

# BRITISH FASHION COUNCIL

## INVITATION TO TENDER HEALTH & SAFETY SERVICES 2024 and 2025

The British Fashion Council (BFC) is seeking a contractor to provide health & safety services for three of our major events held in February, September and December 2024 and 2025.

### DATE OF EVENTS

London Fashion Week: 12<sup>th</sup>- 16<sup>th</sup> September 2024

The Fashion Awards: 2<sup>nd</sup> December 2024

London Fashion Week: 20<sup>th</sup>-24<sup>th</sup> February 2025

London Fashion Week: 18<sup>th</sup> – 22<sup>nd</sup> September 2025

The Fashion Awards: 1<sup>st</sup> December 2025

### LOCATION

The Fashion Awards: The Royal Albert Hall, SW7 2AP

London Fashion Week: 180 The Strand, WC2R 1LA

### LONDON FASHION WEEK

London Fashion Week takes place twice a year in February and September showcasing over 250 designers to a global audience of influential media and retailers. Organised by the British Fashion Council, London Fashion Week is a trade event which first took place in 1984 and currently ranks alongside New York, Paris and Milan as one of the 'Big Four' fashion weeks. The event is funded by patrons, sponsors and funders, including the Mayor of London and the Department for Business & Trade. Over 5,000 visitors attend including press, buyers, photographers and influencers over 5 days.

Further information is available at: [www.londonfashionweek.com](http://www.londonfashionweek.com)

### THE FASHION AWARDS

The Fashion Awards unites the global fashion community in London, the home of fashion and creativity, to amplify leaders of change, celebrate excellence and support the next generation of creative talent. The event serves as the main fundraiser for the BFC Foundation, which supports the future growth and success of the British fashion industry through its focus on education, grant-giving, and business mentoring. The Fashion Awards presented by Pandora not only shines a spotlight on the outstanding contributions of emerging and established cultural fashion leaders, but also raises awareness of the foundation's vital work.

The BFC will build on the success of last year's collaboration, continuing to evolve the event as an entertainment platform that highlights the role fashion plays at the intersection of culture. Further information is available at: <https://fashionawards.com>

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## THE CONTRACT

12th August 2024 – 2<sup>nd</sup> December 2025

The Contract value will include company fees and costs of expenses and equipment required.

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

## SCOPE OF WORK

Produce the Event Safety Management Plan (ESMP) for each event.

The ESMP sets out the system for the safe and effective delivery of each event. It aims to provide information on all aspects of Health and Safety Management, including an overview of event operational management, staffing, crowd management, emergency and contingency plans.

The following locations will form part of LFW and should be included as part of the ESMP:

- Guest entrances
- Load in routes
- Vehicle routes
- Emergency Exits
- Toilets
- Storage
- Photographers lounge
- Staff working areas
- Reception
- Registration areas (LFW only)
- Catwalk show space (LFW only)
- Backstage areas
- Designer showrooms/Exhibition space (LFW only)
- Installations
- Sponsor areas
- Cafes (LFW only)
- Kitchen and Catering areas (LFW only)

In the past, London Fashion Week has seen around 3500 press and trade buyers attend per day. Many only stay for the Catwalk show which lasts around 10-15 minutes and are then picked up and taken to the next show.

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## **SAFETY PLANS**

The safety plans for each event need to be split into three phases: Pre-production, Build/Breakdown and the Event Phase. Each phase requires its own distinct arrangements, and these are outlined below.

### **Pre-Production Phase**

The BFC recognises its responsibility to protect the health, safety and welfare of its employees, subcontractors and members of the public attending the event through providing a safe working environment and safe systems of work.

Safety planning carried out during the pre-production phase includes:

1. Preparing the Event Safety Management Plan
2. Preparing the Traffic Management Plan
3. Development of overall event Risk Assessments
4. Development of contingency and emergency plans
5. Site design, including plans for access, egress and emergency routes
6. Appointment of suitable contractors
7. Collation of the Safety File
8. Liaising with Westminster Council

### **Build and Breakdown Phase**

The build phase for each event will commence in the days leading up to each event. The successful supplier will receive confirmation of the dates ahead of each event however, it should be presumed it will be approximately 2 weeks before.

The final elements of the Build Phase will include:

1. Briefings for Stewards, Security and Staff
2. Tests of communications systems
3. Stocking of supplies for exhibitors/traders
4. Commissioning of kitchens/show areas e.g. catwalk
5. A full survey of the event site prior to admitting guests.

Breakdown for each event will start immediately after the closure of the event. Again dates will be confirmed but typically this would be 3 days after each event, where all work will be finished, material, plant etc. will have been removed and all contractors will have left site.

### **The Event Phase**

The Site Manager or the Project and or Operations Manager will be available onsite from 06:00 on show days.

A site and staff audit will be conducted prior to opening the event to establish that medical, administration, welfare, sanitary and crowd management facilities are functional.

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On completion of the show opening procedure, Event Control, the Operations Manager, Site Manager and Safety Officer will determine that the event should be made open to the public.

Throughout the open period, the Production, Site and or Operations Manager will remain on-site.

The supply of all necessary health and safety equipment including fire extinguishers, signage and fire escape signs must be provided. This also includes any site wide operational equipment required such as forklift trucks, barriers etc.

## YOUR TENDER

Please base your tender on the specification above.

Ensure you include the following in your proposal:

- Understanding of the nature of our event requirements
- Identify all subcontractors and suppliers for employment (state company names)
- Itemised budget
- A breakdown of staffing at each phase of the ESMP
- Timelines and critical paths
- Examples of previous relevant work and a list of previous clients you have worked with.

## 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). 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 staffing, contacts with subcontractors
- Examples/testimonials from previous work

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

Award criteria	Maximum score	Weighting
Your understanding of the aims of the brief, including demonstrating how you will deliver the brief	5	40%
Value for money – please submit a full budget	5	40%

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Methodology and critical path to deliver required activities, detailed within budget	5	10%
Overall quality of proposal	5	10%
<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. Interviews may be required; tenderers will be informed of this after we have reviewed tenders.

All submissions must be received by **1pm on Monday 5th August 2024**. Responses received after this deadline will not be accepted.

Responses should be emailed to Emma Early: [emma.early@britishfashioncouncil.com](mailto:emma.early@britishfashioncouncil.com)

Please note that to maintain fairness in the tendering procedure we cannot 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 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, we 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.