MINISTRY OF EDUCATION
TE TĀHUHU O TE MĀTAURANGA

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MINISTRY OF EDUCATION – REQUEST FOR QUOTATION

Dear Supplier,

The Ministry has a project that requires the services of a suitably qualified supplier.

A description of the services required for the project, including project purpose, objectives / deliverables and timeline are detailed within the Project Scope, starting at page two of this letter.

Please read through the Project Scope, and provide your response as per the Project Response section of the Request for Quotation (RFQ), including your capability, capacity, timeline and cost to complete the project.

Please respond by email within two working days of receiving this letter, confirming if you intend to offer a response to the project scope.

If you intend to offer a response, the Ministry must receive your response by **12pm Monday 05 March 2018.**

Please send your response to **MoE.Procurement@education.govt.nz** **- ensure you use the following in the subject of email submissions:** *'Education Summit Event Design.*

We will evaluate all responses received, to ascertain which supplier can deliver the project to our requirements and offer the best overall value for money. The Ministry reserves the right not to award a contract.

If you have any questions regarding this letter, please refer to the contact details at the top of page two.

Yours sincerely

Corporate Procurement

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PROJECT SCOPE

Ministry Contact Details	
Business Group:	Business Enablement and Support
Contact Name and Position:	Katherine Curran – Procurement Category Lead
Ph Number:	04 463 7611
Email Address:	MoE.Procurement@education.govt.nz

SERVICES REQUIRED FOR:

Education Summit Design and Delivery

BACKGROUND / OBJECTIVES

On behalf of the Minister for Education and the Education system as a whole, the Ministry will be running a series of Education Conversation events.

These will be initiated through 2x two day Summit events:

- Sat 5 and Sun 6 May in Horncastle Arena, Christchurch
- Sat 12 and Sun 13 May in Viaduct Conference Centre, Auckland

Each event will have 500-800 participants, drawn from across the broad range of education stakeholder groups, including teachers, educationalists, lecturers, administrators, students, parents, iwi, Pasifika, employers.

The Summit will kick off a broad system-wide strategic conversation about the value of education and the future challenges and opportunities in the education system. This will aim to refine, articulate and get shared ownership of a vision that can then be used to progress the individual work streams within the Education Work Programme.

The Summit will be the keystone of a national strategic conversation that enables children and young people, their parents, whānau, communities and iwi, teachers and education leaders at all levels, and employers and industry to participate. We will seek international perspectives and input from disruptive thinkers and provocateurs on the education system.

Crucial to the success of the Summit events will be creating the environment and approach that enables participants to have authentic conversations that provide genuine insight from all stakeholder groups that can inform the forward work programme to deliver towards the future vision for education. It is vital that participants are excited and enthused by the event and feel empowered to continue to contribute to the ongoing Education Conversation.

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DELIVERABLES

We are seeking a partner to work with us and the broader education system to design and deliver these Summit events. We anticipate that this will include:

- Working closely with the Ministry in the weeks running up to the events to refine the objectives, outcomes and high level outputs required from the events.
- Applying a methodology and designing event sessions that enable authentic, inclusive conversations. Note that we anticipate some plenary sessions with guest speakers, including event opening address by the Minister for Education, however we want to minimise the extent to which this is a 'tell session' by the Ministry. The value is in what the participants can tell us.
- Capturing the key messages or outputs from the many, varied conversations that will happen during the two days.
- Rapidly feeding back key messages or outputs from conversations such that they shape and inform subsequent activities and conversations in the event itself.
- Synthesising the many outputs and findings from the event into a digestible and potentially re-useable output form.
- Providing the orchestration and stage management that wraps around the Summit events to make it truly memorable for participants.

OUT OF SCOPE

We are tendering separately for event logistics including:

- Onsite conference management
- Registration and RSVP processing
- Venue set-up
- Catering co-ordination
- Technical hire co-ordination
- Travel management, including transfers
- Accommodation management

CONTRACT TIMELINE

This engagement will remain in place until all Deliverables have been achieved. We anticipate on-boarding our preferred supplier in mid-March.

JOINT BIDS

In order to ensure delivery on time and to the required standard the Ministry will accept joint bids from suppliers. Where a joint bid is proposed please indicate who will be the lead supplier for the purposes of contracting.

EVALUATION

Evaluation Model

The evaluation model that will be used is weighted attribute (weighted criteria). Price is not a weighted criterion. This means that Proposals that are capable of full delivery on time will be ranked by score and an overall assessment of best value-for-money over the whole-of-life of the Contract will be undertaken.

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Supplier Capacity – Pre Condition

Suppliers must be able to deliver the services detailed for the summits running from 5-13 May 2018 as detailed above. Suppliers who are not able to deliver to these timeframes will not be considered.

Criteria

Suppliers who meet the above pre condition will be evaluated against the following weightings:

Proposed Solution – 50%

- Proposed approach and methodology to delivering our requirements

Capability – 50%

- Experience of delivering similar solutions
- Experience and expertise of relevant personnel

Timeframes

- Where all the responses are received prior to the specified deadline, the Ministry reserves the right to commence the evaluation process early.

Supplier Presentations

All respondents will be invited to present their proposal to the evaluation team either at the Ministry or supplier offices. These presentations will form part of the evaluation and will inform the final score for each respondent. These presentations last one hour and will take place on Tuesday 06 March and/or Wednesday 07 March 2018.

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PROJECT REPONSE

Please use the response form below to submit you proposal – suppliers may attach additional appendices as part of their responses.

Ensure the pricing and reference response sections is submitted as a separate document.

All responses must be submitted to MoE.Procurement@education.govt.nz

We request that responses are succinct; indicative maximum 20 pages for the entire response including any appendices (excluding Price and References).

1.	Capacity to Deliver to Timeframes	Pre-condition
	Please confirm your ability to deliver the services to the timeframes detailed in the Project Scope. Note – suppliers who cannot guarantee delivery to these timeframes will not be considered.	
[CONFIRMED or NOT CONFIRMED] Please describe the resourcing model you will use to achieve this including; resource contingency, and proposed risk mitigation.		

2.	Proposed Solution	50%
	Please provide details of your prosed approach and methodology to deliver our requirements.	
[SUPPLIER RESPONSE]		

3.	Capability	50%
	Please provide details of your previous experience delivering similar services and the experience and expertise of relevant personnel. Please include details of the proposed lead resources for this project.	
[SUPPLIER RESPONSE]		

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4.	**Price**	**0%**
	In submitting the Price the Respondent must meet the following: a) The pricing response is to show a breakdown of all costs, fees, expenses and charges associated with the full delivery of the Requirements over the whole-of-life of the Contract. It must also clearly state the total Contract price exclusive of GST. b) Where the price, or part of the price, is based on fee rates, all rates are to be specified, either hourly or daily or both as required. c) In preparing their Proposal, Respondents are to consider all risks, contingencies and other circumstances relating to the delivery of the Requirements and include adequate provision in the Proposal and pricing information to manage such risks and contingencies. d) Respondents are to document in their Proposal all assumptions and qualifications made about the delivery of the Requirements, including in the financial pricing information. Where an assumption has been made that may incur cost to the Agencies we may cost that assumption and adjust the pricing proposal accordingly. e) Prices should be tendered in NZ$. Unless otherwise agreed, the Agencies will arrange contractual payments in NZ$.	
[SUPPLIER RESPONSE]		

REFERENCES

Supply the details of two referees. These must be work related clients, where you have provided similar goods, services or works. Include a summary of the goods, services or works that have been provided and when.

By providing these contact details you authorise the Ministry to contact any of these references at any time during the RFQ process.

Referee One	
Name of organisation:	
Name of referee:	
Address:	
Telephone:	
Email:	
Goods / services provided:	summarise the nature of the goods or services provided

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Dates when provided:	state the dates when the goods or services have been provided
Referee Two	
Name of organisation:	
Name of referee:	
Address:	
Telephone:	
Email:	
Goods / services provided:	summarise the nature of the goods or services provided
Dates when provided:	state the dates when the goods or services have been provided

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