

INVITATION TO TENDER

VENUE, LONDON FASHION WEEK MEN'S 2020-21

ABOUT THE OPPORTUNITY

The British Fashion Council (BFC) is seeking a suitable venue for London Fashion Week Men's in London.

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 Fashion Week Men's, a biannual showcase of British menswear brands and businesses to support them to increase their international sales. London Fashion Week Men's will be taking place 13th-14th June 2020 and 9th-10th January 2021. The line-up of shows and events sees some of menswear's most prominent international names showing alongside Britain's renowned heritage designers and rising stars.

Further information about London Fashion Week Men's can be found at <https://www.londonfashionweekmens.co.uk/>.

June 2020 – Catwalk and Exhibition Space

Dates: Event 13th to 14th June 2019 plus additional days required for load-in (from 11th June) and load-out (15th June)

Type: Open gallery space able to facilitate a large catwalk and designer exhibition

Look & Feel: Preferably white walls, concrete floor or high end industrial

Location: East London preferred.

Capacity: Capable of holding a 400 seated catwalk show and 250 square metres of designer exhibition space.

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

January 2021 – Catwalk and Exhibition Space

Dates: Event 9th to 10th January 2020 plus additional days required for load-in (from 7th January) and load-out (11th January)

Type: Open gallery space able to facilitate a large catwalk and designer exhibition

Look & Feel: Preferably white walls, concrete floor or high end industrial

Location: East London preferred.

Capacity: Capable of holding a 400 seated catwalk show and 250 square metres of designer exhibition space.

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 5pm Monday 3rd February 2020**. Responses received after this deadline will not be accepted.

Responses should be emailed to Stephanie Harrison, stephanie.harrison@britishfashioncouncil.com

Please note that in order 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 (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.