Thank you for your interest in becoming an accredited production supplier at Two Temple Place. To move forward with your application, please ensure the attached document is completed and returned by the deadline specified in the timeline to be considered for the next phase of the process.

Our goal is to select a diverse group of suppliers who bring a combination of high-quality offerings, creativity, and a variety of price points, styles, and values, all tailored to meet the needs of our diverse clientele. We are looking for suppliers who stand out through their uniqueness and excellence. It is essential that these suppliers not only align with the atmosphere of our venue but also share our ethos, deliver outstanding service, and contribute to the overall success of our events. Additionally, we are seeking partners who have a solid marketing presence, can drive strong commissions and allow us to work together and support each other's growth.

The tender process will consist of two key stages:

1. **Written Submission**: Suppliers are required to submit a document that provides evidence addressing the questions outlined, along with supporting information such as references, insurance details, etc.
2. **Practical Phase**: After reviewing and grading the written submissions, Two Temple Place will shortlist suppliers for the next phase, which may involve tastings and/or operational visits to events, allowing us to observe your work firsthand

Once the process is complete, we aim to maintain a list of approximately 10 accredited catering suppliers, 6 florists, 6 production companies and 4 entertainment companies. The accredited supplier status for the chosen suppliers will be valid for three years.

Each question in the submission has an associated percentage weighting, contributing to a total score of 100%. This will help you understand the relative importance of each section. We have also highlighted key points we are looking for in each answer. Submissions will be graded by the Two Temple Place events team on a scale of 1-5.

Thank you once again for your application, and we look forward to reviewing your submission.

Rebecca D. Kobus

Head of Events

Two Temple Place

**TENDER APPLICATION TIMELINE**

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| **DATE** | **TENDER PROCESS TASK** |
| **Thursday, 13th of February** | Tender Application Opens.  Link available online to download form. |
| **Thursday, 27th of February & Thursday, 6th of March** | Site Visits available at Two Temple Place for applicants. Optional site visits will be offered in a group setting from 8:30am to 10am. Please RSVP [tender@twotempleplace.org](mailto:tender@twotempleplace.org) |
| **Monday 10th of March** | Tender Closes (1st round applications complete) |
| **Tuesday, 11th of March - Tuesday, 18th of March** | Evaluation period for Two Temple Place team |
| **Wednesday, 19th of March** | Shortlist finalised |
| **Thursday, 20th of March - Monday, 14th of April** | Site visits, tastings, demonstrations of work, as applicable |
| **Tuesday 15th of April - Tuesday 29th of April** | Tender Closes - Final Scoring |
| **Friday, 2nd of May** | Announce new supplier List! |

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| **Company Name:** |  |
| **Website:** |  |
| **Social Media:** |  |
| **Contact Name:** |  |
| **Contact Email:** |  |
| **Phone Number:** |  |
| **Company Address:** |  |

**1. ABOUT YOU (10%)**

Please provide an overview of your company. Tell us about yourselves!

This is a chance to detail what you are about as a company rather than just limited to your event background, including your company ethos, mission statement and USPs. We encourage you to show any creative and unique techniques you use in your client approach which will lead to your future plans and mission. You should also indicate the number of similar venues you are listed with as well as the variety of event briefs you are used to working on and delivering.

Please also list the number of events you catered for across financial years 21/22, 22/23 and 23/24 and outline the split between corporate and private business. We will be grading this section based on; having similar company values between yourselves and 2TP, providing evidence that you work with multiple venues like us, your versatility and ability to meet client briefs, and your ability to maintain strong relationships with venues and clients.

*\*Please allow a maximum of 500 words.*

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**2. REFERENCES (PLEASE ATTACH) (5%)**

Please provide 2x written references from similar venues to 2TP

Please provide details of all the venues you are currently listed with. From this list we will contact a venue for 1 further reference.

The references must be provided on headed paper from the venue and signed from an appropriate member of their team. The list of venues should also show the date from which you have been listed with them. These references are used for us to ensure you have sufficient evidence of working in similar venues.

They will be graded based on; the venues being suitably comparable, evidencing you have worked numerous events consistently over a duration of time and positive feedback from venues of your high-quality service (both operationally and throughout the sales process).

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1. **COMPANY AND TEAM STRUCTURE**

Please detail your current company ownership structure and team structure.

This can be shown via Organogram or equivalent and attached or input below.

Please confirm the contact details of the main person we should speak to regarding the tender as well as the main contact information that clients will be directed to.

1. **CLIENT QUOTE (PLEASE ATTACH) (15%)**

Please provide a client quote from a previous event held at Two Temple Place or a comparable quote from another venue. The quote should be based on an event you've completed within the last 12 months at a unique venue in London. Please include the quote and the client brief (within GDPR guidelines) or recreate a version of it if necessary.

The quote should highlight your creativity and uniqueness as a supplier while reflecting the operational constraints of working in a listed building.

There are no specific requirements for budgets, timings, or guest numbers. Our focus is on how the quotes are presented to clients and how pricing is communicated, rather than just the figures provided in the matrix below. This will be assessed based on the clarity and creativity of your communication with clients, as well as your flexibility in meeting their needs. We will also evaluate how well you align with the client brief and how effectively you represent Two Temple Place (or the venue in question).

Please ensure that no commission is included in the quotes, so we can clearly understand your pricing structure. We aim to offer clients a range of price points through our portfolio of accredited suppliers.

1. **IMAGERY / MOOD BOARD (PLEASE ATTACH) (15%)**

Please attach a range of images and/or video link(s) which best showcase the range & variety of events you have executed within the last 24 months.

These can be links, attachments, mood boards, videos, and/or photos. This is to show the ‘final product’ for events set and ready for guests, or with guests present in the shots.

This will be graded based on relevant, such as events taking place in similar venues.

1. **PRICING MATRIX (PLEASE ATTACH)**

Please attach a pricing matrix for the following event formats:

* SEATED DINNER - Suggested production for a corporate client, seated dinner for 120 guests in the Great Hall inc. 1hr arrival drinks reception in the Lower Gallery. 18:00 – 23:00
* DRINKS RECEPTION - 4hr evening drinks reception for 250 guests across the whole house in November, utilising the Lower Gallery, Great Hall & Library simultaneously. Lighting outside and throughout the building, a speech will take place in the Great Hall. 18:00 – 21:00
* WEDDING CEREMONY & RECEPTION - 100 guests. Ceremony to take place in the Great Hall, followed by post ceremony reception in the Lower Gallery, on two long tables for dinner in the Great Hall, followed by turn-around of the Lower Gallery for a band, DJ & dancing. Set up from 11:30am and departing 2am.

This matrix will be used as a ‘starting from’ figures and base these on a basic package, although you are welcome to outline a “better” & “best” option too if you’d like. We will use this to ensure we have a wide range of budgets covered from our list. We are not looking for highly detailed quotes at this stage, just the figure to help us identify the range. These will not be graded; they will be used to consider the range of budget options we can give to our clients.

As part of our venue's policy, all accredited suppliers are required to pay a 10% commission on the total invoice excluding VAT. To ensure transparency, please refrain from including the commission in your pricing matrix, so we can clearly assess your pricing structure. Our goal is to provide clients with a diverse range of price points through our portfolio of accredited suppliers.

**7. PERFORMANCE (15%)**

Please evidence your client performance with regards to response times, client feedback and level of repeat business.

You should reference your average conversion rate, any testimonials, and evidence of repeat clients.

This will be graded by awarding higher scores to those who can evidence greater performance with clients across the last 24 months.

**8. ENVIRONMENTAL IMPACT AND SUSTAINABILITY POLICIES (10%)**

Please detail your company highlights in showing sustainable practices and how your organisation works to limit negative environmental impacts whilst remaining economically viable. This should be specific examples of how you work to achieve sustainability targets, training of staff, any awards achieved and day to day operations that show responsible practises.

Achieving sustainable events such as being carbon zero is a real challenge in the industry so please give other details of current practises as well as short- and longer-term plans/goals. If you believe this is all covered in you standard Environmental and Sustainability Policy document then please attach and supplement with a short overview statement.

This will be graded based on the best practises that are in place by the supplier. The better the practises that are in place, the higher the scoring will be. Specific examples and evidence are needed.

**9. MARKETING (15%)**

Please detail your marketing and PR strategy (or attach) and the impact this can have on growing venue hire at 2TP.

This should indicate a variety of marketing tools that you use as well as the number of clients you reach from your regular marketing actions such as social media, exhibitions, newsletters and wider creative ways you reach and grow your audience.

Please also reference how your suggested PR approach can support Two Temple’s venue hire directly and how we would work together to enhance Two Temple Places’ offer as well as how we will be highlighted within your list of venues. We will grade higher for those who are able to provide specific examples and evidence of actively contributing to significant growth of other unique venues (this can be anonymised and based on statistics/metrics)

Please also detail your company willingness to collaborate regularly on marketing with 2TP across the year.

This section will not be graded based on those with the most reach, but instead higher scoring will be awarded for creative methods and evidence-based examples of direct positive impact at Two Temple or a comparable UVL.

*\*Please allow a maximum of 500 words.*

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**10. SOCIAL IMPACT (10%)**

Two Temple Place is owned and run by registered charity, the Bulldog Trust. We believe that the UK is full of overlooked potential and underutilised talent and the Bulldog Trust’s Purpose is to create opportunities for those who lack them. Aside from commercial hire, we host a busy year-round programme of community and cultural activity – including a major exhibition between January -April each year with the aim of offering opportunities to a wide range of people and sharing our building as a tool for conversation, education and advocacy.

Please detail your company highlights in the positive Social Impacts you have. This should be policies and practises that you have in place which contribute positively beyond events.

This can be examples of charities or organisations you work/partner with to enhance local or wider communities. The wider reaching and more impactful the practises in place, the higher the grade will be. Similarly, the more companies you work with and the more examples you can show from the past 24months, the greater the score.

*\*Please allow a maximum of 500 words.*

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**11. AWARDS & ACCREDITATIONS (5%)**

Please detail a list of relevant Awards and Accreditations you have obtained and the year they were awarded. This can be attached or bullet pointed in the box below.

The list should consist of accreditations obtained (for example, Two Temple Place is a London Living Wage Employer and considers this an important part of our ethos and policy) as well as qualifications and awards you have received for your high-quality service and performance.

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**12. INSURANCE DOCUMENTS (PLEASE ATTACH)**

Please provide a copy of your Public Liability Insurance Document. We require a copy to be available for all events. Minimum amount of £5 million.

**10. RAMS (PLEASE ATTACH)**

Please provide a copy of an event Risk Assessment and Method Statement. This can be a generic event RAMS or a copy of a previous event. We require a specific RAMS for every event.

**CONCLUSION**

Please indicate a list of attachments you are submitting along with this document. If attachments are too large to send via email, please send us a WeTransfer link to your documents.

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Please email your application to: [**tender@twotempleplace.org**](mailto:tender@twotempleplace.org)

Please note the email subject as: **COMPANY NAME / SUPPLIER CATEGORY**

By submitting this document, you are declaring that the information you have provided is true and accurate at the time of submission.

Name:

Company:

Signed:

Dated: