



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

### **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 Centre for Innovation & Partnerships (CIPs), 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 2018.

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

Target market and sectors (predominantly but not exclusively)

- Digital & Creative/Care/Construction

Targets and KPIs

- 400 x 12 hour SME supports (min 12 hours)
- 95 x 'new to the firm' product introductions
- 53 x new enterprises supported
- 60 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 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, seminars and (potentially) networking events between April and June 2017.

### **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 15-30 delegates, although there may be a requirement for up to 50 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.

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 17:00, or an evening networking session) between 3<sup>rd</sup> April and 30<sup>th</sup> June 2017.

### **4) Proposals**

Organisations are requested to supply a full quotation which includes:

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

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

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.

### **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)
- 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
- Relevant policies and insurance cover.
- Ability to adhere to the timeline outlined below

Organisations are invited to submit their proposal (which should be no more than 4 sides of A4) by the 16<sup>th</sup> March 2017 by e-mail to [procurement@elbp.co.uk](mailto:procurement@elbp.co.uk)

### 5) Timetable

Action	By
RFQ advertised	06/3/17
Proposals Submitted	16/3/17
Decision made and contract awarded	20/3/17
Programme commences	03/4/17