

SPORT+ RECREATION ALLIANCE

Invitation to Tender:

Bid Book preparation for the UK's application to host the International Working Group for Women in Sport Secretariat (2022 – 2026) and World Conference (2026)

Deadline for Tender Submissions:

17:00 BST, 17th September 2020

1. Introduction

The Sport and Recreation Alliance (henceforth referred to as the SRA) is the umbrella body for the national and representative bodies of sport and recreation. We have over 300 members drawn from across the sector including national governing bodies of sport and recreation (NGBs), national and regional associations, Active Partnerships, sports charities and organisations engaged in sport for development. Our membership is diverse and delivers everything from traditional sport to outdoor recreation, movement, dance and physical activity.

Our role is to bring together the sport and recreation sector and support our members to tackle the challenges and take advantage of opportunities. We are the voice of the sector with Government, policy makers and the media. We help get the nation active at the grassroots by providing advice, support and guidance.

The SRA is currently coordinating the UK's bid to host the International Working Group (henceforth referred to as the IWG) for Women in Sport Secretariat (2022 – 2026) and World Conference (2026). As part of the preparation for this work, the SRA has established a 'steering group' of leading UK sportspeople and administrators to drive the direction and progress of the bid forward.

The SRA and steering group are seeking to commission a partner organisation or person to draft the 'bid book' on its behalf.

Background on the IWG

The IWG on Women & Sport is the [world's largest network](#) dedicated to "[Empowering women and girls – Advancing Sport](#)". It is fully aligned to the 17x United Nations Sustainable Development Goals, in particular SDG 5: "Achieve gender equality and empower all women and girls".

Established in 1994, the IWG developed and remains guardian of the [Brighton plus Helsinki 2014 Declaration](#), which now has 550+ signatories.

The IWG is governed by the [IWG Global Executive](#). It advocates for gender equity year-round, running programmes including the [Insight Hub](#). Every four years, it stages the IWG World Conference, the world's largest gathering of experts on gender equity in sport and physical activity, with 1500+ delegates.

The current [IWG Secretariat 2018 – 2022](#) is held by New Zealand. The [8th IWG World Conference](#) will take place in Auckland, New Zealand, 5-8 May 2022.

See appendix 1 for further details about the IWG.

Background on the UK's bid steering group and activities

To drive and deliver the UK's bid to host the IWG Secretariat and World Conference, the SRA has assembled a steering group of leading members of the UK's sports sector, including those representing national sports councils, major governing bodies, QUANGOs, charities and other partners. The steering group first met in June 2020 and agreed its stated purpose to be:

1. To develop and detail a fully costed plan within the tender submission including proposals for the hosting and staffing of the secretariat and the appointment of an IWG Co-Chair
2. To prepare, develop and submit a successful bid to host the IWG secretariat from 2022 - 2026 and the World Conference on Women and Sport in 2026
3. To secure funding/partners to enable the tender to be submitted with confidence

4. To agree the geographical scope of the tender
5. To engage a wider stakeholder/network group to determine and refine the key themes and outcomes for the four-year period of the secretariat, in line with the Brighton plus Helsinki Declaration
6. To ensure diversity and inclusion is at the heart of all that we propose and subsequently deliver
7. To secure funding/partners to enable the tender to be submitted with confidence
8. To confirm members of the group and identify any additional members given the terms of reference
9. To be appointed as Secretariat for the IWG 2022-2026.

As part of the June 2020 meeting, the steering group agreed the need to host a conference to 'level-up' the UK sports sector's knowledge of the progress made to date and key challenges relating to women and girls participation in sport. The conference was held on 30th of July 2020 entitled: Women and Girls in Sport: Imagine. Believe. Achieve. ([you can view the conference here](#)).

Following reflection on the conference undertaken during August 2020, it was agreed that the themes and discussion introduced during the conference should be expanded upon in a series of online seminars / workshops to better define the key objectives of the UK's bid. These sessions will be held in September and October 2020.

It is upon the basis of these sessions and their outcomes that the UK's bid will be based, in addition to further consultation with key stakeholders and members.

2. Requirements

The SRA and steering group are seeking to commission a partner organisation or person to consult with the steering group and their relevant sub-groups and draft the non-financial content for the 'bid book' ready for submission to the IWG for the UK to be appointed as the Secretariat for the IWG for 2022-2026 and the host of the World Conference on Women and Sport in 2026.

The bid book will collate the key priorities and objectives for the UK's hosting of the IWG (both Secretariat and World Conference). These priorities are likely to fall across the following priority areas:

- Leadership
- Research
- Value/visibility
- Social change
- Participation and engagement

To discern the key objectives for the UK's tenure of the IWG under the headings above, a series of webinar/workshops is being hosted by steering group members.

Successful applications to this ITT will be required to use the outcomes of the steering group and relevant sub-groups, as well as consultations with key stakeholders and steering group members to advocate why the appointment of the UK to host the IWG secretariat between 2022 and 2026 and the World Conference on Women and Sport in 2026 would benefit:

- The IWG and progression toward the accomplishments of the objectives laid down in the Brighton plus Helsinki Declaration
- The UK's progression toward achieving equality and equity in sport
- The international community's key areas for development

See appendix 2 for details of the key bidding criteria the IWG host selection panel will use for the appointment of the Secretariat for the IWG for 2022-2026 and the host of the World Conference on Women and Sport in 2026.

3. Timetable

The proposed timetable for the project is set out below.

Action	Timeline
Invitation to Tender issued	17 th September 2020
Deadline for receipt of tenders	17 th September 2020 (17:00 BST)
Confirmation of selected applicant	21 st September 2020
Anticipated start date	28 th September 2020
Draft content for bid book to be produced	18 th December 2020
Final content for bid book to be produced	18 th February 2021

4. Submission Details

In responding to this invitation to tender, we ask you to provide and/or include information to demonstrate:

1. General information and contact details
2. Details for previous work of a similar nature
3. Service Delivery Proposal
4. Experience of project team
5. Project management and quality assurance approach
6. Value for money

The above information must be completed using the Written Return template provided in appendix 4.

In addition to the written return the following documents must also be agreed to, completed, signed and returned as part of your tender:

1. Form of Tender (Appendix 3)
2. Anti-Collusion Certificate (Appendix 5)
3. Non-Canvassing Certificate (Appendix 6)

All responses to this tender must be submitted using the templates referenced above and be returned to rboardman@sportandrecreation.org.uk by 17:00 BST on 17th September 2020.

5. Pricing

- Tenderers must provide full details of the costs associated with this Proposal and detail these in the Written Return template (appendix 4).
- The proposed costs should be broken down as far as possible to ensure transparency of pricing i.e. by position/rate. Tenderers are free to suggest pricing on a fixed or time/rate basis.
- Any costs not highlighted in the Proposal will not be accepted at a later date. Please therefore include the full costs for all services offered, whether core or ancillary.
- Pricing should remain valid for at least 60 days from the due date of tender return.
- Prices should be quoted in GBP and excluding VAT.
- Any assumptions/ dependencies identified by the Tenderer in developing its pricing proposal must be clearly stated in the Proposal together with the consequences of the assumptions and/ or dependencies not being fulfilled. The Proposal shall not be subject to any unstated assumptions.

6. Assessment Criteria

Applicants will need to demonstrate a strong track record in the successful development of public facing documents. Applicants will need to be able to demonstrate a track record of successfully undertaking and distilling a large number of detailed key stakeholder consultations and developing these into a coherent document. A track record of working to develop successful bids to opportunities of a similar scope to the IWG will be advantageous.

The tender process will be conducted to ensure that all responses to this invitation to tender are evaluated fairly and consistently.

All proposals will be subject to an evaluation based on the criteria and weightings set out below:

Criteria	Weighting
Service Delivery Proposal	40%
Experience of project team	30%
Project management and quality assurance approach	20%
Value for money	10%

Appendix 1 – Project Background

Background on the International Working Group for Women in Sport

The [International Working Group \(IWG\) on Women & Sport](#) is the world's largest network dedicated to 'empowering women and girls and advancing sport'. It is fully aligned to the 17 United Nations Sustainable Development Goals, in particular SDG 5: 'Achieve gender equality and empower all women and girls.' For over 25 years, the IWG has advocated for gender equity in global sport and physical activity. It continues to lead from a place of respect within the sport and physical activity system, releasing research and advocating amongst key global stakeholders such as the United Nations, UNESCO, and the International Olympic and Paralympic Committees. Every four years since 1994 it has staged the [IWG World Conference](#) – the largest global gathering on gender equity in sport and physical activity. The IWG developed and remains guardian of the [Brighton plus Helsinki 2014 Declaration on Women & Sport](#), which now has almost 600 Signatories. It produces the [IWG Progress Report](#), tracking the progress of the Signatories and to date, providing the only collective report on these global bodies.

The IWG Secretariat & Conference 2018 – 2022 quadrennial is being hosted by Aotearoa New Zealand, with Women in Sport Aotearoa (WISPA) as global delivery agent (referred to as IWG New Zealand throughout this document). WISPA is a not-for-profit organization. Its vision is: 'women and girls are valued, visible and influential in sport'. It works across Aotearoa New Zealand, delivering advocacy, change leadership and research activity. In addition to setting and delivering on a 4-year strategy for the IWG, WISPA will also host the 8th IWG World Conference in Auckland, New Zealand, 5 – 8 May 2022.

Every four years the IWG has held an IWG World Conference on Women & Sport in a different region:

Year	City	Country	Participants
1994	Brighton	United Kingdom	280
1998	Windhoek	Namibia	400
2002	Montreal	Canada	550
2006	Kumamoto	Japan	700
2010	Sydney	Australia	500
2014	Helsinki	Finland	800
2018	Gaborone	Botswana	1200
2022	Auckland	New Zealand	TBC

IWG Vision

A sustainable sporting culture based on gender equality that enables and values the full involvement of girls and women in every aspect of sport and physical activity.

IWG Mission

Empowering Women and Girls - Advancing Sport.

The mission is accomplished through the action and influence of the IWG as a catalyst, engaging governmental and non-governmental organizations and individuals for the advancement and empowerment of women and sport globally.

Values

- Collaboration

We place importance on international collaboration, enabling us to achieve our vision through consultation with stakeholders and incorporate their feedback into our decision-making.

- Inclusiveness

We value diversity through the provision of equal opportunity, voice, and choice for all people regardless of nationality, ethnicity, religion, gender, disability, age or sexual orientation.

- Transparency

We are transparent and accountable in all our operations and decision-making processes including management and governance.

- Outcomes focus

Recognizing the importance of appropriate processes, we aim to achieve measurable outcomes in keeping with our mission and vision.

Purpose

Use the power of sport and physical activity to drive positive social changes for women and girls and improve their health and wellbeing.

Goals

- Leadership & Advocacy: Influence gender equity agenda
- Capability & Knowledge: Facilitate positive behavioral change
- Value & Visibility: Leading advocate for women and girls
- Connections & Engagement: Support an empowered global network

Outputs

Please refer to the [IWG Strategic Plan 2018 – 2022](#) for a full picture of IWG's intentions of over this quadrennial. This Plan was developed by IWG New Zealand in consultation and under the direction of the IWG Global Executive. The new host will be required to update this Strategic Plan for 2022 – 2026.

Appendix 2 – Bidding Criteria

The below summarises the key bidding criteria the IWG host selection panel will use to assess the UK's bid. This has been taken from the IWG's website, the full document can be accessed following this link: <http://iwgwomenandsport.org/wp-content/uploads/2020/06/Bid-Pack-IWG-Secretariat-World-Conference-2022-to-2026-FINAL.docx>

IWG SECRETARIAT (September 2022 – October 2026)

Ideally, the IWG Secretariat 2022 – 2026 shall be based in the same country as the 9th IWG World Conference on Women & Sport 2026. The IWG Secretariat manages the day-to-day work of the IWG globally and provides support for all of its activities and initiatives. The Secretariat is the critical link between the IWG Global Executive, members of the network, key stakeholders in the women and sport and physical activity movement, the wider network and the public at large. In this respect communication in English is essential and language skills in French and Spanish are also desirable. The IWG Secretariat will appoint an IWG Secretary General to lead the team to deliver for IWG.

The IWG Secretariat will support the work of the IWG globally by creating and implementing the IWG Strategic Plan 2022 - 2026. As an example, see the current IWG Strategic Plan 2018 – 2022.

Key components include:

- Promote, support and monitor the progress and implementation of the Brighton plus Helsinki 2014 Declaration on Women & Sport and proactively add value to the work of the Signatories.
- Strengthen IWG strategic partnerships with the UN and key agencies (i.e WHO), governments, NGOs and special interest groups; network and work to influence the gender equity agenda.
- Share global best practice, innovations and research (including data collection, analysis and preparation of the IWG Progress Report for presentation at the 9th IWG World Conference).
- Facilitate the IWG's contributions to forums and conferences worldwide.
- Share research and information with media and key influencers, advocating for gender equity.
- Maintain and grow awareness and recognition of the new IWG brand mark launched 2019.
- Disseminate information regarding the women and sport and physical activity movement via the IWG's communication channels: its multi-lingual website (www.iwgwomenandsport.org), Catalyst electronic newsletter and global database, social media channels and other means.
- Act as steward and delivery agent of the 9th IWG World Conference on Women and Sport.
- Ensure sustained development of the IWG across the four years in a way that is in line with its vision, mission, values, purpose and goals. Organize the IWG Global Executive AGM annually.
- Maintain the IWG's database and resources; manage all policies; oversee the Bid 2026-2030.

Also, during the current quadrennial, the IWG Global Executive tasked IWG New Zealand to develop a global 'Insight Hub' as a tool to engage and support a global 'Community of Action'. The approved plan for this can be sought from IWG New Zealand. The work is intended to go live before the end of 2020. The IWG Global Executive asks that bids outline how this would grow and evolve, 2022-2026.

Requirement: Bidder to submit the following within the bid document:

- A short summary of the host organization, outlining its credentials as a potential host for the IWG Secretariat 2022 – 2026. It should include background, vision, mission and aims, day-to-day activities, scope of operations, source(s) of funding and contact information including organization website and mail address, name of contact person and his or her email address and phone number.
- A short statement purpose for serving as host the IWG Secretariat 2022 – 2026 should be included.

Assessment Criteria:

- Commitment/ideology and resources:

Adequate financial support for the Secretariat's four-year term must be secured by the bidding organization and shown in the bid. The IWG Secretariat must also commit to supporting the IWG fulfil its key responsibilities (e.g. mission, purpose and goals).

- Support from key national decision-making bodies:

Both government and non-government, impacts the success of the IWG Secretariat's work. Commitment may be manifested in a variety of ways, for example: goods and services in kind provided to the IWG Secretariat, financial support for the activities of the IWG Secretariat or assistance with respect to public relations and the promotion of the IWG's work nationally, regionally or internationally. The bidder should demonstrate support.

- Multi-agency involvement:

It is recommended that the IWG Secretariat work closely with key national/regional organizations during the four-year term. This type of cooperation can help to secure support, facilitate the Secretariat's work, and ensure optimal impact of the IWG Secretariat's term in the host country. The bidder should show how it intended to leverage partner agencies.

- Legacies/Impacts:

The impact of hosting the IWG Secretariat may be social, cultural and economic. Candidates are encouraged to plan for the lasting effect of the IWG Secretariat's term that will benefit women and sport in the host country and the future of the IWG and showcase in the bid.

- Language capacity:

The ability to effectively communicate in English is a minimum requirement of the IWG Secretariat. French and Spanish language capacities are also looked upon very favorably.

- Financing:

Budget for the IWG Secretariat should include but not be limited to:

- Full time staff members for the four-year period, depending on your needs and IWG work load.
- Additional staff when needed (i.e. contractors, outside agencies, etc).
- Administrative costs, office space and supplies (including all equipment, desks, chairs etc.).
- Travel (attendance at IWG annual meetings, relevant conferences and/or other meetings).
- IWG website and 'Insight hub' technology maintenance and content creation and publicity.
- Conducting the quadrennial IWG Progress Report on global developments in women and sport.

- *Promoting the previous conference legacies whenever possible (i.e. Gaborone, Helsinki, etc).*
- *Information Technology Services including software and hardware (computers/internet access, printers/ photocopiers, online meeting capabilities, file sharing, mass emailing software, etc.).*
- *Accounting services.*
- *Legal services.*

Collaboration: Please advise how you would intend to collaborate with IWG New Zealand between May and September 2022, for smooth transition of the IWG Secretariat. It is recommended that your office plans to shadow IWG New Zealand immediately after the 8th IWG World Conference.

WORLD CONFERENCE ON WOMEN AND SPORT – HOST AND ORGANISER

The IWG World Conference on Women & Sport is held every four years and is the highest profile event staged by the IWG and the largest independent conference of its kind in the world. The event is action-oriented, and its focus is on realising change and considering the synergies between sport and physical activity, the women’s movement and other entities interested in women’s empowerment. These World Conferences have a unique purpose and reporting function; however, they are also a milestone in the four-year IWG Secretariat journey and therefore should not be considered as a “stand-alone” event.

The conferences build on the success of the previous event and are linked by a common “change” theme. Between 500 – 1000 (or more if capacity allows) decision-makers, administrators, coaches, scientists and athletes share success stories and determine strategies and action plans for the future. IWG New Zealand intends to stage the 8th IWG World Conference as a full physical-digital hybrid, recognizing the impacts of COVID-19 on travel and budgets. This is likely to set a future precedent.

Assessment Criteria

- **Commitment/Ideology and Resources:**

Support from key national decision-making bodies, both government and non-government, has been proven to contribute significantly to the promotion of the conference and its success. It also impacts on the credibility of the IWG globally. Commitment and support may manifest in a variety of ways, for example: past initiatives focusing on women and sport and physical activity, financial support for the activities of the candidate organization, support for national / international events or initiatives aiming to enhance opportunities for women in sport. The host organization must guarantee financial support for the 9th IWG World Conference in 2026.

- **Multi-agency involvement:**

It is recommended that the organizers work with key national/regional organizations to secure support, design programming, facilitate the effective implementation of follow-up action steps and ensure optimal impact of the conference and work of the IWG globally.

- **Legacies/Impacts:**

Impact of the conference may be economic, social or cultural. Candidates are encouraged to plan for anticipated impacts that benefit women and sport and physical activity in the host country and the future of the IWG. Consider what change the host organization is driving.

- **Location:**

Geographical accessibility and balance in relation to past World Conferences are both important. The intention behind these conferences is to mobilize action worldwide. Host regions in the past have experienced particular benefits and the varied locations of the World

Conferences have allowed for participants from many different regions of the world to take part. You will need to provide the following information in your bid document:

- Proposed host city and dates for the 9th IWG World Conference on Women & Sport 2026
- Proposed conference venue (location, capacity and facility information, accessibility, etc.)

- Accessibility:

The conference site should be as easily accessible and comfortable as possible for all participants. Candidates should aim to offer a safe and secure environment. The IWG World Conference must fully accessible to the disabled delegates, physically and via the presentations.

- Affordability:

This event aims to attract a diverse profile of participants from both developed and emerging countries. In this respect, a wide variety of accommodation options is necessary and participant costs (registration, meals, social) should be kept as low as possible. Additionally, efforts should be made to offer grants and financial assistance, making it possible for delegates from emerging countries to also attend. In addition, there may be a fee structure offered with discounts for delegates from emerging countries. Young adults also represent an important group and efforts should be made to increase their possibilities to attend. As mentioned, IWG New Zealand intends to stage the 8th IWG World Conference as a full physical-digital hybrid, recognizing the impacts of COVID-19 on travel and budgets. This is likely to set a future precedent regarding digital ticket costs.

- Facilities:

The conference facilities should be accessible and easily reached. Meeting room capacities should include: plenary sessions of at least 1000 participants; several, simultaneous, small group sessions; poster presentation space; audio-visual aids, and live support for multiple languages.

- Accommodation:

Anticipated hotel rates in US DOLLAR.

- Transport:

Provide information on the following:

- Nearest international airport(s).
- Anticipated method(s) of transportation to be used by conference delegates between the airport and the conference hotels and during their stay.

- Finances:

The IWG does not have a budget to support the 9th IWG World Conference. The organizer must secure adequate financial resources and must submit as follows:

- Details on how the organization plans to raise the funds necessary to hold a conference of this size in terms of specific support and timing.
- Details on any governmental support and/or sponsors who have committed to support the application.
- Details on any other anticipated revenue streams.
- Estimated registration fee to be charged and what it will include.
- Draft budget, listing anticipated income and expense items.

- Translation:

Simultaneous translations of the plenary sessions and workshops into English, French and Spanish, as well as regionally appropriate languages, is highly recommended in order to ensure active participation from a linguistically diverse group of participants. Sign language options needed.

- Human resources:

In addition to the IWG Co-Chair and Secretariat, personnel dedicated to the conference planning are required. Volunteers/support staff during the event highly recommended.

- Background information:

To be provided in the bid document:

- *Description of the organization's experience in the international women and sport and physical activity movement and related national/international events or initiatives.*
- *Organization's statement of purpose for serving as host the for hosting the 9th World Conference on Women & Sport.*

- Conference dates:

Traditionally IWG World Conferences on Women & Sport have been held in either May or June over 4 days and have gathered up to 1,200 participants from around the world for several days of exchange and discussion.

- Themes:

In cooperation with the IWG Global Executive, the host selects a conference theme and prepares the conference program, focusing on salient issues and the needs of participants. To date, each of the previous hosts back to 1994 has created a theme using the word "change". The monitoring role of the IWG is key to the conference development and the information on progress, success and lessons learned that is continually collected by the IWG Secretariat is made available to all participants. The IWG is a critical link between representatives of international, regional and national organizations interested in women and sport issues and the World Conferences are an important opportunity for interaction and discussion.

- Collaboration: kindly provide information on possible collaborations as:
 - *Status of support for the organization's bid to host the 9th IWG World Conference on Women and Sport by national, regional, Government and city authorities and/or sports organizations;*
 - *Key national/international organizations, networks or other bodies with which the organization intends to collaborate with in order to carry out a successful Conference;*
 - *How you would intended to collaborate with the New Zealand Secretariat between May and September 2022, for smooth transition of the IWG World Conference IP and knowledge.*

REQUIREMENT: a bid document expressing the bidder's vision for the IWG World Conference and its answer to the above. Express how bidder will move the global women and sport movement forward.

Appendix 3 – Form of Tender

To: **The Sport and Recreation Alliance**

Re: **Bid Book preparation for the UK's application to host the International Working Group for Women in Sport Secretariat (2022 – 2026) and International Congress (2026)**

1. Having examined the Invitation to Tender and having satisfied ourselves as to all other matters relevant thereto, we confirm our tender for the project.
2. We enclose our tender and confirm that these comprise all of the documents required to be submitted in accordance with the matters set out in the Invitation to Tender. We acknowledge that we are bound by our proposals submitted pursuant to the Invitation to Tender.
3. We hereby unconditionally and irrevocably offer to provide the Services requested to be provided and performed under the Invitation to Tender in accordance with our tender and at no greater rates or prices than the rates or prices stated in our application.
4. We confirm that we are fully conversant with all the Invitation to Tender documentation and that this tender is submitted strictly in accordance with the Invitation to Tender.
5. We agree that this tender shall remain open to be accepted or not by The SRA and shall not be withdrawn for a period of three (3) months from the deadline for receipt of tenders as set out in the Invitation to Tender, or such longer period as may be agreed with The SRA.
6. We undertake to execute the project for the proper and complete fulfilment of the Services required or any part or parts thereof, as you may in your absolute discretion award to us.
7. We agree that we shall commence and undertake the Services required when instructed to do so pursuant to the terms of the Contract.
8. We certify that the details of this tender and the Invitation to Tender documentation have not been communicated to any other person or adjusted in accordance with any agreement or arrangement with any other person or organisation.
9. We acknowledge that The SRA is not bound to accept the lowest or any tender it may receive and reserve the right at its absolute discretion to accept or not to accept any tender submitted.
10. We certify that we have full power and authority to enter into Contract and to carry out the Services, and that this is a bona fide tender.
11. We confirm that in submitting our tender, we have satisfied ourselves as to the accuracy and completeness of the information we require in order to do so (including that contained in the Invitation to Tender).

Total Price for this Tender

£ _____ in words

Signed for on behalf of the Bidder by a duly authorised signatory of the Bidder:

Signed: _____

Name: _____

Position/Status: _____

On behalf of: _____

Date: _____

Appendix 4 – Written Return

The Written Return is separated into a number of Sections and questions to provide Bidders with clarity on the overall requirements of the SRA in relation to the quality measures used to evaluate all bids.

Each Section is linked to the Evaluation Criteria detailed in Section 4 of this invitation to tender document. The Section weightings are shown in each Section heading.

Bidders shall note that there is a 3,000-word limit for the entire written return. Words that are used in diagrams are included in the word limit but the word count does not apply to Bibliographies, reference lists or CVs.

Section 0 – General Information	
1	Bidder name
2	Registered address
3	Name of person completing the Invitation to Tender
4	Telephone number
5	E-mail address
6	Company status (e.g. Ltd, Plc, sole trader, Charity, Community Benefit Society, etc.)
7	VAT registration number
8	Company registration number and/or charity number
9	Date of incorporation
10	Please provide the organisation name, contact details and a brief description of 2 contracts of a similar nature which demonstrate the Bidder's experience in relation to The SRA's requirements. Any Contract award will be subject to a satisfactory reference being provided by one or both of the named companies.

NOTE TO BIDDERS

Upon identifying the successful Bidder, the SRA may seek further evidence to determine the Bidder's ability to perform the Contract prior to awarding the Contract. If the Bidder is unable to provide the further evidence required, the SRA reserves the right to withdraw the Bidder's successful Bidder status.

Section 1: Service Delivery Proposal	Weighting
	40%
Please outline your proposed approach to this project, demonstrating how you will approach delivering the key outputs, including details about any specific approaches or methodologies you would use. Please also highlight any issues that might impact service delivery, and how you plan to mitigate these risks.	
Bidder's Response	

Section 2: Experience of project team	Weighting
	30%
Please outline the members of the project team, and any relevant experience they have with similar projects. We are especially interested in hearing about any experience looking specifically at bidding within the sports or events sector.	
Bidder's Response	

Section 3: Project management and quality assurance approach	Weighting
	20%
Please explain who will manage the project, and the roles and responsibilities of supporting team members (incl. activities, day rates) and outline your approach to quality assurance. If you are bidding as a consortium, please highlight your history of working together, how you will work together on this specific project. Please highlight how you will identify and obtain consent from potential participants.	
Bidder's Response	

Section 4: Value for money	Weighting
	10%
Please provide the total cost and a full breakdown of all costs associated with this proposal in accordance with the information provided in Section 5 (Pricing) of this invitation to tender document.	
Bidder's Response	

Appendix 5 – Anti-Collusion Certificate

To: **The Sport and Recreation Alliance**

Re: **Bid Book preparation for the UK’s application to host the International Working Group for Women in Sport Secretariat (2022 – 2026) and International Congress (2026)**

The essence of the procurement process is that the SRA shall receive *bona fide* competitive tenders from all Bidders. In recognition of this principle we hereby certify that this is a *bona fide* bid, intended to be competitive, and that we have not fixed or adjusted the bid by or under or in accordance with any agreement or arrangement with any other Bidder (other than a member of our own consortium). We have not and insofar as we are aware neither have any of our employees, contractors, advisers, agents, officers or subcontractors:

1. Entered into any agreement with any other person with the aim of preventing bids being made or as to the fixing or adjusting of any bid or the conditions on which any bid is made; or
2. Informed any other person, other than the person calling for this bid, of the content of the bid, except where the disclosure was necessary for the preparation of the bid for insurance, for performance bonds and/or Contract guarantee bonds or for professional advice required for the preparation of the bid; or
3. Caused or induced any person to enter into such an agreement as is mentioned in paragraph (1) and (2) above; or
4. Committed any offence under the Bribery Act 2010; or
5. Offered or agreed to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other bid or proposed bid any act or omission; or
6. Canvassed any other persons referred to in paragraph (1) above in connection with the Contract; or
7. Contacted any officer of the SRA about any aspect of the Contract except in a manner permitted by the Invitation to Tender.

We also undertake that we shall not procure the doing of any of the acts mentioned in paragraphs (1) to (7) above before the hour and date specified for the return of the bid nor (in the event of the bid being accepted) shall we do so while the resulting Contract continues in force between us (or our successors in title) and the SRA.

In this certificate the word “person” includes any person, body or association, corporate or incorporate and “agreement” includes any arrangement whether formal or informal and whether legally binding or not.

Signed for on behalf of the Bidder by a duly authorised signatory of the Bidder:

Signed: _____

Name: _____

Position/Status: _____

On behalf of:
(name of Bidder) _____

Date: _____

Appendix 6 – Non-Canvassing Certificate

To: **The Sport and Recreation Alliance**

Re: **The ITT for the preparation of the Bid Book for the UK’s application to host the International Working Group for Women in Sport Secretariat (2022 – 2026) and International Congress (2026)**

Non-Canvassing Certificate

I/we hereby certify that I/we have not canvassed or solicited any officer or employee of the SRA in connection with the award of the Contract and that no person employed by me/us or acting on my/our behalf has done any such act.

I/we hereby further undertake that I/we will not in the future canvass or solicit any officer or employee of the SRA in connection with the award of the Contract and that no person employed by me/us or acting on my/our behalf will do any such act.

Signed for on behalf of the Bidder by a duly authorised signatory of the Bidder:

Signed: _____

Name: _____

Position/Status: _____

On behalf of:
(name of Bidder) _____

Date: _____