

Organising Committee Commonwealth Games 2010 Delhi
RFP for appointment of Event Management Agency for Queen's Baton Relay - *Response to Bidder Queries*

S.NO	Section Reference	Query	OC Response
14.	Section 2 Clause 26	Please specify the bank account details (including the account name) for the Earnest Money Deposit?	Bank draft be prepared in favour of Organising Committee Commonwealth Games 2010
15.	Section 2 Clause 37.2	As the Purchaser has requested that the Contract Form is signed and returned within 10 days of receipt, is it possible to see a copy of the Contract Form in advance so as to ensure a quick and efficient signing / processing of the Contract?	It is yet to prepared because the same will depend on selected offer.
16.	Section 3 Clause 4	With reference to Large Performing Art festivals, we do not have a main client but multiple sponsors. Will letters of appreciation and letters of recommendation from an involved Party/ client work in the place of Completion Certificates?	Yes, but size, duration, volume etc. should be indicated to make an assessment of the events.
17.	Section 2 Clause 7.1.2	Please confirm that you are happy for a UK company to submit a certificate of incorporation rather than a 'letter' of incorporation?	Okay
18.	Section 2 Clauses 7.1.3 7.1.9 7.2.4 7.2.5	The tender asks that we provide details of key assignments handled in the past. Should we provide details of key assignments handled in London in our responses to both 7.1.3 and 7.1.9?	The provisions of these clauses are quite clear. Please also see relevant forms.
19.	Section 2 Clauses 7.1.3 7.1.9 7.2.4 7.2.5	Similarly, should we provide details of our prior experience in turn key event management in London in our responses to both 7.2.4 and 7.2.5?	The provisions of these clauses are quite clear. Please also see relevant forms.

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20.	Section 2 Clause 8	<p>We note that the tender demands that we submit a commercial bid that covers everything in the Scope of Works.</p> <p>While the brief sets out the services required, there are a large number of variables that are open to interpretation by the bidder.</p> <p>For example, the actual costs will be determined by such factors as:</p> <ul style="list-style-type: none"> the anticipated audience size • the size and number of the video screens • the nature of the creative treatment (e.g. are pyrotechnics to be included? How many performers and artists are required?) • the number of stewards required • the extent of road closures required • TV broadcast requirements and considerations • Local authority requirements (for example, leaflet drops to local residents and businesses who will be impacted by the event) <p>In our experience of delivering major public events in London, many of these details will only be finalised during the planning phase of the event.</p> <p>As a result, it is possible for two bidding agencies to submit commercial bids that differ dramatically in terms of the total price.</p>	Clauses in the document are quite explicit
21.	Section 2 Clause 8	Given the range of variables involved, how will the Organising Committee ensure that commercial bids are being compared on a like-for-like basis?	Clauses in the document are quite explicit
22.	Section 2 Clause 8	We want to ensure that we are not penalised for submitting a commercial bid that is realistic, based on our experience of delivering major events in London – and that another bidder does not achieve higher marks for submitting a commercial bid that does not include some / many of the costs contained within our bid.	Clauses in the document are quite explicit

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23.	Section 2 Clause 31	Who will be evaluating the technical bids on behalf of the LOC? It would be helpful to know what experience the evaluation panel has of delivering major public events in Central London.	It will be done by experts in the field. They have adequate experience.
24.		<p>The structure of the tender bid document appears to be generic in nature.</p> <p>The information required by Delhi 2010 and the evaluation procedures, in our opinion, might not necessarily prove to be the optimum way of attracting the most appropriate contractor(s) for this project. There is even the likelihood that 'due process' may discard the best qualified service providers at the PQQ stage. Information is sought and questions are asked within the Invitation for Bids, but some pertinent questions and key evaluation criteria are missing.</p>	Clauses in the document are quite explicit
25.		<p>The tender document addresses the need to provide technical, cultural and social services. It is unlikely that one supplier exists to supply all three elements and it is inevitable that third parties will be involved in this project. The extent to which third parties might be involved, why, who and how they are selected in this project is unclear. In 3.4, there is a reference to third parties being introduced to provide technological solutions/input. There is significant potential for conflict here. This clause will need clarification. Our preferred solution would be that a working group be set up with key estate stakeholders, Delhi 2010 and the appointed main production contractor. This group would agree who would be best to invite to fulfil all remaining tasks.</p>	Clauses in the document are quite explicit

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26.		<p>There is insufficient detail in this document about Broadcast and Media requirements.</p>	<p>The scope identifies the provision of an audio splitter for media.</p> <p>The size of splitter would normally be determined by amount of media accredited for event.</p> <p>A media information pack would need to be developed outlining such things as:</p> <ul style="list-style-type: none"> • accreditation requirements • details of event etc • other information as determined by event management company <p>Any media agency wishing to broadcast the event would need to do negotiate through the events company with Buckingham Palace.</p>
27.		<p>It is entirely understood what is to be achieved, but it is suggested that technical matters, security and technical staging logistics are the purview of the main contractor. The creative element (30 min show) should be provided by an Indian cultural group and the invitation and personnel logistics process should be supplied by another specialist company or organisation. Protocol will take its natural course with the usual parties involved.</p>	<p>It is correct to conclude that protocols will have an influence on the event.</p> <p>It is expected the event management company will manage all aspects of the event including technical matters, security, technical staging logistics, the creative element, invitation and personnel logistics.</p>
28.		<p>The evaluation process is too proscriptive and we risk failure of the PQQ stage, yet we are probably the most experienced technical event management operator for an event of this nature. Such is the amount of information that is required; we believe that it is not feasible to submit a response at this stage. Much of the information that is requested will not address the salient issues that will arise in this contract.</p>	<p>Clauses in the document are quite explicit</p>

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29.		<p>If we do advance beyond the PQQ stage, we believe that the focus of any further evaluation must focus on deliverability. As far as the budget is concerned, much depends on what has to be included in the £200,000. A draft budget might be presented as an idea of what things should cost, but there is no way a budget can be done until the programme and content are agreed. This can only be done in consultation with the stakeholders. Our advice is that the current budget figure may well be realistic.</p>	<p>The £200,000 is only indicative and not fixed</p>
30.		<p>Form 2 concerning personnel details is not acceptable. We do not collect and would not disclose some of the requested information.</p>	<p>To assess technical competence we need to have these details.</p>
31.		<p>We would not expect to be asked to submit any form of payment as part of the tender process or performance bond for a project of this nature. Our credentials stand as a statement of good faith.</p>	<p>Rules are applicable uniformly to all</p>
32.		<p>We would suggest that Form 1 (Portfolio) and Form 3 (Company details and accounts) is the most relevant request for information to shortlisted preferred suppliers. The way in which this industry works in the UK is such that we all use established suppliers, particularly for an event of this nature where the estate stakeholders need to feel comfortable. We suggest that the understanding of protocol and security matters should have serious consideration in evaluation weighting.</p>	<p>Noted</p>
33.		<p>At this point, we are unclear as to what has been agreed and what is aspirational for this event. We are acutely aware of what this project will entail but would not choose to disclose such sensitive details within any methodology statement at any early tender process.</p>	<p>Clauses in the document are quite explicit</p>

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34.		It is unclear whether meetings will be London based or whether suppliers will be required to attend meetings in Delhi. To keep costs under control, we would suggest that all meetings be held in London.	The level and extent of issues arising will determine whether meetings are held in London or Delhi.
35.	Section 2 Clause 7.1.11	Are there any other documents we could provide instead of those detailed as a) Contracts with our clients are confidential and b) we do not practice completion certificates with our clients. Would a signed letter from our client detailing the event, the permissions and licenses needed, the fee and their satisfaction of completion suffice?	This has already been replied. Please see the other response document. Yes
36.	Section 2 Clause 26.2	Can you please confirm that the bankers draft for the EMD should be made payable to Organizing Committee Commonwealth Games 2010	Yes confirmed.
37.	Section 4 Clause 2	Do you have any participants such as key dignitaries, Batonbearers and Delhi 2010 Ambassadors already confirmed for this event?	No participants have been confirmed for the event apart from Her Majesty Queen Elizabeth II.
38.	Section 2 Clause 30	Is the authorised signatory intended to mean an authorised signatory of the Tenderer company? If not, who should this be?	Yes, person authorised by the tendered to sign tender documents.
39.	Section 4 Clause 3.2	In the previous Response to Clarification, you have indicated that Bidders can submit a generic concept for the Cultural Performance segment of the Event. As this is not mentioned in the Scope of Work, could you please give further clarification on the level of detail you would expect for this.	It is entirely up to the bidder to determine the level of detail they believe is appropriate.

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40.	Section 4 Clause 3.2	How many audience are expected to attend the event, based on previous years?	The event inside Buckingham Palace is by invitation only. The invitation list has not been finalised. For information the Melbourne 2006 Queen's Baton Relay event invitation list was for 560 pax with a resulting 130 attendees.
41.	Section 4 Clause 3.2	Is the tenderer expected to provide any form of barrier or fencing outside the Palace to contain the public audience or protect the area from the public?	The event will be held within the grounds of Buckingham Palace. Any requirements outside Buckingham Palace (immediate vicinity) will be determined by discussions with other local authorities
42.	Section 4 Clause 3.2	Is any form of stewarding required outside the Palace?	There may be a requirement to usher guests to correct entry point of Buckingham Palace for the event.
43.	Section 4 Clause 3.2	Is the VIP coach transport (50 pax) required for Event Day only?	Yes the scope only requires transport for the day of the event
44.	Section 4 Clause 3.2	What form does the ceremonial transport of the Queen's Baton take? Where does it go?	The ceremonial transport can be as lavish or as simple as the bidder determines appropriate to move from Buckingham Palace to the next location (TDB). It is not expected that streets or road systems would be closed for this purpose.
45.	Section 4 Clause 3.2	Transport and Logistics - what number of "operational staff.....attendees" would require catering and to what standard?	The number of operational staff will be determined by your program Provision of any meals required at Buckingham Palace for operational staff and for attendees are to be limited to a light refreshment of tea coffee and biscuits.

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46.	Section 4 Clause 3.2	What type of performers would be required to take part in the Ceremony?	Please refer to Section 4 Clause 2 – Event Brief for the run of events of the Manchester 2002 and Melbourne 2006 ceremonies. The exact formal ceremony component is still to be determined by Delhi 2010 and Buckingham Palace.
47.	Section 4 Clause 3.2	Will Delhi 2012 take care of the fees, travel, accommodation and meals of the performers or are these to be budgeted for by the Tenderer?	All fees for travel, meals and accommodation for performers are to be incorporated into your budget – this will be determined by where you source your performers.
48.	Section 4 Clause 3.2	Is the Tenderer expected to meet the cost of the performers visas as well as processing them?	All visa and processing fees for performers should be incorporated into your budget – this will be determined by where you source your performers.
49.	Section 4 Clause 3.2	Will the Ceremony and Launch be filmed for television broadcast?	Filming of the event should be done at broadcast quality. Footage obtained: <ul style="list-style-type: none"> • could be provided to media agency for future broadcast • will be used by Commonwealth Games Federation and Commonwealth Games Associations for promotional purposes • used for posterity and legacy of Delhi 2010.
50.	Section 1 Clause 26	As it is not something that we have encountered before in any of the Tender processes that we have been part of in the UK or overseas, could you please let me know the purpose of the EMD? In addition to the payment of this deposit, we are also very concerned about the conditions of the refund of the deposit, in particular clauses 26.3 and 26.6. We do not feel comfortable with the request and conditions of the EMD as they are stated in the Tender.	Please go through the RFP document regarding these clauses. They are quite clear.

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51.		For an accurate event plan proposal, we would require a layout plan of the Buckingham Palace Forecourt from your end	Any plans for your event proposal would need to be sourced from Buckingham Palace.
52.		In accordance with 2002 and 2006 Commonwealth Games, what would be the approximate time of the commencement of the Queen's Baton Relay Launch Ceremony?	Both the Melbourne 2006 and Manchester 2002 events were held mid morning. The time of the event for Delhi 2010 will be dependent on Buckingham Palace although it is expected to be daylight hours.
53.		Maxxam Events Australia already claims to have been contracted by the Delhi 2010 Organising Committee to produce the Delhi 2010 Commonwealth Games Queen's Baton Relay (QBR). Please find the link below for your reference? http://www.maxxamevents.com/news.html	It is correct that Maxxam Events have been contracted by Organising Committee 2010 Delhi as fulltime consultants to produce the Delhi 2010 Queen's Baton Relay. Their consultancy does not cover the production of all elements of the event.
54.	Section 2 Clause 17.1	Is there any limit as to how many companies can come together in an alliance? Can a UK based company pitch for this tender with an Indian partner?	There is no limit but operational problems will arise in a large consortium. Regarding collaboration with Indian partner, documents are quite explicit.
55.	Section 2 Clause 30.3	The Tenderer should have been in the business of providing turn key event management for at least 10 years and at least 75% of its turnover in FY 2007 – 08 should be from offering Event Management Services. Does the main partner in the consortium need to fulfill this criterion or can any other partner in the consortium fulfill this criterion?	The lead company who is quoting should fulfil this criterion.
56.	Section 1 Clause 2c	Considering the extensive documentation required in compiling the three bids, is it possible to revise the last date of receipt of Tender to 15th May?	No. However, if do then the same will be communicated on the CWG website

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57.	Section 4 Clause 3.2	<p>A raised stage area will need to be supplied and will be the central focus of the event.</p> <p>How much space do we have to work?</p> <p>Is any particular stage size required by the committee?</p> <p>Will this be inside or outside the Buckingham Palace?</p> <p>How much time will we get for setup and dry run?</p> <p>Since the event is in November and the weather in the UK is quite rainy at that point, is the required stage to be covered?</p>	<p>The exact space will be determined by Buckingham Palace and the cultural performance put forward by the events management company.</p> <p>Past events have been held in the Buckingham Palace Forecourt and have had the preceding day to the event for setup and a dry run.</p> <p>The stage has not been covered for previous events.</p> <p>An image of the staging provided for Melbourne 2006 event is contained at the end of this document.</p>
58.	Section 4 Clause 2	<p>For the purpose of finalising the content and quality of presentation, bidders may target to deliver the ceremony as per advertised scope of work at an approximate amount of GBP 200,000/-. Is this the upper limit or can it be exceeded? If yes by how much percent?</p>	<p>This has been answered</p>
59.	Section 4 Clause 3.2	<p>Coach transport for the Delhi 2010 Organising Committee VIPs from the chosen hotel to the Launch Ceremony at Buckingham Palace and then to the following function (details to be finalised later) and then back to the hotel. From a costing perspective how many VIPs should be account for?</p>	<p>Refer Scope Section 4 Clause 3.1 Description for Services - Transport of Delhi 2010 Organising Committee VIP's (up to 50) from hotel to Launch Ceremony at Buckingham Palace and from Buckingham Palace to the next official function and return to hotel</p>
60.		<p>Is the event in daylight or in an evening setting?</p>	<p>The past two events have been held in mid morning it is expected this event will also be held in daylight hours.</p>

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61.		What is the expected audience capacity for seating and what is the kind of crowd expected outside?	Protocol will determine if seating is required – if The Queen is to be seated the audience will be seated – conversely if The Queen stands the audience will stand. For the past two events no seating has been provided.
62.		Regarding the creative response, are there any further aspirations that need to be included in our thinking?	All plans need to be based around a 30 min (maximum) cultural performance. Creative input should come from the bidder.

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