# Invitation to Quote

# Arts Council of Wales Conference Event Manager

This is a short form invitation to quote document for use for standard Below Threshold procurements.

**The Arts Council of Wales is seeking an individual, partnership or organisation with expert event management skills to arrange and manage its Conference, from implementation through to completion.**

**CONTRACT REFERENCE:**  **Arts Council of Wales Conference Event Manager**

1. You are hereby invited by the Arts Council of Wales to quote for the services detailed in the attached Specification and Price Schedule in accordance with the following conditions.
2. Your quote shall be in accordance with Arts Council of Wales Standard Conditions of Contract for services and any Supplementary Conditions attached.
3. All material issued in connection with this brief shall remain the property of Arts Council of Wales and shall be used only for the purpose of this procurement exercise.
4. Your quote should be returned using the quotation return label enclosed and should arrive not later than **3pm** on the date shown below.
5. Except as specifically authorised by Arts Council of Wales, tenderers shall not approach any other tenderer or member of Arts Council of Wales staff with a view to seeking information in respect of any part of their submission or proposals or attempting to support or enhance their prospects of their submission being selected. Any collusion between tenderers, combining of tenderers or transfer of any equity partner, development manager, adviser or subcontractor from one tenderer to another may lead to the exclusion of the tenderers involved at the discretion of Arts Council of Wales
6. Arts Council of Wales is committed to minimising the effect of its day to day operations on the environment and all our suppliers are encouraged to adopt a sound proactive environmental approach, designed to minimise harm to the environment where possible.
7. The Potential Provider will demonstrate understanding and commitment to Diversity and Equality
8. Your quote can be submitted in either Welsh, English or bi-lingually, there will be no differential treatment to bids received in either language. It is the responsibility of Bidders to ensure that their quotation is delivered not later than the appointed time and Arts Council of Wales may not undertake to consider quotations received after that time.
9. Arts Council of Wales are not bound to accept the lowest or any quotation and shall not be bound to accept the Contractor as a sole supplier.
10. It is the express responsibility of the tenderer to provide Arts Council of Wales with a suitable price/quotation for the provision and completion of the required service. Arts Council of Wales will therefore not enter into correspondence in relation to budget. We expect all prospective tenderers to provide us with a competitive bid based on the information supplied within this document. Prices quoted shall remain firm for the duration of the contract. Value Added Tax (VAT) should be shown separately and the VAT Registration Number given.

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| --- | --- | --- | --- | --- | --- | --- |
| **Date of Invitation:** | 13/11/2019 | **Date to be returned: by 3pm on** | | | | 6/12/2019 |
|  |  |  | | | |  |
| Contracting Office: | Arts Council of Wales | | | Tel: | «Variable» | |
|  |  | |  | | |  |
| Name: | Siôn Brynach,  Head of Communications | | | Email: | Sion.Brynach@arts.wales | |

**PART 1 INSTRUCTIONS**

**PART 2 SUBMISSION**

**Appendix 1 Conference Venue specifications**

**Appendix 2 Standard Terms and Conditions**

**PART 1 – INSTRUCTIONS**

**SPECIFICATION**

1. **Introduction**

The Arts Council of Wales (ACW) is the country’s official public body for funding and developing the arts. Every day, people across Wales are enjoying and taking part in the arts. We help to support and grow this activity. We do this by using the public funds that are made available to us by the Welsh Government and by distributing the money we receive as a good cause from the National Lottery. By managing and investing these funds in creative activity, the Arts Council contributes to people’s quality of life and to the cultural, social and economic well being of Wales.

Our vision is of a creative Wales where the arts are central to the life and well‑being of the nation.

We have two priorities that underpin our vision.

They are:

1. Promoting **Equalities** as the foundation of a clear commitment to reach more widely and deeply into all communities across Wales.
2. **Strengthening the** **Capability and Resilience** of the sector, enabling creative talent to thrive

Council has also defined how it wants the Arts Council to behave in the delivery of these two priorities:

1. **Enabling the Arts Council to work more effectively**, collaborating more imaginatively with like‑minded partners across Wales

These priorities are our Well-being objectives and inform the delivery of external and internal objectives described in our published Corporate Plan for 2018-2021 – [“For the benefit of all…”](https://arts.wales/sites/default/files/2019-02/Corporate_Plan_2018-23.pdf)

Our work is informed by the values that govern our work as a public body. Our Values align with the five ways of working established in the Welsh Government’s well-being legislation: Long term, Prevention, Integration, Collaboration, Involvement. Our values are:

* Being bold and creative
* Working for everyone
* Winning the public’s trust
* Being the best we can be
* Taking the long view
* Being proud of what we do

1. **Arts Council of Wales Conference**

**Venue:** Royal Welsh College of Music and Drama.

(See Appendix 1 for Room guides)

**Conference date:** Friday 3rd April 2020

**Expected no. of delegates:** 300

The Arts Council of Wales’s Conference will celebrate the arts in Wales with a diverse and lively programme of dialogue. The conference will explore common themes and concerns for a range of individuals and organizations primarily working in Wales. It will be an opportunity to share best practice within Wales, learn from experiences from Wales and will be a networking opportunity for people working within the arts sector in Wales.

The Conference should be a creative, inclusive and engaging approach to reflecting and exploring the above priorities and values outlined in the Arts Council’s Corporate Plan for 2018-2021 – [“For the benefit of all…”](https://arts.wales/sites/default/files/2019-02/Corporate_Plan_2018-23.pdf)

**Conference aims include:**

* To stimulate discussion promoting/complimenting/exploring the priorities and values of ‘For the benefit of all.’
* To promote diversity and inclusion considerations
* To showcase best practice within the arts sector in Wales.
* To showcase best practice from the arts sector outside of Wales.
* To provide learning opportunities
* To provide a networking opportunity

**Service Requirements.**

We are looking for expert event management skills to take responsibility for the management of the Conference from implementation through to completion.

We envisage this contract costing up to a maximum of £4,000 inclusive of VAT and expenses. Venue hire costs remain the responsibility of the Arts Council and fall outside of this contract. Please provide us with an inclusive budget breakdown, including any travel costs. The commissioning body for this piece of work is Arts Council of Wales.

The contract is due to commence in January 2020 and conclude following an event evaluation meeting in mid April 2020. All pricing shall be fixed for that period and inclusive of VAT.

The Event Manager will take a lead on all event management including:

* Project Manage all aspects of the Conference. Working closely with the Programme Managers, conference working group and communications team at ACW Providing regular updates to the team that track progress and identify any issues that need to be addressed;
* Manage all tasks through administrative to delivery including:
  + venue liaison including associated administration i.e. health and safety, risk registers, booking spaces, timetabling, technical support etc.
  + logistics liaison i.e. collection of works, installation, delivery and return
  + develop and deliver a programme of activity inclusive of launch event, live activity, training, seminar/s, exhibition and performance;
  + onsite support throughout the set up and delivery of the conference
  + manage an agreed budget ensuring there is no overspend;
  + provide an end of project report.
* Engage with relevant ACW staff to ensure programming is representative of stakeholder priorities;
* Ensure conference is bilingual and physically accessible throughout.

All proposals and arrangements are subject to prior authorisation by the Arts Council of Wales.

**Insurance**

Arts Council of Wales requires all Potential Providers to provide the following, where appropriate, for each and every claim:

Public Liability £5 million

1. **Budget**

The total budget available for this work is **£4,000 inclusive of VAT** to include any and all expenses.

Potential Providers should cover the following costs within their submission: all expenses, resources, reports that are appropriate and as described in the specification. These should be detailed in the attached Pricing Schedule.

1. **Apply**

To be considered, please submit your answers to the method questions in the form of a proposal and examples of previous work, by 6 December 2019

Your responses should detail your approach to this assignment, relevant experience and details of the individual(s) proposed for this work

Tenders must contain the following:

* A fee proposal and budget breakdown
* Case study examples of relevant successful experience.

1. **Timetable**

* 6/12/2019 Tender Responses back
* 13/12/2019 Potential Provider interviews
* 20/12/2019 Anticipated Award
* January 2020 - Commencement of Contract

1. **Assessment**

Tenders will be assessed on the competitiveness of fees and value for money basis as described below. The Arts Council of Wales is not obliged to accept the lowest or any tender at its absolute discretion and will not enter into any communication regarding its decision

We will evaluate the quotations as follows:

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| --- | --- |
| **Level 1 Criteria** | **Weighting** |
| Price | 40 |
| Quality | 60 |
| **TOTAL** | **100** |

|  |  |
| --- | --- |
| **Score** | **Criteria to Award Score** |
| 4 | The Potential Provider's response enables the evaluator to have a comprehensive understanding of how the requirement will be met. The evaluator can clearly identify comprehensive evidence that the response given will deliver all stated requirements. The response also demonstrates how relevant added value will be provided. |
| 3 | The Potential Provider's response enables the evaluator to have a comprehensive understanding of how the requirement will be met. The evaluator can clearly identify comprehensive evidence that the response given will deliver all stated requirements. |
| 2 | The Potential Provider's response enables the evaluator to have an understanding of how the requirement will be met. The evaluator can identify sufficient evidence that the response given will deliver most of the stated requirements. The response may have either raised a concern, several small issues, or is inconsistent in some aspects. |
| 1 | The Potential Provider's response **does not** enable the evaluator to have an understanding of how the requirement will be met. The evaluator **cannot** clearly identify that the response given will deliver most of the stated requirements due to insufficient evidence and/ or the Potential Provider only demonstrating a limited understanding. |
| 0 | The evaluator believes that the Potential Provider has failed to either answer the question or provide a relevant response. |

**PART 2 – SUBMISSION**

**TO BE COMPLETED BY THE TENDERER**

**(\* Delete as appropriate)**

To Arts Council of Wales

1. \*I/We have read the request for quotation documents and subject to and in accordance with Arts Council of Wales Standard Conditions stated, the Conditions of Contract above and all relevant documents attached, we offer to supply and deliver the services specified in the Schedule (to the extent which Arts Council of Wales may determine in accepting this quotation), in the quantities and at the rate or prices inserted in the Price Schedule.
2. The price offered is subject to a cash discount of \_\_\_\_\_\_\_\_\_\_per cent for payment within \_\_\_\_\_\_\_days of valid invoice date.
3. The quotation together with your written acceptance thereof, shall constitute a binding Contract between us.
4. \*I/We agree to abide by this tender for a period of \_\_\_\_\_\_\_\_days from the date of quotation return. (If no date is stated then this tender will be valid for 60 days from the returnable date.)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Signed** | |  | | | **in capacity of** | | |  | | |
|  | | | | | | | | | | |
| Name |  | | | | | **BLOCK CAPITALS PLEASE** | | | | |
|  | | | | | | | | | | |
| **For and on behalf of** | | |  | | | | | | **Date** |  |
|  | | | | | | | | | | |
| **Telephone (include area code)** | | | |  | | | **Email** | |  | |

* 1. Method Statement Questions

|  |  |
| --- | --- |
| **METHOD STATEMENT QUESTIONS**  Questions will be given even weighting in awarding this Contract | |
| **1.** | Provide your understanding of the requirements of the brief and views on the challenges of the tasks to be undertaken and how you would overcome these?. |
| **Answer** |  |
| **2.** | Detail your approach and methodology for undertaking the design and delivery of the Conference , indicating how it aligns with the Arts Council of Wales’ published priorities and values |
| **Answer** |  |
| **3.** | Provide evidence of appropriate technical skills, knowledge and track-record in delivering comparable events and/or festivals.  If you will be working as part of a team, please provide the cvs of any additional personnel to be involved. |
| **Answer** |  |

Please provide a case study to evidence the above as part of your submission

Case Study included

* 1. **Pricing Schedule**

Potential Providers are required to submit a Pricing Schedule. These costs will form the basis of the submission.

All prices shall be stated in pounds sterling and exclusive of VAT and shall be fixed for the contract period

Potential Providers should cover the following costs within their submission: all expenses, resources, reports, translation costs and tests that are appropriate and as described in the specification.

**PLEASE COMPLETE THE FOLLOWING**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **POINT OF DELIVERY** | **DESCRIPTION OF GOODS/SERVICE** | **QUANTITY** | **PRICE PER**  **Unit**  **(Exc Vat)** | **TOTAL**  **PRICE**  **(Exc Vat)** |
|  |  |  |  |  |
| **Total (Exc VAT)** | | | | £ |

**VALUE ADDED TAX**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Registration Number (if registered for Value Added Tax purposes) | |  |
| 2. | Total amount of VAT payable on this tender | | **£** |
| 3. | VAT rate |  |  |

APPENDIX 1:

Basic Room Specifications

**Thursday 2nd April 2020**

Set-up access to:

Concert Hall

Foyer

**Friday 3rd April 2020 (access from 7.30am to 6pm)**

Concert Hall Fixed seating, theatre-style, up to 350 seats

Richard Burton Theatre Fixed seating, theatre-style, up to 180 seats

Foyer, cloakroom, open-air terrace, café/bar,

For registration, refreshments, exhibitions/poster displays or large shell-scheme exhibitions

exhibition gallery

Break-out rooms:

8 x 60 seats studio Flexible seating

2 x room up to 20 seats Flexible seating

1 x Meeting Room up to 20 seats Board room style