

BRITISH FASHION COUNCIL



INVITATION TO TENDER POWER SERVICES 2017

The British Fashion Council (BFC) is seeking a contractor to provide temporary power and temperature control services for our venue for our 3 major events across the next 6 months.

DATE OF EVENTS

London Fashion Week Men's: June 2017
London Fashion Week: September 2017
London Fashion Week Festival: September 2017

LOCATION

All events are at 180 Strand, London, WC2R 1EA

The building has become the official BFC Show Space as well as the Designer Showrooms across the ground floor for each of the three events. The space will also house registration, photographers' centre, corporate hospitality, press and buyers' lounge and sponsor activation.

THE CONTRACT

The contract will run until 30th September 2017

Set-up and breakdown dates will be confirmed ahead of each event.

The BFC reserves the right to change the length of contract and value should there be a change in our requirements.

OUR REQUIREMENTS

LFW has traditionally used 2000amps 3phase power to ensure guests and operational requirements are met, this would be similar for LFWM and LFWF.

Annex 1 of this brief details current floorplans of the venue.

180 Strand has a capacity of 3700 guests within the venue at any one time including the Catwalk capacity of 700. In the past, London Fashion Week has seen around 3500 press and trade buyers per day. Many of whom, only stay for the Catwalk show lasting around 40 minutes and then are picked up and taken to the next venue show.

LFWF capacity runs at a constant throughout the day, normally 2,500 guests per session.

TENDER PROCESS

Please base your tender on the specification above.

Ensure you include the following in your proposal:

- Understanding of the nature of London Fashion Week requirements, taking into account the amount of power and heating/ cooling required for the space dependant on the capacities we can provide.
- Detailed Budget, including pricing structures should our requirements change. The budget should include delivery, installation and collection
- Overview of the company, team and resources
- Timelines and critical paths
- Examples of previous relevant work and a list of previous clients you have worked with

The procurement of this contract will be via a one-stage invitation to tender process (with no pre-qualification questionnaire stage). However, tenders received will be tested against minimum essential selection criteria on a pass or fail basis. Those that pass will then be scored against the award criteria set out below. The selection will be based on:

- Your capabilities to deliver on this brief, including staffing, contacts with sub-contractors
- Examples/testimonials from previous work
- Previous experience in and understanding of the fashion industry

Tenders that pass the selection process will be considered against the following award criteria:

Award criteria	Maximum score	Weighting
Your understanding of the aims of the brief, including demonstrating how you will deliver the brief	5	30%
Value for money – please submit a full budget	5	30%
Methodology and critical path to deliver required activities, detailed within budget	5	20%
Overall quality of proposal	5	20%
Total score	20	100%

Maximum total score = 20

Weighting: 1 = Poor 5 = Excellent

The highest scoring tender will be awarded the contract. Interviews may be required; tenderers will be informed of this after we have reviewed tenders.

All submissions must be received by **5pm Wednesday 3rd May 2017**. Responses received after this deadline will not be accepted.

Responses should be emailed to Natasha David,
Natasha.david@britishfashioncouncil.com

Please note that in order to maintain fairness in the tendering procedure we are unable to answer any questions relating to this ITT.

ADDITIONAL INFORMATION

The British Fashion Council (BFC) has been awarded funding through the European Regional Development Fund, to support promoting London's creative fashion design talent to key international audiences.

ERDF funding is being used to support London Fashion Week, a biannual showcase of brands and businesses to support them to increase their international sales. Further information about London Fashion Week can be found at <http://www.londonfashionweek.co.uk>

The BFC aims to ensure that the purchase of goods/services/works using public (ERDF) funds is fair, open, transparent, objective and non-discriminatory, in order that taxpayers' money is utilised properly. Opening opportunities to competition promotes efficiency and effectiveness in the use of public funds, whilst ensuring that value for money is achieved not just by looking at price, but also other criteria such as quality and innovation.

The process applied to the award of this contract will:

- Include processes to manage potential conflicts of interest
- Impartially assess each tender against the criteria outlined in this invitation to tender
- Select the winning bidder on merit and in accordance with the procedure laid down at the outset
- Provide feedback to all bidders on the outcome of the process
- In accordance with best practice, ensure a standstill period before issuing contracts

All complaints will be handled in a fair and transparent manner, in accordance with the BFC's Complaints Policy.

Tenderers should note that their responses will be retained and may be inspected under audit by officers from ERDF and DCLG.

ANNEX 1 – FLOORPLANS

Below is a basic floor plan of 180 Strand which is slightly subject to change for each event.

Ground Floor



First Floor

