**A close up of a sign

Description generated with very high confidence**

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR

Tel: 01768 899 773 Email: [office@penrithtowncouncil.co.uk](mailto:office@penrithtowncouncil.co.uk)

A picture containing clipart

Description automatically generated

**VE Day Events Organiser**

**Request for Quotation**

September 16, 2019

Carol Grey, Economic development officer

**You are invited to quote for:**

**VE Day Events Organiser** **Request for Quotation (RFQ)**

Penrith Town Council is seeking to engage an individual or organisation to work with stakeholders to deliver VE Day 75, 8th May 2020, in Penrith.

Between 08 – 10 May 2020, nationally there will be a unique series of events to mark VE Day 75, which celebrates and commemorates the 75th Anniversary of VE Day.

Penrith Town Council Officers have begun liaising with local community groups, churches and stakeholders. A project outline has been developed and a budget has been allocated to support activities. It is envisaged that the Events Organiser will continue to build on this work when in post working the equivalent of one day a week until the project is delivered on the 8th May 2020. An exit report will be expected one week after this date.

The contractt will be awarded to the most economically advantageous quote.

As this is a national project, the Council has commenced some work on this scheme and please feel able to contact the Office for more details.

All quotes should be returned marked for Carol Grey to:

Penrith Town Council,

Church House

19-24 Friargate

Penrith

Cumbria

CA11 7XR

Or by email to: economicdevelopmentoficer@penrithtowncouncil.co.uk

to arrive by 12:00 (noon) on 30th September 2019

Suppliers shall ensure that their quotation arrives on time. No quotation will be considered after the deadline.

The Council expects to decide award of contract within 14 days of the closing date for submission of quotes.

If you are interested in this contract, please reply to this email before 12:00 noon on 30th September 2019 by completing and submitting the attached documents and the information requested.

You may make your submission in either electronic format or hard copy format. All proposals, whether submitted in electronic format or hard copy format, will be evaluated on an equal basis.

The Penrith Town Council’s decision is final and there is no right of appeal.

Suppliers are not permitted to submit more than one quotation.

All applicants shall be notified of the outcome. Acceptance of the quotation by the Council shall be in writing. Suppliers must not undertake work until they have received written notification that they have been awarded the contract, have signed the Contract and are required to start work.

Please note that documents from unsuccessful suppliers will be destroyed three months after the date the contract has been awarded and signed.

The Council reserves the right to cancel this selection exercise. The Council will not be responsible for the reimbursement of any cost incurred by you in the preparation of the submission.

If you require further details, please contact the Economic Development Officer

Yours sincerely

Carol Grey

Economic Development Officer

Enclosures:

* Purchaser Specification
* Organisation/applicant details form
* Quote
* Evaluation matrix

**Specification**

**VE Day 75 Events Organiser**

**Introduction**

Penrith Town Council are seeking to engage an Events Organiser to work with stakeholders to develop and deliver VE Day 75 Events.

On the dates 08 – 10 May 2020, nationally there will be a unique series of events to mark VE Day 75, which celebrates and commemorates the 75th Anniversary of VE Day. The 08 May 1945 was the day peace emerged after nearly six years of war, so the 75th anniversary on the 08th May 2020 represents an important milestone in the country’s history.

A series of activities are planned nationally and include the following:

* The playing of Battles Over and VE 75 Years
* The Nations Toast to the Heroes of WW2
* The Cry for Peace, around the World.
* Churches and Cathedrals Ringing out for Peace
* Street Parties
* Services of commemoration and celebration in churches, including the reading of the Tribute to the Millions and the playing of the Last Post.

For more information: [www.veday75.org](http://www.veday75.org)

The events in Penrith will be held on Friday the 8th May 2020 and the main theme will be a large community party in the Town Centre. This will include a parade of WWII vehicles, reenactors, themed music and entertainment.

We are looking for a competent event organiser, an individual or a team, to deliver a nationally facilitated public event. The organiser will make sure the plan is outlined in detail, that every element is in place, and that everything happens as it should do on the day to ensure its success – on time and on budget.

You or your organisation will demonstrate that you can provide evidence of :

1. A proven track record of delivering similar events
2. Public liability insurance of £10,000,000
3. Provide references and case studies for similar events
4. Demonstrate you are equipped for business continuity in occasion of an untoward event that impacts on you or your organisations abilities/services
5. Your understanding of how these public events contribute to the quality of life and profile of the Town

As the organiser of the Town Council’s VE Day 75 Events, you or your organisation will have responsibility for:

1. Planning and successfully delivering the event in partnership with key stakeholders according to requirements, target audience and objectives
2. Assuming sole responsibility for this event as directed by Penrith Town Council, liaising directly with stakeholders, community groups and organisations
3. Ensuring the event is successful and cost-effective providing budget reports when required
4. Managing budget and time constraints
5. Identifying potential funding streams and engaging with potential sponsors
6. Identifying and negotiating with vendors and suppliers
7. Providing both oral and written reports to Council, committee or stakeholders when required
8. Acting as a first point of contact handling all enquiries and information
9. Coordinating all operations including infrastructural requirements such as road closures, toilet facilities, first aid etc.
10. Understanding marketing and promotion techniques and using them to promote the event including event invitations (on/offline), event website updates, leaflets/posters, banners etc.
11. Understanding and implementing Health and Safety legislation, Licensing Regulations and their application to the event to protect the Council and public interests
12. Preparing all risk assessments
13. Ensuring the event is delivered smoothly with built in problem resolution
14. Ensuring that there is, at all relevant times throughout the event, a visible and accessible presence to foster good relations and to provide support, advice and assistance to all events attendees and participants
15. Analising the event’s success and preparing post event reports

**Timescale**

It is envisaged that this piece of work will commence upon appointment and with the final report provided by 15th May 2020.

**Output**

The output of this piece of work will be the delivery of a successful event supported by a satisfactory final report.

**Requirements for Submission**

Those interested in submitting a quote for this project should submit one electronic copy of the bid document to by noon 20 September 2019.

**The proposal should include:**

A summary of what the supplier understands is required and any insights into the requirements that can be gleaned from the supplier’s own knowledge. Relevant qualifications, experience, case studies, testimonials and any other relevant information as requested.

**Proposed methodology and approach to the assignment**

Please provide a breakdown of all costs. These costs should clearly indicate a rate per day and should be inclusive of all anticipated expenses.

Interested Applicants should note that an overall maximum budget of up to £2,500 has been set for this role and the award of the contract will be based on an evaluation considering the cost, technical capability and previous experience. Contract payment will be paid on completion. There is an existing budget for the event itself and the event organiser would be expected to raise further funds through grants to enhance the budget allocation.

The Council will purchase locally wherever possible and where best value can be satisfied. The Council will primarily make purchases within the parish of Penrith and the district of Eden and Cumbria.

Procurement activities will comply with the Council's Financial Regulations and the Procurement Regulations 2015 and reflect the practices as recorded in the NALC Procurement Toolkit.

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Tel: 01768 899 773 Email: [townclerk@penrithtowncouncil.co.uk](mailto:townclerk@penrithtowncouncil.co.uk)

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| **APPLICANT DETAILS** | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Title** | |  | | **First Name** | | | |  | | | **Last Name** | | | |  | | | | | | | |  | |
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| **Contact Address**  Including full Postcode | | | | | | | |  | | | | | | | | | | | | | | |  | |
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| **Telephone Number** | | | | | | | |  | | | | | | | | | | | | | | |  | |
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| **Mobile Number** | | | | | | | |  | | | | | | | | | | | | | | |  | |
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| **Email Address** | | | | | | | |  | | | | | | | | | | | | | | |  | |
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| **Do you have an alternative contact, including agents, you would like us to use?**  If Yes, provide details. | | | | | | | | | | | | | | | | | | | | | | | | |
| Title |  | | First Name | | | | |  | | | | | Last Name | | | |  | | | | |  | | |
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| Relationship to you | | | | |  | | | | | | | | | | | | | | | | |  | | |
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| Contact Address  Including full postcode | | | | |  | | | | | | | | | | | | | | | | |  | | |
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| Telephone Number | | | | | | | | |  | | | | | | | | | | | | |  | | |
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| Mobile Number | | | | | | | | |  | | | | | | | | | | | | |  | | |
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| Email Address | | | | | | | | |  | | | | | | | | | | | | |  | | |
| **Organisation Name** | | | | |  | | | | | | | | | | | | | | | | | |  | |
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| **Type of Organisation**  **Describe your organisation type and your experience in relation to the scheme of work** | | | | | | | | | | | | | | | | | | | | | | | |  |
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| **Is your organisation a public or private body?** Tick only one box. | | | | | | | | | | | | Public body | | | |  | | Private body | |  | | | |  |
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| **Organisation Registration Number**  **(if applicable)** | | | | | | | | | | | | |  | | | | | | | | |  | | |
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| **Value Added Tax (VAT) Number**  **(if applicable)** | | | | | | | | | | | | |  | | | | | | | | |  | | |
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| **Scheme**  This should be a short title for us to use in correspondence. | | | | | | |  | | | | | | | | | | | | | | | | |  |
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| **Project duration** | | | | | | Start date (DD/MM/YYYY) | | | |  | | | | End date(DD/MM/YYYY) | | | | |  | |  | | | |

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| **REFERENCES** – Please give two references | |
| **1. Name & Address:** | **2. Name & Address:** |
| **Describe the relationship with your referee:** | **Describe the relationship with your referee:** |
| **Why have you chosen this referee?** | **Why have you chosen this referee?** |

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| **Have you attached a current certificate of insurance including public liability insurance of a minimum of £10,000,000?** |  |  |
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**PLEASE ATTACH TO THIS FORM:**

* + *Specification/Project Outline*
  + *Quote*
  + *Insurance certificate*
  + *Case Studies, qualifications and testimonials*
  + *Referees*

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| **Please submit this form either by email or post to:**  Penrith Town Council, Council Office, Unit 1,Church House, 19-24 Penrith, Friargate, Cumbria, CA11 7XR  Tel: 01768 899773  Email: economicdevelopmentofficer@penrithtowncouncil.co.uk  Include the scheme title in 1.14 in the subject header if submitting your form by e-mail.    Once we receive your form the Council will review your proposal outline.  Failure to complete this form fully will delay any consideration of your project.  **Sign below once you are satisfied that you have completed the form correctly.**  I declare that the information given in this form is true and accurate to the best of my knowledge and belief.  I declare that I have permission from any other partner(s) to sign the Expression of Interest form on their behalf.  I understand that information given by me will be treated in confidence but may be submitted for checking against records held by other government departments, other agencies, local authorities and the police, for the purposes of assessing my eligibility or for the purposes of the prevention or detection of crime.  I understand that I may be liable for prosecution if I have knowingly provided information which I know to be false or do not believe to be true.  I declare that I have not committed any serious infringement or fraud.  You are required to declare any involvement or interest if it is considered by you to be in real or apparent conflict with the duties to be performed for this scheme of work. Any involvement or interest declared would be carefully considered but would not automatically bar you from being further considered in the selection process. Please declare your interest within your covering letter or email to the Council. | | |
| **Print name of applicant** |  |  |
|  | | |
| **Signature of applicant** |  |  |
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| **Date (DD/MM/YYYY)** |  |  |
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**QUOTE**

**PLEASE INSERT YOUR QUOTATION**

**(to be completed by SUPPLIER)**

**QUOTE FOR THE Provision oF: VE Day75 Event Organiser**

* + - 1. We,

(carrying on business) as

(whose registered office is) at

hereby offer to provide the Services described in the quote in accordance with the terms of the Quote at the rates, which we have indicated in the Proposal constituting this Quote.

* + - 1. We agree that the insertions by us of any conditions qualifying this Quote or any unauthorised alteration to any of the quote documents shall not affect the Agreement and may cause the Quote to be rejected
      2. We agree that this Quote is submitted on the basis that the offer herein contained shall remain in force without variation for a period of three months from receipt of this Quote.
      3. If this Quote is accepted by the Council then we undertake to enter into a formal contract in the form of the Agreement prepared at the Council’s expense for the proper and complete fulfilment of the Services.
      4. We understand that the Council is not bound to accept the lowest or any quote they may receive nor to pay any expense incurred by us in connection with the preparation and submission of this Quote.
      5. We declare that we are not a party to a cartel involving or including any commercial or other arrangement between individuals and/or corporations which is intended to or organised to share or control marketing arrangements or prices.
      6. We declare that we have not offered to pay or give or agree to pay any sum of money or valuable consideration directly or indirectly to any person nor entered into any agreement or arrangement with any person that he/she shall refrain from quoting or as to the amount of any quote to be submitted.
      7. We undertake not to disclose the amount of our Quote to any person or body before the date and time for the opening of the quotes except where the disclosure, in confidence, of the approximate amount of the quote is necessary to obtain insurance premium quotations required for the preparation of the quote.
      8. We agree that we have satisfied ourselves before submitting this Quote as to the correctness and sufficiency of the rates quoted.
      9. We agree that unless and until a formal contract is prepared and executed, this Quote together with the Council’s written acceptance thereof shall form a binding contract in the terms of the Agreement (as defined in clause 1 of this Form of Quote).

**DATE**

**COMPANY**\* (1) Signature:

Name:   
Position in Company:

For and on behalf of:

(Print Company's full name and registered number)

**NOTE:**

* + 1. Where the bidder is a limited company the Quote must be signed on behalf of the company by an authorised officer whose designation must be stated and the address of the registered office of the company must be given.
    2. In the case of a partnership the names of all the partners must be given on a separate sheet and attached to this Form of Quote and must be signed by one of the partners on behalf of the partnership.
    3. Where the bidder is a private firm the Quote must be signed with the firm's name.

**Quote Instructions**

* **This request for quotation does not constitute an offer and the Council does not undertake to accept any quote or offer.**
* **The Council reserves the right to accept any part of any quote or offer. The Council will not reimburse any RFQ costs.**
* Suppliers shall not discuss the quote they intend to make other than with professional advisers or joint bidders who need to be consulted.
* Quotes shall not be canvassed for acceptance or discussed with the media or any other supplier or member or officer of the Council.
* All quotes received shall be unconditional offers.
* Suppliers are responsible for all information necessary for the preparation of their quotation.
* Information supplied to suppliers by the Council’s staff or contained in the Council’s publications is supplied only for general guidance in the preparation of the RFQ.
* Suppliers must satisfy themselves as to the accuracy of any such information and no responsibility is accepted by the Council for any loss or damage of whatever kind and howsoever caused arising from the use by suppliers of such information.
* *Ensure all necessary documents are enclosed:*
  + *Specification/Project Outline*
  + *Quote*
  + *Insurance certificate*
  + *Case Studies, qualifications and testimonials*
  + *Referees*

**MATRIX FOR EVALUATION**

The matrix shows the weighting given to each of the criteria.

**Criteria**

* **Does the scheme of work offer value for money?**
* **Has the supplier provided public liability insurance evidence minimum of £10,000,000?**
* **Has the supplier capacity to deliver the scheme of work?**
* **Has the supplier three years plus experience of delivering this type of scheme?**
* **How will the scheme monitor and ensure minimum quality**
* **Has the supplier provided two references or testimonials from similar schemes?**
* **Is the supplier from Penrith, Eden or Cumbria?**

Weighting reflects the level of priority

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| **Criteria** | **Maximum score** | **Actual score** |
| Experience of working on this type of project | 30 |  |
| References | 20 |  |
| Value for money | 20 |  |
| Capacity to deliver within agreed timescale | 10 |  |
| Ability to monitor and ensure minimum quality | 10 |  |
| Public liability insurance £10,000,000 | 5 |  |
| Local/ Cumbria supplier | 5 |  |
| **Total** | **100** |  |

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| **Notes:** |
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Please note the Town Council’s decision is final and there will be no appeal process