



Circular Construction in Regenerative Cities Conference – CIRCuITCon Event Website Build in Wix Invitation to tender

Reference number: 2022-23-18

1. Overview

This document aims to describe the expected deliverables and work processes related to the creation of the Wix-based website for the CIRCuIT Conference in Copenhagen on September 25th and 26th 2023.

2. Background to ReLondon

ReLondon is a partnership of the Mayor of London and the London boroughs to improve waste and resource management. The city's economic and environmental future depends on a transition to a low-carbon circular economy, and ReLondon works to ensure that London's businesses, local government, and communities thrive by helping them make the very best use of resources and materials.

ReLondon is the operating name of the London Waste and Recycling Board.

3. The CIRCuIT project

CIRCuIT: Circular Construction in Regenerative Cities is a Horizon 2020 funded EU project. The project runs across four cities: Copenhagen Hamburg, Helsinki Region, and London and works with over 31 different partners. The aim of the project is to mainstream circular construction across European cities reducing construction waste and making better use of materials, space, and resources in construction. Read more about the project: <https://www.circuit-project.eu/>

4. The CIRCuIT Conference

The CIRCuIT conference will close out the over four-year CIRCuIT project. The goal is to disseminate the findings and best practice that the project has uncovered, establish the legacy of some of CIRCuIT's outputs as well as to celebrate the consortium's achievements. Attendees will include industry stakeholders, including industry actors, relevant political figures in the partner cities, researchers, and interested citizens.

The conference will be a combination of larger keynotes and plenaries, alongside smaller workshop style events and site visits. Attendance to the larger plenaries will be open, so attendance from people from a variety of backgrounds is expected. Attendance to the smaller more specialised events will be invite-only. Some sessions will be livestreamed to an international audience which should be a function incorporated in the website design and features.

5. Site goals and functionality

The goal of the site is to serve as the central hub of information and participation for the CIRCuIT Conference. The CIRCuIT project already uses Wix to host the main project website, the conference website will build from this existing domain. We are looking for a designer who will take a Wix event template and customise it in line with CIRCuIT branding and incorporate the following features:



Website Feature	Description
Artistic / Impactful front page	Front page that adheres to CIRCuiT Brand guidance, professional, impactful and engaging.
CIRCuiT branding elements throughout	CIRCuiT brand guidelines adapted to website and integrated into all pages.
General information + timetable	Description, map, information about CIRCuiT, purpose, partners, what to expect, how to get there, overview of all sessions.
Sign in + registration for sessions	Ability to register for the event in general as well as indicate interest in certain sessions, see personal timetable.
Speaker page	Page listing bio and image of all speakers, where and when they will be speaking at what session.
Embedded livestream page	Page where we can embed any of the final event livestreams happening at that moment. We will work with an external production company to run the live streams.
Automatic Email reminders for certain events	Once registration has been accepted, attendees should receive emails based on the events they have chosen to attend (we should have the ability to email everyone who has signed up to a particular event in case of changes etc.)
Page with post-event videos	Page set up to host recordings of the live streamed videos. Videos will be hosted on YouTube.
Page hosting all session white papers + CIRCuiT outputs	All sessions will have accompanying whitepapers and source deliverables. These should be hosted on an easy-to-use webpage.
Connection to existing CIRCuiT website	The conference page must be linked on the CIRCuiT website and hosted on the same domain.

6. The project deliverables

- A fully functioning conference website designed using Wix with functioning features as listed in point 5.
- A 2hr handover meeting to the project team upon completion of the conference website, demonstrating how to maintain and update site as the content of the conference progresses.
- Minimum of 5hrs included support time to assist in updating, maintenance of the website as we work towards the conference date in September.

7. Timetable for procurement

The timetable below gives an indicative timeline for this project. Bidders are advised that, with the exception of the tender submission date, this timetable is not binding and may be changed if necessary.

Bidders are asked to note the timescale for delivery and in their tender submission they should set out how they propose to complete the work within this timescale and identify key dates where they would expect input from ReLondon.



Milestone	Date
Invitation to Tender issued	04/01/2023
Tender return deadline	16/01/2023
Award of contract	30/01/2023
Inception Meeting	06/02/2023
Handover Meeting	27/02/2023
Website Live	01/03/2023

8. Project Budget

The budget for this project is a maximum of £9,000 including VAT.

9. Quality of Service

The Service Provider shall provide the services in a competent, timely manner in accordance with recognised industry quality standards. The Service Provider shall ensure an adequate supply of suitably qualified and competent personnel are available to fulfil the requirements of the Contract.

10. Submissions

Bidders are requested to submit:

- Details of their suitability to fulfil the contract, how the contract is to be managed and their approach to delivering the required specification within the timeline indicated above.
- Please provide three examples of previous work carried out by suggested personnel included in the bid, that best demonstrate understanding of the brief and your ability to deliver its requirements. Please keep examples to a maximum of one slide each.
- Details of the personnel comprising the Delivery Team and a description of their role in delivering the contract.
- A Pricing Schedule giving day rates and anticipated number of days per milestone for nominated personnel and showing the anticipated total amount for the project. All costs quoted are to **include VAT**.

Any clarification questions must be submitted by email to Tessa.devreese@relondon.gov.uk by January 9th.

Bids must be submitted by email to Tessa.devreese@relondon.gov.uk by 5pm 16th of January 2023.

For both questions and bids, please use the reference "ReLondon tender: 2022/23-18 CIRCuITCon Event Website Build in Wix"

11. Contract

The contract will be formally let by the London Waste & Recycling Board and LWARB's standard terms and conditions will apply. T&Cs available on request.

12. Evaluation

ReLondon must be satisfied that each potential contractor has the appropriate capabilities and resources available to undertake the work to our requirements and provide the necessary services. The process we use to select contractors is a competitive one. Your tender submission will be evaluated by us against the following criteria:

Evaluation criteria	Weighting
Total price including VAT as detailed in the Pricing Schedule provided. ¹	40%
Quality of proposed features, examples of previous conference websites with similar requested features as an indication of the ability to deliver on the platform goals.	30%
Project management approach including key milestones and timelines that will deliver the project requirements	30%

Scoring	
Outstanding - cannot be faulted	100
Excellent	90
Very good	80
Good	70
Above average	60
Average	50
Below average	40
Poor	30
Very poor	15

13. Acceptance of bids

In issuing this invitation to bid, ReLondon is not bound to accept the lowest or any bid, and reserves the right to accept the whole or any specified part of the bid unless the bidder expressly stipulates otherwise.

ReLondon will not enter into discussion with non-selected potential suppliers or justify its decision. Potential suppliers are deemed to have accepted these conditions by the act of submitting their quote. The selected preferred supplier cannot assume they have been granted the contract until a formal contract is signed.

14. Period for which bids shall remain valid

Unless otherwise stipulated by the bidder, bids shall remain valid for 30 days from the closing date for receipt of tenders.

¹ This will be assessed by deviation from the lowest compliant tender