

BRITISH FASHION COUNCIL



INVITATION TO TENDER VENUE, PRODUCTION AND CATERING FOR LONDON SHOW ROOMS 2018-19

The British Fashion Council (BFC) is seeking a suitable venue and on-site production and catering for the London show Rooms in Paris.

BACKGROUND

The British Fashion Council launched LONDON show ROOMS in 2008, taking emerging talent to Paris during Paris Fashion Week to sell in a showroom environment. The initiative was an instant success as a key support tool for emerging fashion brands and has grown season on season. There are four events per year, two for womenswear and two for menswear (which can include womenswear or pre-collections). Typically the showroom would take 12-20 designers per season.

The BFC has been awarded funding through the European Regional Development Fund to promote London's creative fashion design talent to key international audiences. The LONDON show ROOMS are an integral part of the project.

Further information about LONDON show ROOMS can be found at <http://www.britishfashioncouncil.co.uk/business-support-awards/LONDON-show-ROOMS>

THE CONTRACT

We are looking for space, production and catering for four showroom events (dates specified below). We are open to a change of venue in the duration of the contract but this would be subject to our full review and approval.

The contract would run from 1ST July 2018 to 30th June 2019, to cover the four showroom events.

By submitting a tender, the tenderer commits to full delivery of this contract, at the price stipulated within their tender, until the end of the tender period Upon notification of the tender decision the winning tenderer will receive 20% of the first event rental price as a deposit.

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

Budget per showroom: £70,000 - £75,000 to include venue, production, catering and TVA if applicable.

REQUIREMENTS

Event Dates (tbc):

25 September to 2 October 2018 – 1 day set up, 7 event days

16 to 22 January 2018 – 1 day set up, 6 event days

26 February to 5 March 2019– 1 day set up, 7 event days

19 to 25 June 2019– 1 day set up, 6 event days

Venue Requirements

Type: Open gallery-style space able to facilitate showroom style designer exhibition; Open spaces with the option of some more private areas; wifi is essential in every area.

Look & Feel: Preferably white walls, concrete floor/high end industrial; Minimal décor; High ceilings (preferably); natural light (preferably) and one floor (preferably), street level preferred

Location: Must be central Paris, MUST be in the Marais (arrondissement 3 & 4) Bastille, Republique

Size: 300-500 square meters, with the option for additional space

Production Requirements

- Fully serviced cocktail reception for the opening
- Basic furniture allocation for all designers: minimum 60 white rails in total or equivalent in white shelving and white consoles for some designers, also a number of low consoles/tables and mirrors. 2 white sofas and white working desk with 4 chairs. Each designer will have a table to write orders, 2 chairs and a paper bin.
- Lighting and sound.

- Heating and cooling systems
- Electricity and plugs for each designer
- High-speed wifi
- Signage for each designer, LONDON show ROOMS branding and directional signing. Listing of designers and LONDON show ROOMS sponsors or partners.
- Welcome desk with hostesses
- Catering, drinks etc during opening hours
- Security
- Daily cleaning of the space and cleaners during opening hours
- Storage for materials, designers' boxes /suitcases during the event

In addition, any marketing or PR support that can be provided, including invitations to buyers.

YOUR TENDER

Please base your tender on the specification above.

Ensure you include the following in your proposal:

- Confirmation that the venue is available on the dates specified
- Understanding of the brief, including how it meets the type and look & feel requirements listed above
- Details of how you meet our production requirements
- Please include visuals and a floorplan of the venue
- Itemised budget: please include full cost details for venue, production and catering for four showrooms, and your payment terms

TENDER PROCESS

Please submit a full tender response to the above brief.

The procurement of this contract will be via a one-stage invitation to tender process (with no pre-qualification questionnaire stage).

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

Award criteria	Maximum score	Weighting
Suitability of location	5	30%
Value for money – please submit a full budget	5	20%
Understanding of brief, including how venue	5	30%

meets look & feel requirements		
Production fulfilment	5	20%
Total score	20	100%

Maximum total score = 20

Weighting: 1 = Poor - 5 = Excellent

When awarding the contract, the Panel will take into account a range of factors, not just the scoring of the tenders.

**All submissions must be received by 5pm Friday 18th May 2018.
Responses received after this deadline will not be accepted.**

Responses should be emailed to Emma Early,
emma.early@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, subject to contract negotiations, to support promoting London's creative fashion design talent to key international audiences.

ERDF funding is being used to support LONDON show ROOMS,
<http://www.britishfashioncouncil.co.uk/business-support-awards/LONDON-show-ROOMS>

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.