

**Invitation to Quote  
for  
Running an Event  
at  
Tonbridge Castle in December 2023**



This Invitation to Quote briefly describes Tonbridge & Malling Borough Council's (TMBC) requirements and the bidding process.

**Quotation return date:**

Midnight on 28 April 2023

**Return to:**

December Event at Tonbridge Castle, Leisure  
Services, Tonbridge & Malling Borough  
Council, Gibson Drive, Kings Hill, West  
Malling, Kent, ME19 4LZ

or

[Karena.Harmer@tmbc.gov.uk](mailto:Karena.Harmer@tmbc.gov.uk)

**Enquiries to:**

Karena Harmer [Karena.Harmer@tmbc.gov.uk](mailto:Karena.Harmer@tmbc.gov.uk)

## **1 INTRODUCTION**

Tonbridge & Malling Borough Council (TMBC) is looking for event companies/organisations to run an event at Tonbridge Castle (this includes the grounds, the Castle Lawn, Council Chamber and Tonbridge Castle building as required).

Tonbridge Castle is the perfect setting for an event. It's a beautiful building, steeped in history and located in the heart of a town with high footfall. We know from past events and recent research that there's a strong demand for seasonal entertainment at the castle and we look forward to partnering with an organisation to bring something really special to Tonbridge this year.

Tonbridge Castle has an exceptionally strong events programme.

During a recent public consultation into the future of Tonbridge Castle, the public response was overwhelmingly in support of events at the Castle and grounds, and especially an event in December.

TMBC is looking for an outside company to run an event which will appeal to the public, where regardless of age, they can actively get involved during this festive period.

TMBC is inviting companies to quote to run an event, this briefing document gives details of what we are looking for.

We look forward to receiving your submitted quote and we look forward to working with the successful company as we bring a highly anticipated event to Tonbridge Castle this December.

## **2**     **SECTION 2: PARTICULARS**

### **2.1**     **Particulars**

- 2.1.1     Tonbridge and Malling Borough Council seeks quotations from an event provider to hold an Event at Tonbridge Castle and Castle grounds 2023.
- 2.1.2     The successful company will be invited to operate their Event at Tonbridge Castle in December 2023, with discussions for further years, subject to the success of the event in 2023.
- 2.1.3     More details about Tonbridge Castle can be found at Annex 4 and on the Tonbridge Castle website and Council Event pages on the TMBC website.

#### **2.1.4**     **Timetable**

<b>Date</b>	<b>Action</b>
Week commencing 27 March 2023	Formal Walk around site if requested. If unable to attend, please contact for alternative date
<b>28 April 2023</b>	<b>Closing date for receipt of quotations</b> <b>Late quotations will not be accepted</b>
Week commencing 1 May 2023	Quotation evaluation/ clarification
Week commencing 15 May 2023	Final notification and agreement
<b>December 2023</b>	Event expected to commence

Tonbridge & Malling Borough Council reserves the right to vary the timetable.

### **3      SECTION 3 CONDITIONS OF QUOTING**

#### **3.1      Conditions applying to this Quotation**

- 3.1.1 At any time prior to the deadline for the receipt of quotations, TMBC may modify the quotation documents. Any such amendment will be notified in writing or by email to all prospective companies who have received the quotation documents. You should acknowledge that the amendments have been received. In order to give you reasonable time in which to take the amendment into account in preparing your quotation, TMBC may, at its discretion, extend the deadline for the receipt of the quotation.
- 3.1.2 The wording of the quotation documents may not be altered by those submitting a quote. Any modification that those quoting may consider necessary is to be detailed in a separate covering letter accompanying the quotation. Those submitting quotes are responsible for ensuring that they have completed the quotation fully and accurately and that prices quoted are arithmetically correct. Any amendments/corrections made by those submitting quotes on their quotations should be initialled by them.

#### **3.2      Receipt of Quotations**

- 3.2.1 The quotations must be received by Tonbridge & Malling Borough Council, at the address shown above, no later than 28 April 2023. Those received before that date will be retained, unopened, until then. Please ensure that your quotation is delivered no later than the appointed time on the due date as quotations submitted after this time will not be considered.

#### **3.3      Acceptance of Quotations**

- 3.3.1 By issuing this invitation TMBC does not bind itself to accept any quotation. It also reserves the right not to award an agreement or to offer more than one agreement.

#### **3.4      Costs of providing Quotations**

- 3.4.1 Those submitting quotations shall bear all their own costs and expenses incurred in the preparation and submission of their quotations and TMBC bears no responsibility or liability for those costs, regardless of the outcome in relation to individual quotations.

#### **3.5      Quotation Prices**

- 3.5.1 TMBC expects that the price quoted for the services shall be fixed for the duration of the agreement and not subject to any variation unless such is permitted in the quotation documents.

### **3.6 Conflict of Interest**

- 3.6.1 Where a conflict of interest exists or arises those that intend to submit quotations must inform TMBC and submit proposals for avoiding such conflict. This is particularly important where the conflict is likely to result in bias in the execution of the service.

### **3.7 Environmental Sustainability**

- 3.7.1 TMBC is committed to managing its own sustainability impacts and to using the most environmentally and socially responsible goods and services and expects all its contractors and suppliers to do the same.

### **3.8 Documentation**

- 3.8.1 Those submitting quotations are expected to examine all instructions, forms, terms and specifications in these Invitation to Quotation documents and check they are complete in all respects. Those submitting quotations are requested to answer all the questions raised in the quotation document in the order laid out.

#### **3.8.2 Documentation to be submitted**

The Form of Quotation (Annex 1)

Bona Fide Certificate duly signed (Annex 2)

Quote return form (Annex 3)

### **3.9 Agreement**

- 3.9.1 Nothing herein or in any other communication made between TMBC and any other party, or any part thereof, shall be taken as constituting a contract, agreement, or representation between TMBC and any other party (save for a formal award of contract made in writing) nor shall they be taken as constituting a contract, agreement or representation that a contract shall be offered in accordance herewith or not at all.

### **3.10 Quotation Information**

Information supplied to those submitting quotations by TMBC (whether in the invitation or otherwise) is given only for general guidance in the preparation of the quotation. Those submitting quotations must satisfy themselves by their own investigation and no responsibility is accepted by TMBC for any loss or damage of whatever kind and howsoever caused arising from the use of such information.

### **3.11 Confidentiality**

- 3.11.1 Those submitting quotations shall treat these documents and the information contained within as private and confidential. You must not disclose your prices, or even an approximation, prior to the deadline for receipt of the quotations except in confidence to an insurance company or broker requiring such in connection with the quotation. You must not try to obtain any information about competitors' quotation or proposed quotations nor make any arrangement with anyone else about whether or not they should quote.

3.11.2 TMBC will notify acceptance in writing to the successful company that they have been accepted and will notify each unsuccessful company as soon as is reasonably practicable.

### **3.12 Freedom of Information Act**

3.11.3 The Council is committed to meeting its legal responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to the Council, as a public body, may need to be disclosed by the Council in response to a request under the Act. We may also decide to include certain information in the publication scheme which we maintain under the Act.

3.11.4 If you consider that any of the information included in your quotation is commercially sensitive, please identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. You should be aware that, even where you have indicated that information is commercially sensitive, we may be required to disclose it under the Act if a request is received. Please also note that the receipt of any material marked 'confidential' or equivalent by the Council should not be taken to mean that the Council accepts any duty of confidence by virtue of that marking. If a request is received, we may also be required to disclose details of unsuccessful quotations.

### **3.13 Award Criteria**

3.11.5 The event will be awarded on the basis of the following criteria. Although value for money is a crucial factor in determining the success of the quotation, all factors will be taken into consideration including (but not limited to):

- Company overview including financial evaluation (Pass/ Fail)
- Compliance to industry regulations (Pass/ Fail)
- Professional experience (20%)
- Details of two previous event contracts (10%)
- On site operations (10%)
- Activities to be provided (20%)
- Payment that TMBC would receive for holding this event at Tonbridge Castle and grounds. (35%)
- Environmental sustainability plan (5%)

### **3.14 Notification of Award**

TMBC will notify acceptance in writing to those successful that they have been accepted and will notify each that are unsuccessful as soon as is reasonably practicable.