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Invitation to Quote Requirements and Notes

Venturefest 2018

13 September, Manchester Central

Contents:

About GC Business Growth Hub	2
About Venturefest	3
Requirement	3
Brief.....	3
Period of delivery and Budget	4
Application	4
Scoring of Quality Questions.....	4
Quotation Returns by post.....	4

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Business Growth Hub is a trading name of GM Business Support Limited. Registered Office: Lee House, 90 Great Bridgewater Street, Manchester, M1 5JW
Registered in England number: 8132524 VAT registration number: 727102071



European Union
European Regional
Development Fund

Introduction

The aim of this document is to select and appoint a provider for the following activity/service:

Work alongside GC Business Growth Hub's Venturefest 2018 steering group to provide event management services and consultancy advice to deliver Venturefest 2018, including the provision of full onsite management before, during and after the event.

This document presents the detailed purpose and requirements of providers wishing to submit a quote for this contract.

About GC Business Growth Hub

Part of The Growth Company, GC Business Growth Hub helps ambitious business people to realise their growth potential by offering access to a range of practical services, from assessing growth options to unlocking finance or accessing experienced business mentors.

For more information about GC Business Growth Hub, which is a trading name of GM Business Support Limited, please visit us at www.businessgrowthhub.com

Accountable to the Greater Manchester Local Enterprise Partnership and Greater Manchester Combined Authority (GMCA), GC Business Growth Hub's challenge is to ensure that companies across Greater Manchester, and beyond in some instances, reach their full potential and are able to access the right support and services to meet their needs. These include:

- Personal support to identify and address business growth opportunities and challenges;
- Business to business networking through growth lunches and specialist events;
- Expert growth advice and planning under Growth, Growth Start-up, Mentoring, Digital Growth, and Access to Finance and Green Growth;
- Delivery of Business Growth Service for manufacturers across the North West of England; and
- Access to a wealth of public and private sector business and professional partners with a range of specialist knowledge and skills including a network of committed private providers who share our vision for supporting growth.

Complementary support is also provided by Department for International Trade and MIDAS, to attract inward investment and support re-investment by companies.

The Hub works with business leaders across Greater Manchester, and the wider North West, who are looking to connect with other like-minded businesses to discover new opportunities for growth.

GC Business Growth Hub - funded by the European Regional Development Fund (ERDF) and the UK Government's Regional Growth Funds, provides support to businesses of all sizes, from innovative young enterprises to established corporates, to be part our growing network and overcome barriers to growth.

About Venturefest

Now in its fifth year, Venturefest has developed into annual event to act as a catalyst by bringing the key elements of innovation - innovators, investors, entrepreneurs and academics - together.

The aim of Venturefest is to strengthen connections between these key elements, as well as strengthening connections with local partners and national bodies such as Innovate UK and the Intellectual Property Office, and others supporting innovation and growth.

At the centre of the event is an Innovation Showcase Competition, which launches a few months prior to the event and culminates in a final competition on the day of the event, when the winners are chosen. For 2018 we will aim to attract and engage with 100 applicants to the competition, delivering:

- 50 shortlisted businesses at the quarter final stage
- 20 Semi finalists
- 10 Finalists
- 3 Winners

Requirement

To provide event management services and consultancy advice to deliver Venturefest 2018, including the provision of full onsite management before, during and after the event.

Venturefest 2018 will be held on the 13 September 2018 and the venue will be Manchester Central.

Brief

It is expected that the successful company will carry out, as a minimum:

- Create a detailed project plan outlining the major milestones throughout the project.
- Produce and distribute regular status reports on the project throughout and ensure all tasks are completed as per the detailed project plan.
- Provide strategic input into all aspects of the event, including ideas and content.
- Support The Growth Company's marketing.
- Liaise with the venue on all aspects including access, H&S, timings etc.
- Liaise with delegates and exhibitors.
- Manage guest bookings and can be the main RSVP point for all guest queries
- Manage and liaise with all external suppliers.
- Onsite management:
 - o Oversee the technical build and ensure that all suppliers, exhibitors and the venue are delivering against our objectives and timelines.
 - o Work with BGH/GC to liaise with the exhibitors, sponsors & speakers to ensure all of their technical and event requirements are looked after including H&S.

- o Manage the guest registration throughout the day, managing any queries.
- o Be the main point of contact with the venue re: setup, catering & room co-ordination.
- o Oversee all floor management, guest management and technical production.

Period of delivery and Budget

The activity will be delivered from April to September 2018. The budget for this service is up to £15,000 (incl. VAT).

Application

Please complete the attached Quotation Form including any appendices.

Only Quotation Forms completed in full with the requested appendices will be considered.

Scoring of Quality Questions

Responses to each of the quotation questions will be scored out of a maximum of five marks, using a standard method of scoring as set out in the table below:

Classification	Score	Scoring Guidance
Exceptional	5	Addresses the majority of the requirements at a very high level.
Above Average	4	Addresses most of the requirements at a high level.
Average	3	Addresses some of the requirements at a high level.
Below Average	2	Addresses some of the requirements at a basic level.
Poor	1	Does not address / barely addresses the requirements.
Unacceptable	0	Does not meet requirements / no response.

In order to ensure consistency of scoring, each tender submission will be scored out of five by at least two members of the project team across all submitted quotations and will then be weighted accordingly to give a final score.

Quotation Returns by post

Please return a hard copy of your completed quotation form and additional information by 11.30 am on 10th April 2018 to:

Nick Batty
 Procurement Manager
 GC Business Growth Hub
 Lee House
 90 Great Bridgewater Street
 Manchester
 M1 5JW

Envelopes should not identify your business in any way and must clearly display the Quotation Label included in the Quotation Pack. Failure to fix the label to the return envelope may result in your quotation being excluded from the process.

Please submit any questions to info@businessgrowthhub.com

Timescales

Invitation to quote advertised	29 March 2018
Closing date for submissions	10 April 2018
Contract awarded	13 April 2018

Contract Conditions

The Framework Agreement and all tasks carried out under the agreement will be governed by GM Business Support Limited Contract Conditions.