

STRICTLY PRIVATE & CONFIDENTIAL

The Royal Horticultural Society



Invitation to Tender

The Provision of Contract Growing For:

RHS Hampton Court Palace Flower Show 2018

20 November 2017

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Confidentiality

The contents of this tender document are confidential.

It should only be discussed with parties who would be relevant to the tender.

It should not be used for purposes other than the tender.

PART A: BACKGROUND AND INFORMATION

A1. Introduction

The Royal Horticultural Society ("RHS") is offering for tender a contract to grow for the RHS Hampton Court Palace Flower Show based on a 6 month contract.

Responses are required for 08 December 2017. Decisions will be taken during early December, allowing 5 months preparation prior to the show under the contract.

A2. Data

The information contained in this invitation is believed to be accurate, and is intended to give as much guidance as possible so that tender submissions can be informed and tailored to requirements.

We have provided as much information in this document as we feel is appropriate and necessary for the tender process. However if tenderers have any questions please contact Gemma Lake (gemmalake@rhs.org.uk 020 7821 3346)

A3. The Royal Horticultural Society

The Royal Horticultural Society is the UK's leading gardening charity dedicated to advancing horticulture and promoting good gardening. Our goal is to help people share a passion for plants, to encourage excellence in horticulture and inspire all those with an interest in gardening.

From our world-class flower shows and grassroots schools campaign to our ground-breaking green-roof research and community outreach programmes - sharing the best in Gardening is at the heart of everything the RHS does.

In addition to our core purpose of encouraging and promoting horticulture we also believe in bringing the joy of gardening to children, improving our environmental performance and widening our membership.

A4. RHS Flower Shows

RHS Hampton Court Palace Flower Show 2018	
Venue address:	RHS Hampton Court Palace Flower Show, Hampton Court Palace, Home Park, Kingston, Surrey, KT8 9AT
Anticipated attendance figures:	140,000
Delivery date:	Wednesday 27 June 2018
Management structure:	Organised solely by the Royal Horticultural Society Operations Manager – Kathryn Stafford 0207 821 3662 Show Manager – Gemma Lake 0207 821 3346
Future show dates:	
2018:	3 – 8 July 2018
2019:	2 – 7 July 2019
2020:	1 – 6 July 2020

PART B: GENERAL GUIDANCE FOR COMPLETING THE TENDER

B1. Information

Prospective suppliers shall ensure that they are fully familiar with the nature and extent of the obligations to be undertaken if their proposals are accepted after negotiations. It is their responsibility to obtain for themselves, at their own expense, all information necessary for the preparation of their proposals.

All information supplied by the RHS in connection with this invitation shall be treated as confidential by prospective suppliers, except that such information may be disclosed as far as is necessary for the purpose of obtaining sureties, guarantees and quotations necessary for the preparation and submission of the proposals.

Information supplied to tenderers by the RHS or its consultants (whether in the invitation or otherwise) is given only for general guidance in the preparation of the proposals. Suppliers must satisfy themselves by their own investigation and no responsibility is accepted by the RHS for any loss or damage of whatever kind and howsoever caused arising from the use by suppliers of such information.

B2. Tender Return

You are invited to tender for a contract to grow and deliver the plants for the RHS Hampton Court Palace Flower Show 2018. Tenderers should structure their response in the order set out in Section C, and comply with the Plant Specification in Section D.

Tenders must be submitted for consideration to:

Gemma Lake
Show Manager
The Royal Horticultural Society
80 Vincent Square
London
SW1P 2PE

Telephone: 020 7821 3346
Email: gemmaLake@rhs.org.uk

Please submit one copy of your tender document by email to gemmaLake@rhs.org.uk

No means of identification shall be made on the outside of the envelopes. Please mark your envelope/package clearly "Private and Confidential".

Proposals must be received not later than **08 December 2017**. The RHS may in its absolute discretion extend the closing date.

B3. Probity

Any supplier who directly or indirectly canvasses any employee, official or advisor of the RHS concerning the award of this contract, or who directly or indirectly obtains or attempts to obtain information from any such employee, official or advisor concerning any other tender or proposed tender for these services shall be disqualified.

Any supplier who:

- fixes or adjusts the amount of his proposal by or in accordance with any agreement or arrangement with any other person; or
- communicates to any person other than the RHS or its authorised representative the amount or approximate amount of his proposal; or
- enters into any agreement or arrangement with any other person that such other person shall refrain from tendering; or
- offers or agrees to pay or does pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other proposal for these services any act or omission (NB this paragraph does NOT prevent invitations to sites and events to experience at first hand the quality and delivery of the supplier "on the ground") shall (without prejudice to any other civil remedies available to the RHS) be disqualified.

Suppliers submitting a proposal shall permit representatives of the RHS, upon giving reasonable notice of their intention to do so, to inspect any premises proposed to be used for, or in any connection with the provision of the services.

B4. Evaluation

Proposals will be evaluated on the basis of criteria set out in Section C

The RHS is not bound to accept any proposal. The final choice of the supplier will be at the sole discretion of the RHS.

B5. Contract

The successful supplier will be required to enter into a formal contract. It will incorporate the successful suppliers proposals as agreed in negotiation with the RHS. Where there is any discrepancy or difference between the suppliers proposal and the RHS Contract Documents the latter shall prevail.

The Draft Conditions of Contract are attached under Appendix B. It is not the intention to change the substance of, or negotiate any of the aspects of these Conditions. Should the supplier wish to propose any changes, they may do so when returning their tender and must demonstrate the impact that these would have on the bid.

PART C: TENDER REQUIREMENTS INCLUDING SERVICE OFFER AND SPECIFIED STANDARDS FOR THE PROVISION OF GROWING FOR RHS HAMPTON COURT PALACE FLOWER SHOW 2018

Please respond to all points, in the order set out below and using the number sequence set out below.

TENDER REQUIREMENTS

C1. Summary

The tenderer should summarise their overall ability to meet with the requirements of this tender with particular reference to:

- Quality of plants, guaranteed flowering and impact and ability to meet delivery date/deadline.

The plants will be used to create a mass planting effect in a prominent position in the show and we envision this feature attracting significant media attention. Suppliers are encouraged to consider the benefits of being the named supplier of these plants when submitting their tender.

The supplier is invited to suggest possible alternative plants for better impact or confidence in flowering time for early July. This feature may continue for a number of years with plant type changing each year. We welcome suggestions as to future plant genus/varieties which could be a mixture rather than one type.

Due to the sensitive archaeology of the Hampton Court Palace Show site the plants will not be sunk into the ground but placed directly on the turf. The Supplier is invited to suggest alternative ways to container grow the plants e.g. in crates to improve the speed of installation and the finished appearance of the feature.

C2. Service Offer

Please state your proposals for the provision of contract growing of the plant specified in Section D with the following specified standards:

The supplier will:

- Clearly identify on the nursery and during delivery that the plants are destined for the Royal Horticultural Society RHS Hampton Court Palace Flower Show.
- Provide monthly reports and photographs of progress.
- Allow for inspection of the plants with reasonable notice (48 hours).
- Deliver the plants to the Site on time and in accordance with section C3 and attend upon the company or contractor delivering the plants to ensure a smooth handover.
- Recognise the RHS Environmental Responsibilities Appendix A.
- Ensure that the quality of the plants is of upmost importance.

C3. Transport and Delivery

Please state your proposals for delivery with the following specified standards:

- Consignments shall be clearly addressed, loaded in manageable units, securely crated, palletted or packaged to withstand mechanical damage. The RHS has provision to provide a telehandler and operator to unload at the delivery site if required.
- All plant material shall be loaded in such a way that breakage or crushing is avoided during loading, transit and unloading.
- Provision shall also be made to ensure that the load remains cool and moist at all times.
- Due to the nature of this contract the delivery date / time are not flexible and must be met.
- Transit by Third Parties (e.g. Post, rail, road, etc). Where transport is entrusted to a third party, not under the control of the Supplier, the Supplier must ensure that the loading is done with adequate skill and care to protect

the plants whilst in the third party's charge. The Supplier bears the risk of loss or damage to the plants during transit until delivery at the Site.

C4. Contract Management and Sub-contractors

C4.1 Provide accurate and complete information to the RHS regarding the Supplier's company management structure and how the contract will be managed, details of the office from which the contract will be managed and the nursery where the plants will be grown.

[Note: Sub-contracting elements of the contract will be acceptable with the RHS's prior written consent, and provided the result of any sub-contracting is an increase in quality and performance of the plants by using specialists. The Supplier will be fully responsible for the management of all personnel and permitted sub-contractors. The supplier will be accountable for the conduct and performance of any sub-contractors.

If another, franchised/sub-contracted operator is to be used to support the growing, you must include details of how you will ensure the proper management of their part of the service and their location in the UK.

C5. Experience and References

C5.1 Please outline relevant experience that your company has for operating contracts of this nature.

C5.2 Provide two appropriate company references, with contact details, outline information on type/scale of services provided. Please confirm that RHS may approach these referees.

C6. Insurance

C6.1 Please provide details of your Public and Employee Liability insurance cover.

C7. Financial Tender

C7.1 The invitation to tender is based on a 6 month period.

C7.3 The tender should include a suggested payment schedule.

D. Plant Specification

Botanical name: *Verbena bonariensis*

Pot Size: 5 litre pot or please recommend alternative pot/container for purpose. See C1 Summary.

Root protection: Container grown

Height: 1.3m – 1.5m

Flowering: Must be in flower between 2 – 8 July 2018

Quantity

Please propose quantities/planting density to produce a mass flowering effect for an area 280 - 300m² in size. It is not necessary for pots to touch but the plants should give the impression of a continuous 'field' of flowers. The desire is for visitors to walk through the area to feel immersed in flowers.

Summary

The plants will be of excellent quality, guaranteed to be in flower from 2 July - 8 July 2018 and free of Pest and Disease.

APPENDICES

APPENDIX A: ENVIRONMENTAL RESPONSIBILITY

APPENDIX B: DRAFT CONTRACT