

The City of Edinburgh Council

Tenderers' Submission

WINTER FESTIVALS

Lot 1 - Edinburgh's Christmas

REF: CT1043

Version 3

TENDERER'S SUBMISSION

The following information requested from the Tenderer in this document will be used in the Tender evaluation process. It is therefore essential that Tenderers supply all the information requested.

Please note that each written statement has an individual word count, which excludes any specific graphs, charts and diagrams requested within each question. Where you exceed the word count all words beyond the word count will be excluded from the evaluation process. Please state your individual word count for each statement. Only information provided as a direct response to the ITT will be evaluated. Unless requested within a question, no additional attachments should be provided, as these will not form part of the evaluation process.

EVALUATION PROCESS

Please refer to paragraph 11 (TENDER EVALUATION) of the Instructions to Tenderers document for a full description of the evaluation process.

PART A	STAGE TWO – AWARD CRITERIA
PART A.1	PROPOSED ACTIVITIES AND EVENT PROGRAMME 20%
PART A.2	PROJECT IMPLEMENTATION AND PROPOSED METHODOLOGY 18%
PART A.3	MARKETING, COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT 10%
PART A.4	CONTRACT AND PERFORMANCE MANAGEMENT 10%
PART A.5	PROJECT TEAM 9%
PART A.6	COMMUNITY BENEFITS 10%
PART A.7	FAIR WORK PRACTICES 10%
PART A.8	BUSINESS CONTINUITY 5%
PART A.9	THE ENVIRONMENT 5%
PART A.10	EQUALITIES AND HUMAN RIGHTS 3%
PART A.11	FAIR WORK MANAGEMENT INFORMATION – Non- Scoring
PART B	TENDER ACCEPTANCE

PART A – AWARD CRITERIA

Q.1 – PROPOSED ACTIVITIES AND EVENT PROGRAMME	Quality Weighting 20%
With reference to sections 1 and 2 (Background and Scope), and especially section 2.1, of the Specification please provide full details of the activities you propose for Edinburgh's Christmas. Your response must include but is not limited to: • proposed headline programme of events and activities; • proposed locations, build, show & strike dates; • description of the activities, event(s)/show(s), concert(s) or live performance(s) at each location; • ongoing event development over the life of the Contract; including annually refreshing the programme and ensuring all areas of the City benefit from the event; and • how you would minimise the impact of events on the parks and greenspaces. Your response must not exceed 4000 words Statement: [Word count utilised: 0000]	

Q.2 – PROJECT IMPLEMENTATION AND PROPOSED METHODOLOGY	Quality Weighting 18%
With reference to sections 1, 2, 3 & 16 of the Specification please detail how you will deliver the service requirements for this Contract in relation to the document Specification. Your response must contain the following elements as a minimum: • mobilisation of the event including delivery of materials on site; • build & strike period; • traffic management - how you will ensure public access to key sites is maintained; • deliveries during the period of the event; • how you will limit damage to the site during build/strike periods and the event itself, especially parks and greenspaces; • how you will work with existing businesses and licence holders in your proposed event arenas; • operations including lighting, pathways, ticket office; • waste management and recycling; • security; • power supply; • disabled access; • how you will ensure that all appropriate Health and Safety regulations are fully met as the Contractor and how you will co-ordinate all sub-contractor work to meet these regulations; • an up to date copy of your Health and Safety Policy which may be provided as a separate attachment; • how you intend to meet and engage with the requirements of Events Planning and Operations Group (EPOG) and other safety advisory stakeholders; • how you will manage all site security, including overnight, throughout build, operation and strike periods; • a detailed assessment of your management responsibilities, including your sub-contractors, for Health & Safety on this Contract and CDM or other safety requirements; and • the process you would follow to complete Risk Assessment and Method Statement (RAMS).	

Your response must not exceed 4000 words

Statement:

[Word count utilised: 0000]

Q.3 – MARKETING, COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT

Quality Weighting 10%

Please refer to point 2.1 and sections 5, 6 and 7 (Marketing and Communications, Stakeholder Engagement and Contract Management) of the Specification and provide details of your proposed marketing, communications and stakeholder engagement strategy for this service:

Your response must include:

Marketing and Communications

- your proposed approach to raise the profile of Edinburgh's Christmas;
- how you will work with other agencies, to promote Edinburgh and the events programmes;
- your approach to media relations and proposed use of social media and your strategy for engaging with the public;
- your approach to securing sponsorship and external funding;
- your understanding of the key driving principles to the City and the Council, showing a willingness to work to retain and enhance the world class status of the City;
- a strategy for working collaboratively with the Council to manage communication; and
- your proposed use of visitor experience questionnaires or other market research.

Stakeholder Engagement

- your organisation's approach to community engagement and consultation;
- your proposed approach to positively engage the residents and visitors to the City and the attractions;
- your organisation's complaints procedures including those received by social media;
- your organisation's escalation procedure and notification to the Council;
- procedures for maintaining stakeholder satisfaction when carrying out the service including the on-site/off site periods; and
- how your organisation manages quality assurance.

Please describe how you will ensure that relevant stakeholders receive a high quality and customer focussed approach from your organisation.

Your response must not exceed 2000 words

Statement:

[Word count utilised: 0000]

Q.6 – COMMUNITY BENEFITS	Quality Weighting 10%
The City of Edinburgh Council operates a Community Benefits in Procurement programme. As part of this procurement it is mandatory to deliver Community Benefits, in line with the CT1043 Community Benefits Contract Guidance document provided with this Tender. Please provide an action plan detailing your commitment to delivering those Community Benefits listed within the Community Benefits Category within the Guidance document. Your action plan should detail: • how you will deliver each Community Benefit and any engagement you will undertake; • the anticipated resources you allocate to ensure delivery of the benefits offer; and • what resource (staff responsible) will you have in place to monitor and report via Cenefits (the Council online system) on successful delivery. For informational purposes only and not part of the evaluation, please provide the anticipated £ value of the Community Benefits you intend to offer. Please note: the evaluation will consider the Community Benefits offer to be delivered over the duration of the Contract <u>only</u>. Past or current Community Benefits/social value delivery by the Provider/Supplier will not be evaluated.	
Your response must not exceed 500 words Statement: [Word count utilised: 0000]	

Q.7 – FAIR WORK PRACTICES	Quality Weighting 10%
Please describe and demonstrate how you will commit to adopting the seven Fair Work First criteria for workers (including any agency or sub-contractor workers) engaged in the delivery of this Contract. This should include current and planned actions that show how you will embed these practices during the lifetime of this Contract. Answers should include tangible and measurable examples and should also describe how you will report on, and demonstrate progress, to the contracting authority during the lifetime of the Contract Good answers will reassure evaluators that your company is committed to adopting Fair Work First and to progressing towards wider fair work practices set out in the Fair Work Framework for the workers engaged in the delivery of this Contract and those in the supply chain working on this Contract. Answers need not be constrained to, or be reflective of, any examples given alongside this question. Please see Section 16 and Appendix 3 of the Instructions to Tenderers.	
Your response must not exceed 500 words Statement: [Word count utilised: 0000]	

- the approach your organisation will take to comply with the Equality Act 2010 in relation to this Contract;
- how your organisation will mitigate and minimise any adverse impact on the local community and your plans for consulting with local stakeholders; and
- how your organisation will maximise the potential range of customers who will attend events and ensure the events are accessible to those on low incomes.

Your response must not exceed 500 words

Statement:

[Word count utilised: 0000]

Q.11 – FAIR WORK MANAGEMENT INFORMATION	Quality Weighting N/A – FOR INFORMATION ONLY
The Council is required to report data on payment of the Living Wage, and accreditation held by Council Suppliers. This is used for statistical reporting only and will not be used in evaluation of the Tender. Organisations are also encouraged to sign up to the Scottish Business Pledge. In relation to the provision of the Contract please indicate: 1. whether your organisation intends to pay workers (including any agency or sub-contractor workers) the real Living Wage; 2. whether your organisation is an accredited living wage employer; 3. if not currently accredited do you intend to become accredited over the period of the Contract? 4. Have you signed up to the Scottish Business Pledge? Responses to this question are for information only and will not be scored.	1. YES ☐ NO ☐ 2. YES ☐ NO ☐ 3. YES ☐ NO ☐ 4. YES ☐ NO ☐

PART B – TENDER ACCEPTANCE

1. Prior to submission of your Tender, please read the following sections and sign and complete the box below to confirm compliance.
2. Failure to supply all information requested, comply with the requirements of the ITT or the supply of misleading information, shall result in exclusion of the Tenderer from participation in the Tender process or termination of any Contract awarded as a result of that process.
3. In this Tender, the word “person” includes any persons and any body or association, corporate or unincorporated; and “any agreement or arrangement” includes any such transaction, formal or informal, and whether legally binding or not.

B.1 - BONA FIDE TENDER

The essence of tendering is that the Council shall receive bona fide competitive tenders from all those tendering. In recognition of this principle, we certify that this bona fide Tender, intended to be competitive, and that we have not fixed or adjusted the amount of the Tender by, or under, or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do, at any time before the hour and date specified for the return of this Tender, any of the following acts:-

1.
 - (a) Communicating to a person other than the person calling for those Tenders the amount or approximate amount of the Tender, except where the disclosure, in confidence, of the approximate amount of the Tender was necessary to obtain insurance premium quotations required for the preparation of the Tender;
 - (b) Entering into any agreement with any other person that he shall refrain from tendering or as to the amount of any Tender to be submitted;
 - (c) Offering or paying or giving or agreeing to pay or give, any sum or money or valuable consideration, directly or indirectly, to any person for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender for the said work, any act or thing of the sort described above.
2. We further certify that the principles described in paragraph 1 (a) - (c) above have been, or will be, brought to the attention of all sub-contractors, Suppliers and associated companies providing services or materials connected with the Tender. Any Contract entered into with such sub-contractors, Suppliers or associated companies will be made on the basis of compliance with the above principles by all parties.

B.2 - CERTIFICATE AS TO CANVASSING

To: The City of Edinburgh Council (the COUNCIL)

We hereby certify that we have not canvassed, lobbied or solicited any Member, Office, representative or Employee of the Council in connection with this tender process and that no person employed by us or acting on our behalf has done any such act.

We further hereby undertake that we will not in future canvass, lobby or solicit any Member, officer, representative or Employee of the Council in connection with the award of any Contract which may follow hereon nor any other part of the process, any other tender or proposed tender or any other Contract and that no person employed by us or acting on our behalf will do any such act.

We acknowledge that failure to comply with the above will result in our Tender or any other proposed Tender being disqualified.

DECLARATION

I/we certify that:

- (1) the information supplied in this Tender is accurate, to the best of my/our knowledge and understanding;
- (2) the certifications at B.1 and B.2 above are true and accurate; and
- (3) that I/we agree to be legally bound by the Conditions of Tender and the requirements set out in the ITT.

Tenderer's Name (block capitals):	
Tenderer's Signature:	
Company Name & Address:	
Witness Name (block capitals):	
Witness Signature:	
Date:	day of 20

To be signed by a partner in her/his own name on behalf of the firm or company.

N.B. The above must be signed, scanned and returned as part of your submission. Please ensure that scanned documents are fully legible.

Failure to supply all information requested, comply with the requirements of the ITT or the supply of misleading information, shall result in exclusion of the Tenderer from participation in the Tender process or termination of any Contract awarded as a result of that process.

End of Tenderer's Submission