

British Chambers of Commerce
INVITATION TO TENDER – OFFICE REFURBISHMENT

BACKGROUND

The British Chambers of Commerce has:

- 53 accredited Chambers of Commerce members with national coverage
- Representing thousands of businesses of all sizes and sectors
- Employing nearly 6,000,000 employees

The British Chambers of Commerce (BCC) is a unique business organisation. It is the national 'umbrella' body for an independent and influential network of Accredited Chambers of Commerce, based in every nation and region of the UK, and in key markets around the world.

Drawing on the local and regional perspectives of the Chamber network, which represents businesses of all sizes and sectors, supporting nearly 6 million employees in the UK, the BCC is a leading commentator on the UK economy. It is well respected by both Government, stakeholders and media and is highly influential in shaping policy and legislation, locally, at Westminster and in Brussels.

Sitting at the heart of their business communities, Accredited Chambers of Commerce, help thousands of companies to grow and succeed by providing practical advice and support and by promoting trade connections locally, regionally, nationally and internationally through our fast-growing global network.

Chambers are also working to bridge the gap between the world of education and the world of work, helping businesses find the talent they need, and boosting the career prospects of young people.

As a business, the BCC is a small, not for dividend (all profits are used to support the organisation and are not distributed to members) organisation, with around 27 staff covering a number of functions including accreditation; commercial services; policy, events and conferences, media relations, finance and administration. Turnover for 2017 was circa £5 million for the BCC and nearly £140 million for the Accredited Chamber Network.

CURRENT CONTEXT – Appointment of an external partner ("The partner").

The head office for the BCC was last re-fitted in December 2013 and is now in need of modernisation. The IT equipment has recently been updated, but the office is not reflective of the BCC's position as a dynamic and modern organisation with a major international and national business brand.

Historically, the BCC has invested resources into other business areas but now it wishes to focus on the office environment, bringing this in line with the company brand. We need a working environment that will provide a productive, professional yet comfortable place to work which we are all proud of.

We regularly host meetings with key business stakeholders including Chambers from across the Accredited Network, a range of government agencies and with our commercial partners. We wish to hold these meeting at our offices in rooms that place a premium on confidentiality yet are flexible and modern spaces.

SCOPE

Key requirements in scope

- Review the current office layout, alongside our stated requirements, in order to give us a range of design options that are affordable and best meet our needs
- Review the floor plan and office furniture set-up to give us the maximum flexibility for work space now, based on current head-count, and into the future when this may change
- Design a contemporary professional space which showcases our work, and that of the Chamber Network, in an environment which is as cable and clutter free as possible
- Advise on office décor that won't date and will retain its professional image for a number of years
- Enable floor space to be used for media and communications opportunities reflecting of a team that must regularly work in a virtual manner
- Help us develop innovative ideas about how we can implement and harness new technology
- All other measures as deemed necessary by the preferred bidder will be considered on a case-by-case basis depending on budget

CONSULTATION

- Selection panel from the BCC

Approach to the budget

The BCC has not determined a set budget for this work, yet, as we want to review the affordability of a range of options from redesigning the office space, to making the most of what we currently have. This project is deemed business critical and at this stage we do not want to limit options.

However, as a not-for-profit membership organisation, getting value for money, and being able to demonstrate this, is one of our most important requirements and the budget will be commensurate with an organisation that has an annual turnover of £4.3m.

Partnership Working and Case Studies

We are very open to the idea of partnership working with partners. We are looking to work with partners who already have proven experience of working in Central London. You would get to showcase your designs in another central London location which would be visited by a significant number of prestigious companies including the 53 Accredited Chambers of Commerce. We are open minded on this subject and welcome your ideas and recommendations.

NDA

Attached as Appendix B is a Non-Disclosure Agreement, which any party seeking to tender must complete and return to gain access to confidential documents and background information for this tender.

TIMELINE

It is our intention to appoint a single partner to assist and the successful firm will be the one that can demonstrate:

- excellent value for money, given BCC's status as a not-for-dividend organisation
- ability to deliver an excellent outcome at pace, and sustainable
- a strong track record in office refurbishment and design for similar sized offices
- the ability to progress the work quickly ideally May – July 2019 but this will be dependent on the disruption likely to be caused.

We recognise that we may need to appoint a separate supplier for the purchasing and installation of any technology needs we identify.

The deadline for bids will be 22nd February 2019, with a view to conducting presentations and appointing a successful firm shortly thereafter. Bids should be submitted to Joy Shewring (j.shewring@britishchambers.org.uk) in the first instance.