tENDer specifIcation

Tender Title: **Multiple Venue Providers for Business Workshops &
 Presentations Across Cheshire & Warrington**

ERDF Project: **Cheshire & Warrington SME Growth Grants & Access to Finance Advice**

Ref: **SP03**

July 2020

PArt A: Background to Specification

This document comprises the following sections:

* Part A: Background to Specification which outlines the requirements of the service and provides guidance on completing the tender,
* Part B: Contractor Response Section, seeking supplier information

Please read carefully the instructions and answer all questions. If you have any queries regarding completing of the response please email procurement@blueorchid.co.uk. We reserve the right to distribute the response provided to your question to other interested applicants if required under FOI legislation.

# Background

Blue Orchid currently delivers a range of advice, guidance and mentoring services to small & medium sized businesses within the UK.

This includes the delivery of the EU-ERDF funded programme Cheshire & Warrington SME Growth Grants & Access to Finance Advice, which requires the procurement of all services and equipment that are used wholly or in part in their operation.

We are looking for quotes from multiple venues across Cheshire & Warrington suitable to host a series of business presentations/workshops from 2020 onwards to the end of the project

The type and number of workshops is still to be confirmed however we would expect to deliver approximately 10-20 workshops across the Cheshire & Warrington each year aimed at small to medium sized businesses.

**Please note, therefore that response to this submission is at the sole cost of the supplier.**

# Requirements of the Brief and selection criteria

Suitable/interested venues will need to be able to provide the following:

1. A room/venue in good upkeep to accommodate three potential event sizes
	1. less than 10 people
	2. up to 25 people
	3. and up to 100 with appropriate tables and chairs in various room layouts.
2. A venue appropriate to deliver to small to medium sized businesses with wheel chair access.
3. Flexibility to accommodate full day or half-day workshops.
4. Wi-Fi facilities in the room that can be provided free of charge to all attendees.
5. A screen and projector suitable for connection to both a MacBook and PC laptop
6. Provision of light drink refreshments (tea, coffee, juice).
7. Have their own café/restaurant or alternatively allow external caterers access for lunches etc.
8. Onsite parking or close to alternative parking, both with wheel chair access.
9. Appropriate insurances, health & safety procedures, hygiene certificates etc. as appropriate.

Interested parties are required to email their completed response **procurement@blueorchid.co.uk** before the specified deadline confirming they can fulfil all of the above requirements and supply a breakdown of costs.

By submitting this information you are not guaranteed to host any workshops but will be included on our supplier list as potential venues across the Cheshire & Warrington area.

Venues will be selected on a most economically advantageous tender process when each workshop is released combining equally cost with suitability/location of the venue in regards to target audience.

**Please See Appendix 1: For Evaluation Criteria.**

# Suitability of Location

As this is a geographically based service, the venues must be located within easy business commutable area of Cheshire and Warrington and have geographic focus into sub-regions recognising the three Local Authorities within the sub-region and their varying needs.

To ease administration costs and to secure value for money it is considered appropriate to split the Cheshire and Warrington sub-region, into 5 individual award areas.

The five areas are:

1. All of Warrington MBC
2. The northern part of Cheshire West and Chester Council
3. The southern part of Cheshire West and Chester Council
4. The northern part of Cheshire East Council
5. The southern part of Cheshire East Council

This is split is because the sub-region is very large covering near 1,000 square kilometres. Within each of these areas, a minimum two venues will be selected as successful. With each venue sharing equally (on a revolving basis) the volume of bookings, subject to their availability at the time.

# Timescales

The table below outlines the timescales for this tender and delivery of the project.

|  |  |
| --- | --- |
| Issue of Specification | 7 July 2020 |
| **Deadline for Responses** | **21 August 2020 @ 9:00AM** |
| Interview (if required for clarification) | Not applicable |
| Evaluation and Feedback | 28 August 2020 |
| Consideration of Award | 1 September 2020 |

# Pricing

We are seeking a total price for as outlined in the pricing section. The contract will be for a 24 month period, and open to renewal for a further 24 month period (or until the project ends), with yearly performance reviews.

**There is no guarantee of work.**

TECHNICAL NOTEs

# No Contract

No information contained in this specification or in any communication made between Blue Orchid and the project partners and any supplier in connection with this specification shall be relied upon as constituting a contract, agreement or representation that any contract shall be offered in accordance with this specification. Blue Orchid reserves the right, subject to the appropriate procurement regulations, to change without notice the basis of, or the procedures for, the competitive tendering process or to terminate the process at any time. Under no circumstances shall Blue Orchid incur any liability in respect of this specification or any supporting documentation.

You accept Blue Orchid’s Terms and Conditions of Business and Requirements of ERDF Funding.

# freeedom of information

Blue Orchid is committed to open government and to meeting their responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to Blue Orchid may need to be disclosed in response to a request 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 disclosure if a request is received, and the time period applicable to that sensitivity. You should be aware that, even where you have indicated that information is commercially sensitive, we may still be required to disclose it under the Act if a request is received. Please also note that the receipt of any material marked ‘confidential’ or equivalent by Blue Orchid should not be taken to mean that we accept any duty of confidence by virtue of that marking. If a request is received, we may also be required to disclose details of unsuccessful tenders.

# Instructions for Completion

**Completed questionnaires should be submitted in electronic format and emailed to the email address given at the end of this section and by the due date as outlined in Deadline for Response in the Timescales section.**

You should answer all questions as accurately and concisely as possible. Where a question is not relevant to your organisation, please state N/A (not applicable) and include a brief explanation if required.

Questions must be answered in English.

Responses will be evaluated in accordance with the procedures set out in Part A. In the event that none of the responses are deemed satisfactory, Blue Orchid reserves the right to consider alternative procurement options.

Failure to provide the required information, make a satisfactory response to any question, or supply documentation referred to in responses, within the specified timescale, may mean that you will be excluded from further participation in the procurement.

## Consortia and sub-contracting

Where a consortium or sub-contracting approach is proposed, all information requested should be given in respect of the proposed prime contractor or consortium leader. Relevant information should also be provided in respect of consortium members or sub-contractors who will play a significant part in the delivery of services or products under any ensuing contract. Responses must enable Blue Orchid to assess the overall service proposed. Where the proposed prime contractor is a special purpose vehicle or holding company, information should be provided of the extent to which it will call upon the resources and expertise of its members.

Blue Orchid recognises that arrangements in relation to consortia and sub-contracting may be subject to future change. Service providers/suppliers should therefore respond in the light of such arrangements as are currently envisaged.

Please provide details of the proportion of any contract awarded under this contract that the prospective partner proposes to subcontract.

Blue Orchid reserves the right to seek independent financial and market advice to validate information declared or to assist in the evaluation.

## Queries about the procurement

Blue Orchid will not enter into detailed discussion of the requirements at this stage. Any questions about the procurement should be submitted by e-mail to the contact stated below.

procurement@blueorchid.co.uk

If Blue Orchid considers any question or request for clarification to be of such significance that all potential suppliers who have responded should be made aware of it, both the query and the response will be communicated to them, in a suitably anonymous form.

All responses received and any communication from service providers will be treated in confidence, notwithstanding the above paragraph.

# Supplier Selection

Selection criteria at a general level will be a combination of both financial and non-financial factors and will consider:

1. Supplier Acceptability – status of supplier in relation to selection criteria below
2. Supplier Track Record (service history) - The Service Provider must be able to demonstrate a successful track record (service history) of providing similar services to those listed in the Official Journal of the European Union (OJEU) Call for Competition Notice.
3. Supplier Capacity and Capability – Assessment of the totality of resources and core competences available to the supplier(s).

Failure to provide a satisfactory response to any of the questions may result in Blue Orchid not proceeding further with the supplier.

The information supplied will be checked for completeness and compliance before responses are evaluated.

Evaluation of subsequent stages will be undertaken in accordance with the overall Evaluation Strategy for the project. The high level Evaluation Criteria for the project are as follows: Specification compliance/ acceptable alternative; Technical criteria and Service Provision

Blue Orchid will evaluate all proposals on the basis of the “most economically advantageous proposal”.

The overall evaluation process will be conducted in a fair and equitable manner, so that Blue Orchid is able to consider the value for money of each proposal. This means that different clarification/information may be sought from different applicants.

PART B: REsponse Section

|  |
| --- |
| **Main Contact Person** |
| Contact Name  |  |
| Contact Email  |  |
| Contact Telephone |  |
| **Venue Details**  |
| Venue Name  |  |
| Venue Address |  |
|  **Applicants may request to deliver in more than one location** |
|  | Local Authority | Example of Sub Districts | Tender Area | Tender Locations TICK BOX IF WISH TO BE CONSIDERED FOR EACH AREA |
| Cheshire East | Macclesfield | **Northern part of Cheshire East****Location 1** |  |
| Northwich |
| Winsford |
| Hartford |
| Knutsford |
| Cheshire East | Crewe | **Southern part of Cheshire East****Location 2** |  |
| Holmes Chapel |
| Nantwich |
| Sandbach |
| Warmingham |
| Cheshire West & Chester  | Ellesmere Port | **Northern part of Cheshire West & Chester****Location 3** |  |
| Chester |
| Northwich |
| Frodsham |
| Malpas | **Southern part of Cheshire West & Chester****Location 4** |  |
| Tarporley |
| Winsford |
| Warrington | Warrington Town | **Warrington MBC****Location 5** |  |
| Daresbury |
| Birchwood |
| Lymm |

|  |
| --- |
| **Cost Breakdown**  |
| Room Size | FREE AV Screen Available? | Half-day cost (exc. VAT) | Full-day cost (exc. VAT) | Wheel Chair Accessible? |
| Small Room (Less than 10 Attendees) | Y/N |  |  | Y/N |
| Medium Room (Up to 25 Attendees) | Y/N |  |  | Y/N |
| Large Room (Up to 100 Attendees) | Y/N |  |  | Y/N |
| Standard Light drink refreshments (tea, coffee, water) cost Per Person (exc. VAT) | Further Details (include price list if possible) | £\_\_\_ per head |  |
| Cold Buffet/Sandwich lunch catering Cost Per Person (exc. VAT) | Further Details (include price list if possible) | £\_\_\_ per head |  |
| **Additional Information** |
| Is the venue wheel chair accessible? | Yes | No |  |
| Free Wi-Fi?  | Yes | No |
| Available onsite parking?  | Yes | No | Car Park Capacity |  |
| Nearby alternative parking? | Yes | No |  |
| Other Information and How to Book the Venue (Enclose brochures, price lists, web links etc.) |  |

# COMPLIANCE WITH EC LEGISLATION/ UK PROCUREMENT LEGISLATION

**Pass/Fail**

|  |  |
| --- | --- |
| Do any of the circumstances as set out in the summary below of ineligibility conditions apply?  | Yes/No |
| If yes, please supply details: |  |
| We may seek evidence at a later date, in confirmation of your answer.  |

## SUMMARY OF INELIGIBILITY CONDITIONS

1. is bankrupt or is being wound up, where his affairs are being administered by the court, where he has entered into an arrangement with creditors, where he has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulations;
2. is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or of an arrangement with creditors or of any other similar proceedings under national laws and regulations;
3. has been convicted by a judgment which has the force of res judicata in accordance with the legal provisions of the country of any offence concerning his professional conduct;
4. has been guilty of grave professional misconduct proven by any means which the contracting authorities can demonstrate;
5. has not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which he is established or with those of the country of the contracting authority;
6. has not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country in which he is established or with those of the country of the contracting authority;
7. is guilty of serious misrepresentation in supplying the information required under this Section or has not supplied such information;
8. has been the subject of a conviction for participation in a criminal organisation, as defined in Article 2(1) of Council Joint Action 98/733/JHA;
9. has been the subject of a conviction for corruption, as defined in Article 3 of the Council Act of 26 May 1972 and Article 3(1) of Council Joint Action 98/742/JHA3 respectively;
10. has been the subject of a conviction for fraud within the meaning of Article 1 of the Convention relating to the protection of the financial interests of the European Communities;
11. has been the subject of a conviction for money laundering, as defined in Article 1 of Council Directive 91/308/EEC of 10.61991 on prevention of the use of the financial system for the purpose of money laundering. Statement confirming that items (a) to (k) do not apply.

Please remember to email this response to procurement@blueorchid.co.uk before the deadline specified in Timescales.

Appendix 1 – Evaluation Criteria

Blue Orchid intends to award the contract to the Tenderer offering the most economically advantageous Tender in accordance with the Award Criteria and weightings set out below.

The following evaluation process will be undertaken:

* **Compliance Check Stage:** to confirm completeness and compliance with the Tender Requirements. Blue Orchid may, at its discretion, reject a Tender which is incomplete or non-compliant;
* **Evaluation Stage:** Venues will be selected on a most economically advantageous tender process when each workshop is released combining equally lowest cost with suitability/location of the venue in regards to target audience.

**Price Scoring Methodology**

The lowest price will be awarded full marks and each other proposal will be awarded a score based on the percentage difference from the lowest price. See worked example below.

|  |  |
| --- | --- |
| **Scoring Model on Pricing** |   |
| **Lowest Price** | **£500** |
| **Bidder Price** | **£700** |
| **Difference** | **£200** |
| %age Score | 40% |
| Max Score | 40 |
| **Bidder Score** | **24** |

If the price seems abnormally low, further explanation as to the low price may be sought and evaluation of whether the quote is considered economically viable will be made.

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