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**{10-11} Carlton House Terrace**

**Approved Supplier Tender 2023**

We are seeking event industry partners to improve and enhance our event offer and as such are inviting businesses to apply to be part of their accredited list of suppliers. This is open to a various range of suppliers:

**Accredited**

* Catering - Afro/Caribbean, Asian and Kosher only
* Floristry
* Production

**Recommended**

* Entertainment
* Photography/Videography
* Cake
* Planners/Stylists
* Furniture
* Décor
  + i.e. chuppa, mandap, props...
* Accessibility
  + i.e. Subtitles/closed captioning, sign language, translation, creche, live audio description...

Other Services

If you provide other services including wedding clothing, stationery

Home to The British Academy, {10-11} Carlton House Terrace is a Grade 1 listed building, serving as a versatile setting for conferences, seminars, promotional launches, weddings, fashion shows, filming and academic and business meetings. Each year, the venue hosts more than 500 events for corporate and private clients for 10 to 400 guests.

We are reopening our accredited list for the first time since 2018 and after several challenging years for the industry and it represents an opportunity to strengthen relationships and build new ones with a likeminded event industry community.

Sustainability, the transition to net zero as well as championing Equity, Diversity and Inclusion is a strategic priority for The Academy and for {10-11} as venue so it will be part of the focus of the accreditation process.

As part of the tender process, suppliers will need to answer a selection of questions relating to your products and service and will including a demonstration of their commitment to diversity, inclusion, and sustainability. {10-11} Carlton House Terrace is excited to work with industry partners who demonstrate a sincere promise to these areas, and who are actively learning and developing in order to demonstrate best practice within the events industry.

The contract will be for a period of 3 years.

**Timeline for submission**

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| **Tender opening** | 23rd January |
| **Open house** | 9th February (morning)  15th February (afternoon) |
| **Tender closing** | 6th March |
| **Interviews** | w/c 27 March |
| **New supplier list live** | 6th June |

**How to submit**

Email your answers to [suppliers@10-11cht.co.uk](mailto:suppliers@10-11cht.co.uk)

* Please complete this word document and send back as a .doc or .docx file
* Please name your file: Your Company Name, Service Provided, 10-11 CHT Supplier Tender Application 2023
* You may also include supplementary files. Please ensure they are in MS Word or PowerPoint, PDF or Image/Video files only.

**Application**

1. **Company information**

* Company name
* Director name
* Email address
* Telephone number
* Company registration number

1. **Your offer**
   1. What service do you provide
   2. What is your unique selling point?
   3. Who are your closest competitors in terms of
      1. style
      2. price
   4. Which type and style of event do you mostly work on? Which is your favourite?
   5. Please give the top three market sectors as percentage of total business
   6. How many events did you supply to in the last financial year?
2. **Event Planning**
   1. Who will deal with enquiries referred from {10-11} Carlton House Terrace?
   2. Do you split sales and operations?
   3. Will there be a single operations contact for {10-11} Carlton House Terrace?
   4. How many events can you run in a day?
   5. How do you respond to an initial enquiry from a client?
      1. Please supply one example email/proposal etc
   6. How do you measure the success of each event?
      1. Please supply any supporting documents if you have them

1. **Budget and Quotes**
   1. How are your quotes for clients created?
      1. i.e. do you have a standard ‘shopping list’ or is each bespoke?
   2. Do you set clients a minimum spend? If so, how much is it?
   3. How are you able to adapt to a client’s budget?
   4. In what circumstances would you be unable to work with a client’s brief?
   5. Example quotes – please only provide the quotes relevant to your application as either an accredited OR recommended supplier

**Accredited suppliers only**

* Wedding in the Number 11 for 100 guests using the Music Room, Number 11 Lobby Wolfson Room and Gallery for ceremony, drinks, dinner and dancing.
* A Hybrid Conference for a corporate client for 30 guests with a seated panel discussion followed by the drinks reception in which ever 2 rooms of your choosing for 30 pax
* An indication of your starting prices or a shopping list that you provide clients with.

**Recommended suppliers only**

* Please provide an example quote and an indication of your starting prices or a shopping list that you provide clients with.

1. **Finances**
   1. Please provide a copy of your most recent statutory accounts.
2. **Sales & Marketing**
   1. Please briefly outline your sales and marketing strategy, including the following details:
   2. Responsible person/dept for planning and delivering your strategy
      1. Sales material.
         1. Please supply examples
   3. Changes to your strategy in the last three years
   4. Changes to the market you foresee over the next three years that might influence your strategy
   5. How you would market your association with the {10-11} Carlton House Terrace?
   6. Please outline the specific benefits and qualities your organisation could bring to {10-11} Carlton House Terrace and how it would ‘fit’ with your business objectives, structure and client portfolio
   7. Would you be able to commit a marketing budget to support {10-11} Carlton House Terrace promotional events?
   8. Please provide:
      1. 1 relevant case study
      2. 1 client testimonial
      3. 1 venue testimonial
3. **Staffing** 
   1. How many staff do you employ?
   2. How often do you work with freelancers?
   3. How do you ensure that all staff/freelancers working on an event understand the brief and will work to your standards?
   4. What training do you offer your staff?
   5. How would you ensure that you and the companies you sub contract adhere to the rules and regulations of {10-11}?
4. **Corporate Social Responsibility**

Working in partnership with a community of likeminded event professionals is very important to us. As such, in addition to your responses below, if selected and in signing your contract we would request companies agree to our sustainability and DEI pledges. This will ensure any organisations we are working with are committed to this work as we are and that our own organisational values of; respect, transparency, problem-solving, empathy and inclusivity. These pledges will be circulated to shortlisted candidates prior to interview stage.

* 1. Please tell us about your environmental and sustainability policy or any processes or activities you undertake to champion this in your business practices.
  2. Please tell us about equality, diversity, and inclusion policy or any work you have undertaken in this area.
  3. Who is responsible for producing and monitoring these?
  4. To improve the diversity of our suppliers we are asking those who wish to, to identify themselves under the umbrella of the Government’s Protected Characteristics. We ask that this applies to senior management, for example owner/company director. This is an optional question. If you wish to self-identify please do so here.

**Grounds for mandatory rejection**

**Important Notice:**

**In some circumstances the Authority is required by law to exclude you from participating further in a procurement. If you cannot answer ‘no’ to every question in this section it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form.**

Please state ‘Yes’ or ‘No’ to each question.

|  |  |
| --- | --- |
| **Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?** | **Answer ‘Yes’ or ‘No’** |
| 1. conspiracy within the meaning of section 1 of the Criminal Law Act 1977 where that conspiracy relates to participation in a criminal organisation as defined in Article 2(1) of Council Joint Action 98/733/JHA (as amended); |  |
| 1. corruption within the meaning of section 1 of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906 (as amended); |  |
| 1. the offence of bribery; |  |
| 1. fraud, where the offence relates to fraud affecting the financial interests of the European Communities as defined by Article 1 of the Convention relating to the protection of the financial interests of the European Union, within the meaning of: |  |
| * 1. the offence of cheating the Revenue; |  |
| * 1. the offence of conspiracy to defraud; |  |
| * 1. fraud or theft within the meaning of the Theft Act 1968 and the Theft Act 1978; |  |
| * 1. fraudulent trading within the meaning of section 458 of the Companies Act 1985 or section 993 of the Companies Act 2006; |  |
| * 1. defrauding the Customs within the meaning of the Customs and Excise Management Act 1979 and the Value Added Tax Act 1994; |  |
| * 1. an offence in connection with taxation in the European Community within the meaning of section 71 of the Criminal Justice Act 1993; or |  |
| * 1. destroying, defacing or concealing of documents or procuring the extension of a valuable security within the meaning of section 20 of the Theft Act 1968; |  |
| 1. money laundering within the meaning of the Money Laundering Regulations 2003 or Money Laundering Regulations 2007; or |  |
| 1. any other offence within the meaning of Article 45(1) of Directive 2004/18/EC as defined by the national law of any relevant State. |  |

**Ground for discretionary rejection**

**Important information:**

The Authority is entitled to exclude you from consideration if any of the following apply but may decide to allow you to proceed further. If you cannot answer ‘no’ to every question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not you will be able to proceed any further in respect of this procurement exercise.

Please state ‘Yes’ or ‘No’ to each question.

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| **Is any of the following true of your organisation?** | | **Answer ‘Yes’ or ‘No’** |
| (a) being an individual, is bankrupt or has had a receiving order or administration order or bankruptcy restrictions order made against him or has made any composition or arrangement with or for the benefit of his creditors or has not made any conveyance or assignment for the benefit of his creditors or appears unable to pay or to have no reasonable prospect of being able to pay, a debt within the meaning of section 268 of the Insolvency Act 1986, or article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of his estate, or is the subject of any similar procedure under the law of any other state; | |  |
| (b) being a partnership constituted under Scots law, has granted a trust deed or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of its estate; or | |  |
| 1. being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002 has passed a resolution or is the subject of an order by the court for the company’s winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company’s business or any part thereof or is the subject of similar procedures under the law of any other state? | |  |
| **Has your organisation** | | **Answer ‘Yes’ or ‘No’** |
| (a) been convicted of a criminal offence relating to the conduct of your business or profession; | |  |
| (b) committed an act of grave misconduct in the course of your business or profession; | |  |
| (c) failed to fulfil obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which you are established; | |  |
| (d) failed to fulfil obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which you are established; or | |  |
| e) been guilty of serious misrepresentation in providing any information required of you under Regulation 23 of the Public Contracts Regulations 2006? | |  |
| ***[Note to Authority: Please insert any specific criminal offences or misconduct which may be appropriate to draw Potential Providers attention to having regard to the specific sector or circumstances of this procurement. (i.e. any offences or misconduct particularly relevant to or prevalent in the sector)]*** |  | |