

BRITISH
FASHION
COUNCIL



 Funded by
UK Government

**LEVELLING
UP**

SUPPORTED BY
MAYOR OF LONDON

INVITATION TO TENDER VENUE FOR INSTITUTE OF POSITIVE FASHION FORUM 2025

ABOUT THE OPPORTUNITY

The British Fashion Council (BFC) is seeking a suitable venue for the Institute of Positive (IPF) Forum in London.

The BFC is delighted to have received funding from the Greater London Authority to deliver work under the UK Shared Prosperity Fund, which is part of the UK's Levelling Up agenda.

Through the Low Carbon Transition Programme (LCT), the BFC will help 50 London-based SMEs (including micro businesses) to decarbonise their business operations.

The funding is being used to support IPF Forum, an annual actions-orientated conference designed to galvanise the British fashion industry to achieve a circular fashion ecosystem in the UK by 2030. IPF Forum will next take place on Thursday 20th March 2025. The inspiring day-long event will consist of a series of keynotes, workshops and panel discussions unpacking six themes, with a key focus on circularity and carbon reduction.

Further information about IPF Forum can be found at
<https://instituteofpositivefashion.com/Institute-Positive-Fashion-Forum>

MARCH 2025 – MULTI REQUIREMENT VENUE BRIEF

Date: Thursday 20th March 2025

Type: Open spaces able to facilitate panel talks, keynote presentations, small scale exhibitions and breakout spaces for workshops and roundtables.

Look & Feel: Neutral with high end finish and furnishings, sustainable design considerations preferred.

Location: Central London.

Capacity: Capable of hosting 200 guests at any one time.

Experience in hosting high profile arts and fashion events would be beneficial.

TENDER PROCESS

Please submit a full tender response to the above brief. Tenders that pass the selection process will be considered against the following award criteria:

Award criteria	Maximum score	Weighting
Experience in hosting high profile arts and fashion events	4	20%
Confirmation that the venue is available on the dates specified	4	20%
Understanding of the brief, including how it meets the type and look & feel requirements listed above. Please include visuals of the venue	4	20%
Suitability of location	4	20%
Value for money. Please include full cost details of hiring the venue	4	20%
Total score	20	100%

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 **12pm Thursday 22nd August 2024**. Responses received after this deadline will not be accepted.

Responses should be emailed to 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 BFC aims to ensure that the purchase of goods/services/works using public funds is fair, open, transparent, objective and non-discriminatory, in order that 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.