

# **Invitation to Tender for Bar Concessions at Pride in Sheffield 2020**



**Closing Date for Submission of Tenders: Friday 10th April 2020**

## **CONTENTS**

- Section 1 - Introduction and Background Information
- Section 2 - Specification
- Section 3 - Submitting Your Tender
- Section 4 - Tender Form
- Section 5 - Conditions of Tender

## **SECTION 1 - INTRODUCTION AND BACKGROUND INFORMATION**

**Date of Pride in Sheffield Event:** Saturday 25th July 2020

**Tender return date (and time):** Friday 10th April 2020.

**Tenders must be returned to:** [info@prideinsheffield.net](mailto:info@prideinsheffield.net)

**Contact Person:** Emma K Carpenter & Gandalf Earle - [co.chairs@prideinsheffield.net](mailto:co.chairs@prideinsheffield.net)

### **INTRODUCTION / CONTEXT OF REQUIREMENT**

Pride in Sheffield is an annual event celebrating LGBT+ life in Sheffield, including all other gender and sexual minorities not included in the LGBT acronym. Our day long event promotes awareness of LGBT+ issues and provides entertainment in a safe and welcoming environment. We are largely funded by Partners, as our event is free or charge to attend.

Previous prides in Sheffield have drawn large crowds, and we anticipate that approximately 10,000 people will attend Pride in Sheffield 2020. We're family friendly, and expect to attract a diverse range of people not only from the local community, but also from other parts of the country.

Pride in Sheffield 2020 will take place in the scenic and spacious Endcliffe Park on 25th July 2020 close to the bustling shopping area of Ecclesall Road, and a short bus ride away from the city centre. It comprises a main stage, 2 bars, 8 food stalls, up to 100 other (non food or drink) stalls, and 5 marquees hosting a range of different activities.

**Contract Term** The Contract shall be for the day of 25th July 2020.

## **SECTION 2 - SPECIFICATION**

Pride in Sheffield requires contractors to supply, run and manage one or both of two on sales bars between the hours of 13:00 to 19:00 on 25th July 2020 or at any other such times as Pride in Sheffield may permit provided such times are specified in the Premises Licences; or at shorter times, as specified by Pride in Sheffield, subject to site conditions on the day.

The bars will be stationed at opposite ends of Endcliffe Park, and will need to offer a variety of choice for the people attending our festival, including the provision of non-alcoholic beverages.

Bar providers will be expected to provide a bar, a seating area (including seating and tables), bar staff, and security staff with SIA badges. They will also be expected to adhere to conditions set by Sheffield City council, including licencing requirements and health and safety documentation for your stall.

The bar providers will be required to act as Designated Premises Supervisor for the venue's Premises Licence and TENs and may have to obtain other licences, permissions or consents. They will also be required to adopt the Challenge 25 system for the prevention of alcohol sales to underage drinkers and such other reasonable methods for preventing underage drinking.

Contractors will be required to install and operate a sufficient fully equipped bar to meet the reasonable demands of people attending the Pride in Sheffield and to comply with the reasonable requests of Pride in Sheffield regarding service provision.

Additionally, you will be asked to sign the Pride in Sheffield Pledge and to ensure your staff wear ID badges provided by us on the day.

In return, you will receive the chance to take part in one of the biggest and most prestigious events in Sheffield's calendar, and will receive all the promotional benefits attached to this.

Please note, we will not be accepting offers based on percentages of the bar profits.

We are looking for offers of around £1,500 for each of the bars, but are willing to consider other offers.

### **SECTION 3 - SUBMITTING YOUR TENDER**

The closing date for the submission of your tender is 12:00 hours on 12 April 2020, any tenders submitted after this time and date will not be accepted without good reason.

We may require more information from you before we award the contract, and we will contact you on the contact details provided above. We intend to decide on the award of the contract within 21 days of the deadline for tender submission. All tenderers will be notified of the final award decision made and will be provided with feedback upon request.

Tenderers must not undertake work or enter into any commitments for the subject matter of this tender without written confirmation from Pride in Sheffield.

If you require further information concerning the tender process, please contact Emma Carpenter & Gandalf Earle at [co.chairs@prideinsheffield.net](mailto:co.chairs@prideinsheffield.net). Please note that any questions raised after Friday 3rd April may not be answered before the deadline.

## SECTION 4 - TENDER FORM

### ABOUT YOU

1. **Company**

2. **Name**

3. **Telephone**

4. **Email**

5. **How many of the two bars will you be applying for?** *(Please complete a separate application for each if you are intending on providing two different menus.)*

6. **Do any of the business owners identify as LGBT+?**

Yes

No

7. **Where is your business based?** *(20 words)*

8. **Tell us about any prides that your business has worked before.** *(50 words)*

9. **Tell us about yourself** *(100 words)*

**PRODUCTS**

*Please complete this section separately for each bar.*

**10. List the products you would be selling and the prices for each of those products.** *(Please include any soft drinks and non-alcoholic beverages.)*

Item	Volume/ Measure (e.g. per unit or per pint)	Price per unit	Gluten free? (Y/N)	Vegan? (Y/N)	Amount provided on day
		£			
		£			
		£			
		£			
		£			
		£			
		£			
		£			
		£			
		£			
		£			
		£			
		£			
		£			
		£			
		£			
		£			
		£			
		£			
		£			
		£			
		£			
		£			
		£			
		£			
		£			

## STAFFING

**11. Briefly describe experience of staff/training/supervision/ management arrangements that will be utilised to ensure standards are maintained. (250 words)**

**12. How many staff members would you deploy on the day of the event?**

*Bar staff:*

*Security staff with SIA Badge:*

*Total staff:*

**13. Will your staff be from Sheffield and the surrounding area? (20 words)**

**14. What is the hourly rate/salary of your staff members? (20 words)**

**15. How will your staff be identifiable on the day? (e.g. uniform/t-shirt/lanyard) (50 words)**

## SERVICE ON THE DAY

**16. Please note that we will require you to use plastic and not glass cups. Will you use reusable or one-use plastic cups? (20 words)**

**17. How will you maintain the quality of your product on the day? (e.g. hot weather) (250 words)**

18. What methods of payment would be available? (e.g. cash/card) (20 words)

### **STRUCTURES**

*Please complete this section separately for each bar.*

19. What structure would you be bringing (e.g. marquee, trailer unit etc), and what is the total floor space this will require in meters, including the seating area? Please provide photographs. (150 words)

20. How many tables and chairs would you provide? (20 words)

21. Will your structure be wheelchair accessible? (20 words)

### **ADDITIONAL INFORMATION**

22. Would you be willing to provide free products to Pride in Sheffield volunteers on a token based system?

Yes

No

Would like more information

23. Please define what key risks you see for this contract and the methods you will use to manage/ mitigate those risks. (350 words)

24. With reference to the specification, please provide any additional information or offers that have not already been covered in this tender. (250 words)



## **PRICE**

**25. How much are you willing to pay Pride in Sheffield? (If applying for more than one bar, please include the total price, and the price per bar.) (50 words)**

## **SUPPORTING DOCUMENTS**

Please provide the following documents:

- Licencing Documentation
- Health & Safety Certificates
- Complaints Procedure
- Any relevant photographs

*Please submit your tender by e-mail to [info@prideinsheffield.net](mailto:info@prideinsheffield.net) by Friday 10th April 2020.. Your tender should include this completed form and any supporting information.*

## **SECTION 5 - CONDITIONS OF TENDER**

By participating in this tender you are indicating your acceptance to be bound by the conditions set out below. If you have any questions about the tender or the selection process, please direct them to Emma K Carpenter and Gandalf Earle at [co.chairs@prideinsheffield.net](mailto:co.chairs@prideinsheffield.net)

As part of this tender process Pride in Sheffield makes no obligations in any way to:

- i. pay any bidder for any Pride in Sheffield response
- ii. award the contract with the lowest or any bidder
- iii. include bidders responding to this bid, in any future invitation
- iv. any other commitment to bidders whatsoever.

Any tenderer who directly or indirectly canvasses any member, official or agent of Pride in Sheffield concerning the award of the contract, or who directly or indirectly obtains (or

attempts to obtain) information from any such person concerning any other Tender or proposed Tender for the Services shall be disqualified.

No representation by any employee or representative of Pride in Sheffield, nor any representation at all about any matter which has a bearing on the contract, other than one expressly contained in the signed or executed contract documents, shall constitute a term or condition of the contract nor a representation which gives the contractor grounds for rescinding the contract or claiming damages for misrepresentation.

Pride in Sheffield reserves the right to terminate the process at any time. Under no circumstances shall Pride in Sheffield incur any liability in respect of any tender or any supporting documentation, or the tendering process at all.

In particular, this provision sets out the entire financial liability of Pride in Sheffield (including any liability for the acts or omissions of its employees, agents, consultants and subcontractors) to any candidate or tenderer in respect of any failure of Pride in Sheffield to abide by applicable regulation or legislation in respect of the tendering process; and any representation, statement or tortious act or omission (including negligence) arising under or in connection with this tendering process.

Pride in Sheffield shall not be liable for:

- loss of profits; or
- loss of business; or
- depletion of goodwill and/or similar losses; or
- loss of anticipated savings; or
- loss of contract; or
- loss due to corruption of data; or
- any special, indirect, consequential or pure economic loss, costs, damages, charges or expenses.

All rights in all the documentation provided by Pride in Sheffield are confidential and must not be disclosed to any third parties. Pride in Sheffield reserves all copyright, rights in marks, plans, drawings or schema, patents and know-how and all other intellectual property rights, whether capable of registration or not in the UK or worldwide.

In submitting its tender, the tenderer warrants, represents and undertakes to Pride in Sheffield that:

- All information, representations and other matters of fact communicated (whether in writing or otherwise) to Pride in Sheffield by the tenderer, its staff or agents in connection with or arising out of the tender are true, complete and accurate in all respects, both as at the date communicated and as at the date of tender submission.
- It has made its own investigations and research and has satisfied itself in respect of all matters (whether actual or contingent) relating to the tender and that it has not submitted the tender and will not be entering into the contract (if the same be awarded to the tenderer by Pride in Sheffield) in reliance upon any information, representation or assumption which may have been made by or on behalf of Pride in Sheffield.
- It has full power and authority to enter into the contract and perform the obligations specified in the contract and will, if required, produce evidence of such to Pride in Sheffield.
- It is of sound financial standing and has and will have sufficient working capital, skilled staff, equipment and other resources available to it to perform the obligations specified in the contract.
- It will not at any time during the duration of the contract or at any time thereafter claim or seek to enforce for the purposes of this contract, any lien, charge, or other encumbrance over property of what nature owned or controlled by Pride in Sheffield and which is for the time being in the possession of the tenderer.

<b>Name:</b>	
--------------	--

<b>Date:</b>	
--------------	--

<b>Signature:</b>	
-------------------	--