

The Honourable Artillery Company **Approved Supplier Tender 2023**

The Honourable Artillery Company (The HAC) are seeking preferred partners to improve and enhance their event offer and as such are inviting industry organisations to apply to be part of their preferred list of suppliers. This is open to a various range of suppliers:

- Production
- Audio Visual
- Entertainment
- Floristry
- Photography/Videography
- Inflatables
- Marquee supplier
- Furniture (Indoor & Outdoor)
- Wedding cake
- Stationary

The historic HAC comprises three individual venues: Armoury House, home to six unique and characterful rooms; the Prince Consort Rooms, a large, contemporary suite with its own entrance, courtyard and terrace; and the Artillery Garden, five acres of lawns, perfect for parties and sports matches.

Steeped in history and located in the heart of the City, The HAC offers a very special proposition to organisers. Whether you're planning a drinks reception, conference, meeting or wedding, we're confident you'll find a space that perfectly suits your needs.

Established by Royal Charter in 1537 for the "better defence of the realm", The HAC are still active in this role, with a surveillance and target-acquisition British Army regiment that bears our name. We are also a charity and members' organisation.

For the first time we are opening our doors to develop an established accredited supplier list. After several challenging years for the industry and it represents an opportunity to strengthen relationships and build new ones with a likeminded event industry community.

Sustainability, the transition to net zero as well as championing Equity, Diversity and Inclusion is a strategic priority for The HAC so it will be part of the focus of the accreditation process.

As part of the tender process, suppliers will need to answer a selection of questions relating to your products and service and will including a demonstration of their commitment to diversity, inclusion, and sustainability. The HAC is excited to work with industry partners who demonstrate a commitment to these areas, and who are actively learning and developing to demonstrate best practice within the events industry.

Your organisation will be on the preferred supplier list for a period of 2 years.

Timeline for submission

Tender opening	Friday 18 th August 2023
Open house	Tuesday 29 th August 2023 (10.30 – 12.30) Wednesday 30 th August 2023 (14.00-16.00)
Tender closing	Friday 8 th September 2023
Interviews	w/c 11 th September 2023
New supplier list live	25 th September 2023

How to submit

Email your answers to smcqueen@hac.org.uk

- Please complete this word document and send back as a .doc or .docx file
- Please name your file: Your Company Name, Service Provided, The HAC Supplier Tender Application 2023
- You may also include supplementary files. Please ensure they are in MS Word or PowerPoint, PDF or Image/Video files only.

Application

1. Company information

- Company name
- Director name
- Email address
- Telephone number
- Company registration number

2. Your offer

- 2.1. What service do you provide
- 2.2. What is your unique selling point?
- 2.3. Who are your closest competitors in terms of
 - 2.3.1. style
 - 2.3.2. price
- 2.4. Which type and style of event do you mostly work on? Which is your favourite and why?
- 2.5. Please give the top three market sectors as percentage of total business?
- 2.6. How many events did you supply to in the last financial year?

3. Event Planning

- 3.1. Who will deal with enquiries referred from The HAC?
- 3.2. Do you split sales and operations?
- 3.3. Will there be a single operations contact for The HAC?
- 3.4. How many events can you run in a day?
- 3.5. How do you respond to an initial enquiry from a client?
 - 3.5.1. Please supply one example email/proposal etc
- 3.6. How do you measure the success of each event?
 - 3.6.1. Please supply any supporting documents if you have them

4. Budget and Quotes

- 4.1. How are your quotes for clients created?
 - 4.1.1. i.e. do you have a standard 'shopping list' or is each bespoke?
- 4.2. Do you set clients a minimum spend? If so, how much is it?
- 4.3. How are you able to adapt to a client's budget?
- 4.4. In what circumstances would you be unable to work with a client's brief?
- 4.5. Example quotes – please only provide the quotes relevant to your application
- 4.6. Please provide full tariff / shopping list

5. Finances

- 5.1. Please provide a copy of your most recent statutory accounts.

6. Sales & Marketing

- 6.1. Please briefly outline your sales and marketing strategy, including the following details:
- 6.2. Responsible person/dept for planning and delivering your strategy
 - 6.2.1. Sales material.
 - 6.2.1.1. Please supply examples
- 6.3. Changes to your strategy in the last three years
- 6.4. Changes to the market you foresee over the next two years that might influence your strategy

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- 6.5. How you would market your association with The HAC?
- 6.6. Please outline the specific benefits and qualities your organisation could bring to The HAC and how it would 'fit' with your business objectives, structure and client portfolio
- 6.7. Would you be able to commit a marketing budget to support The HAC promotional events?

- 6.8. Please provide:
 - 6.8.1. 1 relevant case study
 - 6.8.2. 1 client testimonial
 - 6.8.3. 1 venue testimonial

7. Staffing

- 7.1. How many staff do you employ?
- 7.2. How often do you work with freelancers?
- 7.3. How do you ensure that all staff/freelancers working on an event understand the brief and will work to your standards?
- 7.4. What training do you offer your staff?
- 7.5. How would you ensure that you and the companies you subcontract adhere to the rules and regulations of The HAC?

8. Corporate Social Responsibility

Working in partnership with a community of likeminded event professionals is very important to us. As such, in addition to your responses below, if selected and in signing your contract we would request companies agree to our sustainability and DEI pledges. This will ensure any organisations we are working with are committed to this work as we are and that our own organisational values of; respect, transparency, problem-solving, empathy and inclusivity. These pledges will be circulated to shortlisted candidates prior to interview stage.

- 8.1. Please tell us about your environmental and sustainability policy or any processes or activities you undertake to champion this in your business practices.
- 8.2. Please tell us about equality, diversity, and inclusion policy or any work you have undertaken in this area.
- 8.3. Who is responsible for producing and monitoring these?
- 8.4. To improve the diversity of our suppliers we are asking those who wish to, to identify themselves under the umbrella of the Government's Protected Characteristics. We ask that this applies to senior management, for example owner/company director. This is an optional question. If you wish to self-identify please do so here.

9. Commission

- 9.1. Please tell us the level of commission you are willing to pay The HAC as a preferred supplier.
- 9.2. What would the commission be applicable to (total cost, equipment only)?

Grounds for mandatory rejection

Important Notice:

In some circumstances the Company is required by law to exclude you from participating further in a procurement. If you cannot answer ‘no’ to every question in this section it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form.

Please state ‘Yes’ or ‘No’ to each question.

Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?	Answer ‘Yes’ or ‘No’
(a) conspiracy within the meaning of section 1 of the Criminal Law Act 1977 where that conspiracy relates to participation in a criminal organisation as defined in Article 2(1) of Council Joint Action 98/733/JHA (as amended);	
(b) corruption within the meaning of section 1 of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906 (as amended);	
(c) the offence of bribery;	
(d) fraud, where the offence relates to fraud affecting the financial interests of the European Communities as defined by Article 1 of the Convention relating to the protection of the financial interests of the European Union, within the meaning of:	
(i) the offence of cheating the Revenue;	
(ii) the offence of conspiracy to defraud;	
(iii) fraud or theft within the meaning of the Theft Act 1968 and the Theft Act 1978;	
(iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985 or section 993 of the Companies Act 2006;	
(v) defrauding the Customs within the meaning of the Customs and Excise Management Act 1979 and the Value Added Tax Act 1994;	
(vi) an offence in connection with taxation in the European Community within the meaning of section 71 of the Criminal Justice Act 1993; or	
(vii) destroying, defacing or concealing of documents or procuring the extension of a valuable security within the meaning of section 20 of the Theft Act 1968;	
(e) money laundering within the meaning of the Money Laundering Regulations 2003 or Money Laundering Regulations 2007; or	
(f) any other offence within the meaning of Article 45(1) of Directive 2004/18/EC as defined by the national law of any relevant State.	

Ground for discretionary rejection

Important information:

The Company is entitled to exclude you from consideration if any of the following apply but may decide to allow you to proceed further. If you cannot answer 'no' to every question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be considered by the Company in considering whether or not you will be able to proceed any further in respect of this procurement exercise.

Please state 'Yes' or 'No' to each question.

Is any of the following true of your organisation?	Answer 'Yes' or 'No'
(a) <u>being an individual</u> , is bankrupt or has had a receiving order or administration order or bankruptcy restrictions order made against him or has made any composition or arrangement with or for the benefit of his creditors or has not made any conveyance or assignment for the benefit of his creditors or appears unable to pay or to have no reasonable prospect of being able to pay, a debt within the meaning of section 268 of the Insolvency Act 1986, or article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of his estate, or is the subject of any similar procedure under the law of any other state;	
(b) <u>being a partnership constituted under Scots law</u> , has granted a trust deed or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of its estate; or	
(b) <u>being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002</u> has passed a resolution or is the subject of an order by the court for the company's winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof or is the subject of similar procedures under the law of any other state?	
Has your organisation	Answer 'Yes' or 'No'
(a) been convicted of a criminal offence relating to the conduct of your business or profession;	
(b) committed an act of grave misconduct in the course of your business or profession;	
(c) failed to fulfil obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which you are established;	
(d) failed to fulfil obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which you are established; or	

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e) been guilty of serious misrepresentation in providing any information required of you under Regulation 23 of the Public Contracts Regulations 2006?	
<i>[Note to Authority: Please insert any specific criminal offences or misconduct which may be appropriate to draw Potential Providers attention to having regard to the specific sector or circumstances of this procurement. (i.e. any offences or misconduct particularly relevant to or prevalent in the sector)]</i>	