

# BRITISH FASHION COUNCIL



## INVITATION TO TENDER VENUE, PRODUCTION AND CATERING FOR LONDON SHOW ROOMS PARIS SEPTEMBER 2022

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 two events per year, which can include womenswear or menswear and accessories. 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 one showroom event during Paris Fashion Week September 2022 (dates specified below).

The contract would cover one showroom event.

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: £55,000 - £75,000** to include venue, production, catering, and TVA if applicable.

## REQUIREMENTS

### Event Dates (tbc):

25<sup>th</sup>/26<sup>th</sup> September to 3<sup>rd</sup>/4<sup>th</sup> October 2022 – 1 day set up, 7 event days

### Venue Requirements

- *Type:* Open gallery-style space able to facilitate showroom style designer exhibition possibly on one level only. Wi-Fi is essential in every area; Possibility of holding an evening event
- Area for entrance/reception desk; area for seating for guests, area for BFC staff table, area for model fitting, area for catering table
- *Look & Feel:* Newly painted white walls; Concrete floor/high end industrial; Minimal décor; High ceilings (preferably); Natural light (preferably), one floor (preferably), street level preferred
- *Location:* Must be central Paris, Marais (arrondissement 1, 2,3 & 4). Proximity to other showrooms
- *Size:* 270-400 square meters, linear metre of walls approx. 80/90 m
- Light and airy space
- Ability to brand walls and windows
- Plug socket for each designer
- Adjustable spotlights
- Two toilets
- High speed Wi-Fi and sound system if possible
- Storage room
- Separate kitchen with microwave and fridge if possible
- Running water and working electricity
- Alarm system and lockable entrance
- Loading bay area and ability to load out in evenings
- High quality air conditioning and heating
- Changing room areas

### Production Requirements

- Fully serviced cocktail reception
- Basic furniture allocation for all designers: minimum 60 white rails in total or equivalent for some designers in white shelving and white consoles, also a number of low consoles/tables and mirrors. 2 white sofas and white working desk with 6 chairs. Each designer will have a table to write orders, 2 chairs and a paper bin.
- Signage for each designer, LONDON show ROOMS branding and directional signage in the main street. Listing of designers and LONDON show ROOMS sponsors or partners. Signage artwork file provided by BFC.

- Welcome desk for reception with 2 chairs.
- Catering, drinks etc during opening hours
- Security
- Daily cleaning of the space and cleaners during opening hours
- Storage room for designers' suitcases
- Changing room areas

## 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 the showroom, 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 meets look & feel requirements	5	30%
Production fulfilment	5	20%
<b>Total score</b>	<b>20</b>	<b>100%</b>

Maximum total score = 20

Weighting: 1 = Poor - 5 = Excellent

When awarding the contract, the panel will consider a range of factors, not just the scoring of the tenders.

**All submissions must be received by midday Friday 1st July 2022. Responses received after this deadline will not be accepted.**

We often receive several tenders just before the deadline; we recommend that you submit your response an hour beforehand, to give us time to check it and alert you if we cannot open it.

Responses should be emailed to Emma Early,  
emma.early@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, 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.