

REQUEST FOR QUOTATION: Going Global in a Day

8, 9, 10 October 2019

1. Background

The Department for International Trade (DIT), the European Regional Development Fund (ERDF), along with Newable who is a leading delivery partner of the Department for International Trade in London and the South East will be hosting a 3-day 'meet the expert' roadshow, led by the London and South East International Trade Teams.

DIT London & South East and ERDF are inviting approximately 20 DIT commercial officers from overseas offices to travel to the UK to participate in the 3-day event offering 1-2-1 advice for companies across the South East & London. The aim of this event is to attract 50 companies per event to receive practical advice from at least 15 global markets.

This activity is being funded by the following four European Regional Development Fund (ERDF) projects:

- South East International Business Growth ERDF Programme – expected 33 SMEs attending
- Get Exporting 2 ERDF Programme – expected 8 SME attending
- Global Growth ERDF Programme – expected 99 SMEs attending
- Export ASEAN ERDF Programme – expected 10 SMEs attending

2. Aim

DIT London & South East and ERDF are seeking a third party provider to source and manage return flights, accommodation and transfers for the commercial officers participating in the roadshow. Below are the countries that we are targeting to recruit DIT overseas commercial officers from*:

- ASEAN region: Indonesia, Malaysia, Singapore & Thailand
- Nordics region: Sweden, Denmark & Norway
- Eastern Europe: Czech Republic, Romania, Poland, Hungary, Slovenia & Slovakia
- North America: USA & Canada
- Japan
- Taiwan

DIT South East & London will have a confirmed list of countries by the start of September 2019. Each country is allowed a maximum of 2 commercial officers to attend.

**please note that this is a provisional list and subject to change*



We are inviting you to consider working with us to manage the accommodation, return flights, airport transfers and the transfer from the 2 venues, in collaboration with DIT London & South East and ERDF, recognising that you have extensive experience and good travel management capabilities.

3. Flights, accommodation & transfers criteria

- Event details:
 - Tuesday 8th October – London – Venue TBC
 - Wednesday 9th & Thursday 10th October – Gatwick – Venue TBCEach event will be from 08:00 – 20:00
- Accommodation
 - Accommodation required on the 7th October (London), and 8th-11th October (Gatwick)
 - Must include breakfast, have good internet connection and business facilities if applicable
 - Must include evening meal on the first night (7th October).
- Flights
 - Commercial Officers to arrive on 7th October & return flight arranged on 11th October
 - Economy return flights from the nearest airport to the commercial officer to any London airport – ideally London Gatwick Airport
(If any commercial officer wish to extend their stay or want to upgrade from the flight option above this is at their own cost)
- Transfers
 - Airport transfers to be arranged from the airport to the venue on 7th October, between London and Gatwick venue on the 8th October, and from hotel to airport on the 11th October
 - Where possible we would like the commercial officer to travel in a mini-bus style transfer. Any private taxi transfers must be pre-agreed with the event organiser

• Partner Responsibilities

- Booking and management of all accommodation, flights and transfers
- Payment of all accommodation, flights and transfers
- Organisation of accommodation and travel in line with ERDF's expectations
- Liaise with companies, DIT & ERDF team to deliver a successful event

5. Budget and Invoicing

Maximum budget: £42,000 inc VAT, to include flights, accommodation, transfers and any 3rd party fees.



This activity is part-funded by four ERDF projects and as such, we will require the invoice to be itemised to demonstrate the cost per project. The successful supplier will need to supply an itemised invoice as shown below:

Total Cost divided by total number of participating companies (x)

Invoice line 1 - x Companies funded by South East International Business Growth ERDF Programme £

Invoice line 2 - x Companies funded by Get Exporting 2 ERDF Programme £

Invoice line 3 - x Companies funded by Global Growth ERDF Programme £

Invoice line 4 - x Companies funded by Export ASEAN ERDF Programme £

By providing DIT/ERDF with a quote, you are accepting our invoicing requirements and are able to make any amendments needed. Please confirm that you are able to meet with our invoicing requirements in your returning proposal.

6. Timing

Please could you submit your quote and completed form electronically by 5pm on Tuesday 13th August 2019.

For further enquiries regarding the brief, please contact Virgilia Kasbarian:

E: virgilia.kasbarian@newable.co.uk

T: +44 (0)20 7940 1534

7. About You – Company Details and Experience

1. Company or entity name and address:

2. What experience do you have in providing travel support for overseas commercial officers travelling to the UK. Please provide specific examples:



7. Budgeting and Planning

3. Please provide a breakdown of how you will spend the budget including flights, accommodation, transfers and any other elements

4. How will your implementation schedule take shape? Please provide a timeline to indicate when logistics arranged:



8. Event Outcomes

5. What benefits would you expect to be delivered as a result of your input?

Thank you for completing the above. Your submission will be reviewed by the DIT/Newable team.

