

# IN-HOUSE PRODUCTION SUPPLIER TENDER

We are delighted to open applications for our approved inhouse production supplier. We are seeking a production supplier to work at Woolwich Works on all events, gigs, community programmes and festivals. We are looking for a supplier who wants to embed themselves in the ethos of Woolwich Works and work closely with our onsite team to deliver exceptional events.

In order to be considered please complete the following application form.

All application forms are to be sent by e-mail to [hello@woolwich.works](mailto:hello@woolwich.works) by **5pm, Monday 21 June 2021**.

Once we have reviewed the applications, we will create a shortlist. If you make it on to the shortlist, we will then request further information.

Due to the number of applications we are hoping to receive we will be unable to offer feedback to unsuccessful applications at the first stage. All successful applicants will be notified by 28 June 2021; if you do not hear back from us after this point, please assume that you have been unsuccessful.

The timeline for the tender process will move as follows:

Fri 28 May	1st stage opens
Mon 21 June	1st stage closes
Mon 28 June	Successful first stage applicants informed
Mon 28 June to Fri 16 July	Introduction meetings conducted and additional information to have been collected.
w/c 19 July	Successful Applicants informed and H&S Docs requested
w/c 26 July	H&S Documentation Review
w/c 26 July	Contracts sent out
On signing	Contract commencement date

Thank you for taking the time to complete this application.



## KEY TERMS AND CONDITIONS

Please see below for the underlying terms and conditions, further T&Cs will follow in due course in contract form.

3-year tender, 2021 – 2024

The production company shall pay Woolwich Creative District Trust a commission at the rate of 10% on clients total net spend. The full invoice is to be sent post event; exact time frames will be included in the contract. Commission will be payable on all events, including events brought to us by yourselves.

An agreed rate card for Woolwich Works own promoted events

The below H&S documentation to be submitted in full:

Full site-specific Risk Assessment

Insurance documentation and certificates, including Public liability Insurance of a minimum of £10 million

Health and Safety Policy

An example of BS7909 Certificate

An example of an installation completed before which includes CDM

PAT test certificates to be submitted on all electrical items you own prior to the contract being issued. The PAT test documentation is to be updated throughout the tender as required.

PAT test certificates on all hired equipment will be submitted prior to installation onsite.



General Information			
Company name			
Registered Address		Warehouse Address (if different from registered address)	
VAT number			
Main contact for the application process			
Main Contact number			
Main Contact email			
Website			
Instagram			
Linked In			

Sales Information	
Main sales contact	
Main sales contact number	
Main sales contact email	
What is your response time to enquiries?	



References	
How many venues preferred supplier lists are you on?	
What is the largest event to date that you have worked on and where?	
Have you previously worked in a listed building? If so, which?	

Please give examples of venues similar to Woolwich Works you are a preferred supplier or work frequently.	
Are you the sole supplier at other venues? Please briefly explain the benefits and challenges you face being the sole production supplier?	
Please give contact details (name, e-mail address, direct line) for venue managers at two venues you work in. If you are sole supplier at any venues, please include this venue as a reference.	
1.	2.



Please give contact details (name, e-mail address, direct line) for two professional clients (one corporate client, one promoter / artistic), who can provide a reference on your work.

1.

2.

### **General Questions**

In no more than 250 words, please explain how your company will be a good fit to work for Woolwich Works? And why would you like to be included on our preferred list?

### **Operations**

Please provide a brief description of your primary business and main services.



Please state who the main contact working with Woolwich Works would be, briefly outline their experience and qualifications. If they aren't currently in post, please explain who you would look to fill this role.

We are looking for a supplier who can manage all our production needs, we need you to be able to source anything a client or promoter requests from exhibition shell schemes to set builders. Please give details of any work that you subcontract, or companies you engage with on a regular basis and who these contracts are managed by?

*This can be included as an appendix in needed.*

Please explain how you liaise with a venue and the client.

*This could be explained through a brief flowchart or short paragraph.*



**Health & Safety**

Please give a brief overview of your health & safety procedures, giving special attention to working in listed and public buildings.

How are your staff trained/inducted? How would you train and induct your staff on the site policies?

What H&S qualifications do your key staff have?

In relation to the CDM Regulations, could you please explain how you meet these procedures and give examples of how this has been carried out on previous events that you have worked on?

Please explain how you meet the BS7909 Certification on your events.



--

<b><u>Sustainability</u></b>
At Woolwich Works we are striving to house only sustainable events. Please describe what you do as a company to promote sustainability and where possible please give examples.
What types of technology options do you offer to promote sustainability in the planning and delivery of an event?





**Training and Apprenticeship**

Woolwich Works will be offering a host of apprenticeship and training positions onsite and it forms part of the charities core values. Tell us about training your organisation offers?

What training opportunities could you offer to support the work that Woolwich Works will do?



<b>Quotes</b>	
Please provide quotes for the following three scenarios.	
<b>Scenario One</b>	Themed awards ceremony and reception for 700, across the main space and milling foyer.  <i>Please outline what would happen to the set and bespoke event elements post event.</i>
<p><b>Production Brief:</b>  Staging suitable for live band and awards hosting  Full design and stage set including furniture  Themed set up and décor, dressing of space  Audio visual elements for the stage set (2x screens)  PA including hand-held mics for awards and lapel mics for hosts, plus band requirements  Lighting for stage and reception decoration - ambient and fitting for a reception  Band/DJ for reception</p> <p><b>Event Schedule:</b>  08:00 Get In  16:00 Band rehearsals  18:30 Guests begin to arrive - pre awards show reception, playback  19:30 Awards show starts  21:00 Awards show ends/ reception begins - DJ Starts  21:30 Band first set  22:15 DJ set  22:30 Band second set  23:15 DJ Set  00:00 End of event, guests clear.  00:30 Get Out</p>	
<b>Scenario Two</b>	Jazz concert in the Main Space; standard house configuration (mixed cabaret seating, 936 seats)
<p><b>Production Brief:</b>  Stage is standard house set-up  Backline for amplified show (hand-held mic; grand piano, drumkit, musicians bring their own cello, clarinet and violin)  Freestanding stage lights for ambient lighting  Playback in house pre/post show</p> <p><b>Event Schedule:</b>  09:00 Venue access for touring party  16:00 Sound checks  18:00 Support soundcheck  19:00 Doors open  20:00 Support  21:00 Main set  22:30 End of performance  00:00 Get out complete</p>	
<b>Scenario Three</b>	Car launch with vehicle in the Main Space, live streamed, 400 guests



**Production Brief:**

Exhibit one car inside the Main Space, on a central platform for unveiling/reveal

Content projection: video kit and screen

Audio for speeches on central stage, playback and video content

Small set build around the central platform

Standing reception for guests

Lighting throughout space and on stage

Facilitate live streaming element, team is brought in by client

**Event Schedule:**

07:00 Get in

18:00 Guests arrive

19:00 Doors / playback

19:30 Welcome speeches, drinks

20:30 Car reveal

21:00 Canapes & cocktails / public access to the vehicle on the platform

22:30 End of event, guests clear

01:00 Get out complete

**Thank you for taking the time to complete this application.**

