

## **WP8a ITT Supplier Questions and Answers**

**Q1. We understand that COP26 has been postponed until 2021, exact date TBC. Please could you advise whether the tender timetable and project schedule are to be altered?**

A. The deadline for ITT returns is being extended to Friday 1<sup>st</sup> May at 2.00 p.m. Some of the early project schedules are also being adjusted. A revised ITT (Revision A) with amendments to the timetable and other minor amendments to modify the references to COP26 is being uploaded onto the portal along with these clarifications. (see also Q2, below). The deadline for clarification questions has also been extended, to 5 p.m. on 9th April.

A revised Pricing Schedule (Revision A) which modifies the COP26 references (but is otherwise unchanged in structure) is also being uploaded.

**Q2. I have just seen that the Cop26 climate talks in Glasgow have been postponed until 2021, are you aware if this will affect the Hy4Heat tender? If so how will the process be affected?**

A. The references to the COP26 event in November 2020 (ITT pages, 27, 30 and 32 and also in the Pricing Schedule) are now modified in the ITT but bidders should still price for an event of similar size and importance in their tender.

**Q3. Could we ask in regards to brand identity for this tender - has this already been established? Should we be basing aesthetic design around the same identity as <https://www.hy4heat.info/> - included fonts, colours and branding?**

A. The branding/design should be in line with that used on the Hy4Heat website.

**Q4. Please could you clarify the dates for interview if possible? The tender is to be submitted by the 17th April 2020, but it mentions if successful you will announce this on the 15th April 2020.**

A. The dates in the 2nd paragraph of item 13 on page 34 of the revised ITT now read "notification of interviews on 13th May" and "interviews to take place during week commencing 18th May".

**Q5. On page 18 (3.2) you mention the locations for the Moveable Showroom & Cooking Demonstration Unit will be specified by Hy4Heat but on page 93 it says that the contractor will be required to identify suitable locations, please can you clarify if we need to include the costs of renting space in the tender?**

**"The contractor will be required to identify suitable locations and understand the requirements to enable siting of the demonstration facility. The contractor will be asked to demonstrate agreements in principle for the siting of the facility at the chosen locations and provide justification as to why the location was selected."**

A. The costs of renting space at events should not be included in the tender pricing. However, we would expect bidders to bring their own knowledge and expertise to possible floor plan designs and layouts.

**Q6. Given the proposal size of 20 pages, are we able to show links to further information?**

A. The assessment will be made on what is included in the up-to-20-page submission. Links to other information should not be included.

**Q7. Given the timescale to source partners for this project and the situation with the economy due to Covid-19 will there be any consideration to extending the deadlines if needed?**

A. We are progressing with the ITT and assessment, and appointment of contractor(s). However, we appreciate that there may be some delay to the work to develop demonstration facilities being carried out due to Covid-19. Adjustments to any relevant dates have been included in the revised ITT. There is facility for the contract to be extended to the end of December 2021.

**Q8. Are you able to give us the rules and regulations and floorplan for COP26?**

A. We do not have this information and will therefore be unable to provide any further detail during the tender period. (see Q1 and Q2 above regarding the postponement of COP26).

**Q9. Would it be possible to apply to join your tender list for events and exhibitions services please?**

A. By registering at <https://www.delta-esourcing.com/tenders/UK-UK-London:-Event-services/.8GC32JT7N9> you will be able to access the ITT documentation.

**Q10. Can you share how many other agencies are involved in this ITT?**

A. To maintain the confidentiality of the procurement process we will not be disclosing the number of organisations that register for the tender opportunity.

**Q11. Within the Invitation to tender document, sections 3.2 and 3.3 reference to “Procurement / lease of movable demonstration showroom for 12 months” within Design, Construction and Fit-out.**

**As we move forward to consider the level of design for each of the demonstration facilities, please could you confirm whether this 12 month lease sits inside of the £500,000.00 total budget OR whether the budget is solely for the 3 listed events (12 days for COP 26 and 2 smaller 3 day events), thus meaning the 12 month procurement will be calculated separately from the day rates of storage and transport that we provide?**

A. The procurement / lease costs for the moveable showroom and cooking demonstration are to be included within the £500,000 budget (see also the Evaluation Criteria, item 3.12, within the ITT).

**Q12. Could we ask in regards to brand identity for this tender - has this already been established? Should we be basing aesthetic design around the same identity as <https://www.hy4heat.info/> - included fonts, colours and branding?**

A. The branding/design should be in line with BEIS branding, guidelines can be found through the below link. The Hy4Heat logo as used on the Hy4Heat website should appear alongside HMG branding.

<https://gcs.civilservice.gov.uk/guidance/branding-guidelines/>

**Q13. With many of the key people we are in conversation with from the gas appliances side of the business currently on furlough for the next three weeks, will there be a consideration to extend the deadline again?**

A. The deadline will not be extended further.

**Q14. Please could you give us an example of a destination you would consider for the moveable showroom? Can you confirm the time that the movable showroom will be in a location roughly?**

A. The locations are set out on pages 28 and 29 of the ITT i.e. the main event should be assumed to be in Glasgow for 12 days. The two pre-events should assume locations within 150 miles of London, each one for 3 days; Section 3, item 7 on page 25 of the ITT provides examples of the type of event being considered.

**Q15. We have noted that the ITT is asking for just 20 x A4 pages for our response. Is there an expectation on which programme this is delivered in - MS Word or PowerPoint etc?**

A. The submission should be in either MS Word or pdf.