

RAFT

Invitation to Tender for the production of a fundraising event

INTRODUCTION

RAFT is a registered charity pioneering medical research into improved treatments for burns, wounds and other skin traumas. RAFT is inviting tenders from suitably experienced and qualified event organisers for the provision of event organisation services .

The Contract is to be awarded to a successful Tenderer for a period commencing on the Commencement Date set out in the Contract and terminating at the end of the Event, subject to full compliance by the Contractor with the terms of the Contract.

The award of the Contract will be based upon the economically most advantageous tender in terms of financial standing, price, effectiveness of proposed systems and working methods, experience and the arrangements for ensuring consistently high quality service delivery over the term of the Contract.

RAFT anticipates that the timetable will be as follows:

- Closing date for submission of completed tenders: 1700 hours, 26 February 2010.
- Tender evaluation: 1 -5 March 2010. Interviews, if required, will take place during this period.
- Contract award by RAFT: By 9 March 2010
- Finalise Contract formalities and Contract execution: No later than 5 April 2010
- Commencement of Contract: the date the Contract is signed by both parties as set out in the Contract Conditions, expected to be no later than 12 April 2010.

1) OUTLINE OF SERVICE REQUIREMENTS

- a) The successful Tenderer will be required to demonstrate an ability to provide high quality services in all areas covered by the Contract, and to show an ongoing commitment to continually improve those standards. The Services shall as a minimum comply with statutory requirements and non-statutory guidance from RAFT.
- b) Performance shall be in accordance with the Contract.
 - i) Without prejudice to those, the Services required are the organisation of a fundraising event for RAFT which should include:
 - (1) A written proposal for a fundraising event aimed at raising funds and awareness of RAFT's work.
 - (2) The procurement on behalf of RAFT of all necessary Infrastructure required to deliver the event.
 - (3) Production of the event.
 - (4) The procurement on behalf of RAFT of sponsorship for the event.
 - (5) Marketing of the event to attract guests to purchase tickets.
 - (6) Sourcing of any prizes required for auctions, raffles, etc.
 - (7) Sourcing of new guests for the event.
- c) Tenderers are encouraged to submit methods which they consider appropriate for the delivery of the Services and to indicate the financial or other advantages which may accrue to RAFT as a result.

2) QUALITY

- a) The attention of Tenderers is drawn to the requirement to submit a Method Statement and the Contractor will be contractually bound by the inclusion of the approved Method Statement.

- b) Tenderers will be expected to offer acceptable assurances or evidence of a capacity to carry out the work in accordance with the requirements of the Specification.
- c) In submitting a Tender the Tenderer warrants and represents and undertakes with RAFT that:
 - i) all information, representations and other matters of fact communicated (whether in writing or otherwise) to RAFT by the Tenderer or its employees are true, complete and accurate in all respects;
 - ii) it is of sound financial standing and the Tenderer and its partners, directors, officers and employees are not aware of any circumstances (other than such circumstances as may be disclosed in the audited accounts or other financial statements of the Tenderer which may adversely affect such financial standing in the future;
 - iii) by the Commencement Date it will procure, and during the Contract Period it will have, sufficient working capital, skilled staff, equipment and other resources available to carry out the Services in accordance with the Contract for the Contract Period
 - iv) it has obtained, or will have obtained, by the Commencement Date all and any necessary consents, licences, permissions and insurances to enable it to carry out the Services and will from time to time throughout the Contract Period obtain and maintain all further and other necessary consents, licences, permissions and insurances to enable it to carry out the Services in accordance with the Contract.

3) INVITATION TO TENDER

- a) It is the responsibility of each Tenderer to obtain for itself at its own expense all information necessary for the preparation of its Tender.
- b) No responsibility is accepted by RAFT for any inaccurate information obtained by Tenderers, or for any loss or damage of whatever kind and howsoever caused arising from the use by Tenderers of such information.
- c) All information supplied by RAFT in connection with this invitation to Tender shall be regarded as confidential by the Tenderer ..
- d) The Tenderer shall be deemed to have satisfied itself before submitting its Tender as to the accuracy and sufficiency of the rates and fees stated in its Tender.

4) CLARIFICATION OF DOCUMENTS

- a) Tenderers should seek to clarify any points of doubt or difficulty with RAFT in writing before submitting a Tender. For this purpose, contact in the first instance Leonor Stjepic, RAFT Chief Executive , either by email to ceo@raft.ac.uk or by letter addressed to Leopold Muller Building, Mount Vernon Hospital, Northwood ,Middlesex, HA6 2RN who will endeavour to answer written enquiries prior to Tenders being submitted. All such enquiries must be received by RAFT no later than midday 12 February 2010.
- b) RAFT must satisfy itself of the ability of the prospective Tenderers to perform Services under the Contract. Therefore enquiries will be made by RAFT as and when it considers necessary.

5) BASIS OF TENDERS

- a) all prices quoted in the Tender Documents and all associated documents shall be inclusive of VAT;
- b) the prices quoted in the Tender shall be inclusive of all administrative costs and overheads including, but not limited to, unproductive time, staff training attendance at meetings, liaison with RAFT and RAFT's nominated representatives, internal and external auditors and other external agencies and travelling and subsistence;
- c) Tenderers shall ensure that they are fully familiar with the nature and extent of the obligations to be accepted by them if their Tender is accepted;
- d) in addition to any more specific obligations imposed by the terms of the Contract, Tenderers must satisfy RAFT of their ability to provide the Services set out in the Contract and that the methods and resources are sufficient and fit for the purpose;

- e) RAFT does not bind itself to accept any Tender and shall assess the Tender responses received on the basis set out in the Tender Documentation.

6) METHOD STATEMENT

- a) Tenderers are required to incorporate a Method Statement within their Tenders describing their detailed proposals for carrying out the work.
- b) For these purposes the Method Statement shall include, without limitation, details of the following:
 - i) the name of the company who RAFT will be contracting with
 - ii) legal status of the Tenderer's company e.g. public limited company, private limited company, partnership, sole trader, etc
 - iii) company registration number (if applicable) and registered office address
 - iv) name of ultimate parent company (if applicable)
 - v) brief biographical details of the principal employees proposed to be employed in the carrying out of the requirement
 - vi) details of the Tenderer's policies of professional and public liability insurance, etc
 - vii) details of the Tenderer's approach and methodology for delivering the Services as specified
 - viii) details of the Tenderer's experience of providing similar or equivalent services with examples of the nature of events and organisations that they were provided for
 - ix) the contact names, addresses and telephone numbers of three organisations who can provide references
 - x) details of the assumptions behind the Event Production Services pricing schedule and fees
 - xi) the Method Statement should also include the Tenderer's proposed approach to planning, delivering and promoting the event;
 - xii) a statement to the effect that the Tenderer can meet the financial obligations required by the Contract and has sufficient resources to meet the guarantees set out therein

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