**Open tender**

**Capital Enterprise**

**Capital Accelerator Programme**

**Tender to procures a** **games events programme**

**Tender Code: 2014-CE02**

**Dec 2014**

**Capital Enterprise**

Gordon House

29 Gordon Square

London

WC1H 0PP

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# TENDER INFORMATION

## 1.1 Background

Capital Accelerator Programme is a Mayor of London ERDF funded initiative led and managed by Capital Enterprise and UCL Advances that aims to provide additional new resources, expertise and know-how to both expand and enhance the provision of business support available in London to potential scalable and investable businesses in the Digital, Science and Technology sectors.

Starting in July 2013 and running until September 2015 this programme aims to help 626 London based SMEs with high growth potential to receive intensive advice and practical support that will enable at least 184 of them to raise collectively over £9.5m of investment funding from business angels and early stage venture capitalist and thereby enable these SME’s to create a minimum 284 new jobs in London.

To deliver a programme of interventions and activities the CAP has assembled a partnership comprising of the leading players in London that support early stage entrepreneurs in the Digital, Science and Technology sectors.

## 1.2 Contract Information

This contract will be procured and managed by Capital Enterprise.

Capital Enterprise is the membership body for deliverers of enterprise support services in London. It facilitates entrepreneurship via its 60+ (current) member organisations and through the development of new and innovative pan-London programmes. Our members provide support services to both pre-start and trading entrepreneurs and small business in all 33 London Boroughs.

**ERDF programme outputs include:**

* **Job creation**
* **Job safeguarding**
* **Business support to SMEs**
* **Investment raised**

## 1.3 Tender specification

The purpose of the tender is to appoint **a provider to** run and deliver an investment readiness programme.

1**.3.1 The Scope:**

Capital Enterprise as part of its Capital Accelerator programme is seeking an organisation to create host, manage and deliver a series of events aimed at SMEs within the games sector between January and June 2015.

The events should cover the following themes:

* Growing your games company
* Managing a successful games company
* Funding your games company
* Marketing your games company

We expect you to run a minimum of 2 half day events a month.

# TENDER REQUIREMENTS AND PROCESS

## 2.1 Tender response requirements

To provide the following information as part of your response

1. Total quote to include a breakdown of budget.

## 2.2 Relevant experience

To provide a detailed response to demonstrate how you would deliver the requirements set out in 1.3.1 and your past experience in delivering similar programmes.

## 2.3 Please complete Appendix A

***To recap we expect the tender response to include a quote, a written confirmation that demonstrates the individual/ organisation meets the requirements listed, and the completion of Appendix A.***

## 2.4 Evaluation Criteria

**How do we select from the responses received?**

We will check each submission and rank contractors according to the following criteria:

|  |  |  |
| --- | --- | --- |
| Criteria 1 | Relevant experience | 70% |
| Criteria 2 | Value for Money | 15% |
| Criteria 3 | Quality of response | 15% |

## 2.5 Process and timescales

Companies / candidates must respond to tend brief and proposal requirements and submit their proposal to be received by Capital Enterprise prior to **12:00 noon,** **14th December 2014**

## 2.6 Submitting your tender

**Deadline:** the tender should be received by the deadline as stated above.

**Receipt:** the tender must be emailed to [carly@capitalenterprise.org](mailto:carly@capitalenterprise.org)

**Evaluation**

All responses will be evaluated against pre-identified criteria. Notification of the result of the tenders will be made on **16th December 2014** Successful candidates will be shortlisted to interview stage.

## 2.7 Condition of tender

* This project is (partially) funded via the European Regional Development fund and follows the ERDF public procurement procedure
* Capital Enterprise reserves the right to split the contract and award different elements to multiple suppliers
* Capital Enterprise has a number of funding sources; for the purpose of clarity this contract only relates to ERDF programme activity.
* Capital Enterprise reserves the right to terminate this agreement should any of the requirements fail to be met, providing one months’ notice in all other than exceptional circumstances and the same notice from the successful applicant is required.

APPENDIX A – **SUPPLIER TO COMPLETE**

**Supplier information – please complete the following form:**

|  |  |
| --- | --- |
| 1. **Name of candidate in whose name the tender would be submitted:** |  |
| 1. **Contact Name:** |  |
| 1. **Address:** |  |
| 1. **Telephone number:** |  |
| 1. **Email Address:** |  |
| 1. **Linkedin page** |  |
| 1. **Website address (if applicable):** |  |