



**The London Organising Committee of the Olympic Games and Paralympic Games Ltd (LOCOG)**

Invitation to Tender for the provision of goods and services

PART 1: General ITT Information



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## Document structure

For simplicity, the documents for the London 2012 Organising Committee (LOCOG) ITT process are divided into the four following parts. This document is Part 1.

ITT document	Description of content	When available	Where available
Part 1 – General ITT Information	Applicable to all competitive procurements undertaken by LOCOG	At any time.	Download from <a href="#">London 2012 website</a> , and in buyer attachments area on the eTendering system
Part 2 – Specific Instructions	Tailored to the requirements of the specific ITT as issued	Available on the eTendering system at point of publishing the ITT	In buyer attachments area on the eTendering system
Part 3 – Questions for Bidders	The questions that must be answered by the bidder in their proposal	Available on the eTendering system at point of publishing the ITT	The questions are located in the questionnaire(s) on the eTendering system.
Part 4 – Further Information	Further information that may support bidders in responding to the ITT	Available on the eTendering system at point of publishing the ITT	In buyer attachments area on the eTendering system

## Glossary

The following key expressions and terminology are used frequently within LOCOG's ITT documents:

Term	Definition
Bidder	An organisation that submits a proposal in response to an ITT.
Confidentiality Agreement	The agreement that bidders will be requested to sign and return to LOCOG before receiving the full set of ITT documents.
IOC and IPC	<a href="#">International Olympic Committee</a> / <a href="#">International Paralympic Committee</a> : The independent international, non-governmental, not-for-profit organisations responsible for overseeing the organisation of all Olympic Games and Paralympic Games, including London 2012.
ITT	Invitation to Tender: published by LOCOG on the eTendering system. The ITT serves to (i) provide necessary information to bidders; and (ii) invite proposals from bidders.
ITT Questions	The questions, found on the eTendering system, that bidders must complete and submit electronically to LOCOG as their proposal.
LOCOG	The London Organising Committee of the Olympic Games and Paralympic Games Ltd: A private limited company responsible for staging the Olympic Games and Paralympic Games in 2012.
ODA	Olympic Delivery Authority: The public body responsible for developing and building the permanent venues and infrastructure for the Olympic Games and Paralympic Games in 2012.
Partners	Refers to all our worldwide and UK partners, as detailed on the <a href="#">London 2012 website</a> .
Proposal	The formal response to the ITT submitted electronically by a bidder under Part 2 of the ITT.
Scope	The scope of the goods and/or services required by LOCOG, as defined in Part 2 of the ITT.
Suppliers	Organisations that have an agreement to provide goods and/or services to LOCOG.
Tender Timetable	The timeline for the procurement process, found in Part 2 of the ITT, which contains key dates that must be adhered to by bidders.

## Introduction to LOCOG

LOCOG is responsible for preparing and staging memorable Olympic and Paralympic Games in 2012.

LOCOG is also responsible for staging a series of Test Events in the run-up to the Games; recruiting and training volunteers; and overseeing the four-year Cultural Olympiad leading up to the Games.

### Our vision

Our vision is to use the power of the Games to inspire lasting change.

This means change in people's lives; in levels of sport participation; in attitudes to disability; and change in the communities across London, particularly east London.

It means change in attitudes towards sustainability and protecting the world we live in; in how everyone participates and engages with the Games; and in how cities host the Games.

To realise this vision we must deliver Games that:

- provide experiences of a lifetime;
- capture the imagination of young people all over the world; and
- create physical, social and sporting legacies to meet the long-term needs of people and their communities.

We are hosting the two biggest sporting events on the planet in the world's most exciting, diverse and creative city – London.

### The role of our supply chain

Our suppliers will play a critical role in helping LOCOG to stage a memorable Games and supporting the delivery of our vision for London 2012. Although no marketing rights are attached to a standard procurement opportunity (see page 8), supplying goods and/or services to London 2012 is an opportunity for our suppliers to inspire their staff and be part of London 2012, an event of unprecedented scale, complexity and profile.

### Legal status and implications

LOCOG is a company registered in England and Wales, with its registered office at One Churchill Place, Canary Wharf, London E14 5LN, and registered number 05267819.

LOCOG is not subject to the Freedom of Information Act 2000. However, you can [send a general enquiry](#) which is not an FOI request to LOCOG.

LOCOG is not subject to EU procurement regulations, but will adopt fair and sustainable procurement principles and processes, as detailed in the next section of this document.

For further information, please visit the [London 2012 website](#).

## The procurement process

LOCOG welcomes formal proposals from a wide selection of bidders. The proposals submitted in response to the ITT will form the heart of LOCOG's objective evaluation of each bidder and their proposal in an open and fair process.

The results of the ITT process will lead to selected bidders either being invited to present their proposals for further scrutiny, or directly enter discussion and negotiation talks with LOCOG. In turn, this will lead to an award being made which is deemed the most appropriate match to LOCOG's needs.

### Value for money

LOCOG's view of value for money is different to that of some other companies. In support of our vision for London 2012, we must consider a broad range of criteria when assessing proposals from bidders. As such, LOCOG defines value for money on the basis of five broad areas:

#### 1. Quality/Delivery/Disposal

Goods and services must be the right quality, delivered by suppliers on time. As a temporary organisation, disposal of goods after the Games is a critical factor that bidders should carefully consider when submitting their proposal.

#### 2. Commercial

Pricing must be competitive, making best use of discounts, value-in-kind agreements and other innovative arrangements that work for both LOCOG and our suppliers.

#### 3. Sustainability

LOCOG will place a high priority on environmental, social and ethical issues when procuring the goods and services needed for the Games.

Bidders are asked to please read the [LOCOG Sustainable Sourcing Code](#).

#### 4. Diversity and inclusion

Goods and services must be inclusive and support LOCOG's aim of delivering an Olympic and Paralympic Games for everyone. In addition, successful bidders will have demonstrated their commitment to being a diverse and inclusive organisation.

The [LOCOG Diversity and Inclusion Business Charter](#) provides further detail on our objectives for diversity and inclusion and our procurement values.

#### 5. Legal/Financial/Health and safety

The legal terms and conditions agreed must contain LOCOG's minimum requirements, and suppliers must be financially sound to assure supply.

Health and safety is a key consideration for LOCOG. Further detail can be found in the following section of this document.

[Download LOCOG's Standard Terms of Procurement](#).

## Health and Safety

LOCOG's aim is for no person to be injured or become ill because of work on the 2012 Games. This is summarised by our goal of Zero Harm. LOCOG will expect, encourage, and actively support high standards of health and safety. It is LOCOG's belief that such standards can be achieved by visible leadership and personal commitment at all levels, combined with effective management in consultation with a trained and competent workforce.

## CompeteFor

CompeteFor is the chosen website of London 2012 for the publication of Games-related business opportunities, acting as a brokerage service between potential suppliers and buyers throughout the London 2012 supply chain. It is free to use and can be accessed via the London 2012 Business Network at [london2012.com/business](http://london2012.com/business).

Bidders who are successful in winning work with LOCOG will be encouraged to make use of CompeteFor to advertise any related business opportunities.

By using CompeteFor, buying organisations gain access to many thousands of potential suppliers who have registered on the site. CompeteFor also provides all organisations who have registered on the site with access to business support services, helping to build skills and capacity across the UK.

## Confidentiality

### LOCOG's Confidentiality Agreement

Before being invited to view the ITT document on our eTendering system, bidders will be requested to return to LOCOG a signed copy of the Confidentiality Agreement. It covers all dealings between LOCOG and bidders in relation to any proposal for the Games.

### Good faith submission

LOCOG expects bidders to certify that their response will be in good faith. The supply of incorrect or misleading information in a proposal may lead to the withdrawal of business in the event that the bidder is successful. By signing the Confidentiality Agreement and returning to LOCOG, you are also agreeing that you have not, and will not:

- communicate to a person other than a member of LOCOG any rates/fees to be included in the proposal, except where the disclosure, in confidence, of such rates/fees is necessary to obtain information/advice required for the preparation of the proposal;
- enter into any agreement or arrangements with (i) any other person that they shall refrain from tendering, or (ii) with another bidder as to the rates/fees included in any proposal response to be submitted;
- act in any other way which may prevent a fair and open tender process.

### Conflicts of interest

During the tender process, bidders will be requested to provide details of any known, perceived and/or potential conflicts of interest (which may include directorships, business or private relationships or existing clients). Bidders will be expected to follow a declaration process with their staff; any information provided will be treated as confidential. Failure to disclose such information may result in disqualification from the tender process.

## Other key points to note

### Electronic tendering

LOCOG is committed to operating a procurement process that is efficient, minimising the amount of paperwork that bidders need to complete. As such, we may require bidders to register on our electronic tendering website in order to submit their proposal.

### Bidder costs

Bidders are responsible in full for all costs incurred in connection with the preparation or submission of responses to the ITT, or any subsequent phase of the LOCOG procurement process relating to this or any project.

### Visits to bidders

For LOCOG to evaluate bids and monitor ongoing business activities, LOCOG may wish to carry out visits to bidder premises. By submitting a proposal, bidders acknowledge the right of LOCOG staff to conduct a visit to any bidder premises, where necessary and with reasonable notice.

### Copyright

Bidders are reminded that this ITT is the copyright of LOCOG. Bidders shall not reproduce in any material form (including photocopying or storage in any medium by electronic means) any part of this ITT without the prior written permission of the copyright owner, other than for use strictly for the purpose of preparing a proposal for this ITT.

### London 2012 partners

As part of LOCOG and the International Olympic Committee's (IOC's) agreements with official London 2012 partners, LOCOG has obligations to use certain goods and services of these partners. In the future, LOCOG and the IOC may enter into additional sponsorship agreements with similar supply obligations which may affect previously agreed interim terms and supply arrangements with LOCOG suppliers.

LOCOG reserves the right to require you to work with current and future partners and/or their goods and, where able, require you to use and source from any of our partners at costs agreed with you. LOCOG also reserves the right to revisit or ultimately terminate supply arrangements which may duplicate or adversely impact on its ability to fulfil partner agreements or to negotiate future partner agreements.

### No marketing rights

The only commercial entities entitled to create an association with the Games and to use elements of the Olympic, Paralympic and London 2012 brands are official partners, broadcasters and merchandise licensees. To ensure LOCOG can raise the funds necessary to stage the Games, it must strictly protect its brand and preserve the exclusivity of an association with the Games for partners.

For this reason, LOCOG must prevent all other organisations from using its intellectual property or otherwise creating an association with the Games. Bidders are also therefore restricted from marketing their involvement in the Games.

For further information, please see the [No Marketing Rights Protocol](#).