assessed on the following criteria:

- Value for money (including a breakdown of all costs)
- Accessibility for Building Legacies clients, both in terms of proximity to local train stations and/or adequate car parking facilities, and adequate access for disabled/less-able persons
- Professional capacity and expertise – i.e. company profile highlighting experience of event hosting and venue management
- Evidence of previous client feedback, testimonies, case studies etc
- An innovative and flexible approach to hosting all events, particularly given the ever-changing nature/timing of Building Legacies' requirements
- Details of how the organisation will meet all requirements and any additional benefits/value added features which will be provided
- Provision of relevant policies and insurance cover.
- Provision of evidence to demonstrate organisational UK Data Protection compliance, including but not strictly limited to those controls which would protect Building Legacies and Building Legacies' clients from any loss of data and/or viruses and cyber-attacks.
- Ability to adhere to the timeline outlined below

Organisations are invited to submit their proposal, which should be no more than 6 sides of A4, including any web-links and attachments (copies of policies and insurance cover must be provided, but can be in addition to the maximum 6 sides) by 12.00 midday on 21st July 2021 by e-mail to [ELBP.procurement@CanaryWharf.com](mailto:ELBP.procurement@CanaryWharf.com) only. (Please note, no other method of submission will be accepted.)

**Shortlisted organisations may potentially be invited to make a presentation to a selection panel, and will be notified if this is required.**

#### 5) Timetable

Invitation to tender sent out	7th July 2021
Submission deadline	21st July 2021 (12.00 Noon)
Presentation to selection panel (if required)	30th July 2021
Estimated notification of outcome	6th August 2021 (17.30)
*Mandatory group session for providers	20th August 2021 (p.m.)
Contract delivery to commence	26th August 2021
Contract completion	December 17th 2021