

## **INVITATION TO TENDER CAR PROVIDER LFW JUNE 2022**

The British Fashion Council (BFC) is seeking a contractor to provide a car service that will transport key UK and international press and buyers to and from shows and events at London Fashion Week presented by Clearpay LFW June 22.

London Fashion Week June 22 will showcase British designers to an international audience. The event will take the form a digital-physical hybrid with shows and activations taking place both across London and online at [londonfashionweek.co.uk](http://londonfashionweek.co.uk)

The BFC will provide cars for key UK and international press and buyers who play an important role in the boosting the British fashion industry and the fulfilment of the event's KPIs. International guests are invited to London as part of a guest programme organised by the BFC.

### **DATE OF EVENTS**

London Fashion Week presented by Clearpay  
Saturday 11<sup>th</sup> – Monday 13<sup>th</sup> June 2022

### **LOCATION**

Throughout London

### **THE CONTRACT**

The contract will run for 3 days from Saturday 11<sup>th</sup> – Monday 13<sup>th</sup> June 2022 inclusive.

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

### **REQUIREMENTS**

A fleet of around 20-25 cars will be required to transport guests in groups throughout the day. Guests will be collected from their hotels / meeting spot in the morning and brought from show to show throughout the day with the option to be dropped at an evening event.

Around 10 cars will be allocated to international guests and 15 to UK guests.

Cars will be required for approximately 13 hours a day.

The guests will be a mixture of VIP and influential press and buyers.

### **POSITIVE FASHION**

As part of the BFC's Positive Fashion initiative and in line with the Environment pillar of the Institute of Positive Fashion, London Fashion Week is committed to reducing its impact on the environment and this should be considered as part of your tender. Tenders are welcomed from contractors who can provide a fleet of electric or hybrid cars.

### **BUDGET**

£30,000 - £40,000

### **TENDER PROCESS**

Please base your tender on the specification above.

Ensure you include the following in your proposal:

- Understanding of the nature of London Fashion Week guest programme and the important role press and buyers play to the British fashion industry and the success of London Fashion Week
- Detailed Budget, including pricing structures should our requirements change - the budget should include a daily cost per car
- Overview of the company, team and resources
- Examples of previous clients you have worked with

The procurement of this contract will be via a one-stage invitation to tender process (with no pre-qualification questionnaire stage). However, tenders received will be tested against minimum essential selection criteria on a pass or fail basis. Those that pass will then be scored against the award criteria set out below. The selection will be based on:

- Your capabilities to deliver on this brief, including staff and car availability
- Examples/testimonials from previous work
- Previous experience in and understanding of the fashion industry

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

| <b>Award criteria</b>   | <b>Maximum score</b> | <b>Weighting</b> |
|---|----------------------|------------------|
| Your understanding of the aims of the brief, including demonstrating how you will deliver the brief | 5                    | 30%              |
| Value for money – please submit a full budget   | 5                    | 30%              |

|  |           |             |
|--|-----------|-------------|
| Methodology and critical path to deliver required activities, detailed within budget | 5         | 20%         |
| Overall quality of proposal  | 5         | 20%         |
| <b>Total score</b>   | <b>20</b> | <b>100%</b> |

Maximum total score = 20

Weighting: 1 = Poor 5 = Excellent

The highest scoring tender will be awarded the contract. Interviews may be required; tenderers will be informed of this after we have reviewed tenders.

**All submissions must be received by 5pm Monday 16<sup>th</sup> May 2022.** Responses received after this deadline will not be accepted.

Responses should be emailed to Shandrae Johnson.

[Shandrae.Johnson@britishfashioncouncil.com](mailto:Shandrae.Johnson@britishfashioncouncil.com)

Please note that 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, to support promoting London's creative fashion design talent to key international audiences.

ERDF funding is being used to support London Fashion Week, a biannual showcase of brands and businesses to support them to increase their international sales. Further information about London Fashion Week can be found at <https://www.londonfashionweek.co.uk/>

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.