



Mumbles
Community Council

MumblesFest – Invitation to Quote (ITQ)

Ref: MCC/MF/2026

Closing Date: 8th March 2026

1. Introduction

Mumbles Community Council ("the Council") invites suitably experienced and qualified suppliers to submit a **Quotation** for the delivery and management of **MumblesFest**, the Council's flagship community festival.

MumblesFest is a well-established community event celebrating local culture, music, food, family activities and community participation, delivered for the benefit of residents, local businesses and visitors to Mumbles.

2. Background

Mumbles Community Council is a local authority operating at the community level within the City and County of Swansea. The Council delivers a wide range of community services, events and asset management, and is committed to transparency, value for money and strong governance.

MumblesFest has become a key annual event in the Council's events programme, supporting community cohesion, local economic activity and cultural vibrancy.

3. Scope of Services

MumblesFest is proposed to take place on:

- **Event Date(s):** 6th or 13th June 2026
- **Times:** Set up on Friday and take down on Sunday (Event time Saturday 11am – 10.30pm)
- **Location(s):** Oystermouth Castle Grounds

The Council is seeking a supplier capable of delivering a **safe, environmentally sustainable, inclusive, engaging and well-managed outdoor community event**, working in partnership with the Council, stakeholders and emergency services.

The successful supplier will be responsible for the coordination and delivery of event logistics and infrastructure, including (but not limited to):

- Overall event management and coordination
- Provision of staging, sound, lighting and PA systems
- Power supply and generators
- Traffic management, road closures and resident/business liaison
- Licensing (including TENS, street trading and any required consents)
- Security and stewarding, including security fencing around the site

- Waste, recycling and cleansing – reduce, reuse, recycle
- First aid provision
- Provision and management of toilet facilities
- Liaison with emergency services and Safety Advisory Group
- Ensuring accessibility for all attendees
- Coordination with local businesses, community groups and traders
- Hospitality – food stalls and bar with an emphasis on local/Welsh traders

The Council will retain responsibility for programming decisions.

The Council has allocated up to £28,000 for this event. Whilst quotations up to this amount will be considered, it is anticipated that submissions will be significantly lower, unless there is clear and compelling evidence that a higher-value proposal offers exceptional quality, demonstrable added value, and fully meets – or exceeds – the requirements set out in the brief.

4. Objectives

The Council's events programme supports the **Well-being of Future Generations (Wales) Act 2015** and seeks to contribute to:

- A Wales of cohesive communities
- A vibrant culture and thriving local economy
- A healthier and more equal Wales
- An environmentally resilient Wales

Mumbles Community Council is a partner in Plastic Free Mumbles, and no single-use plastics are permitted at the event.

The successful bidder must demonstrate how their approach:

- Delivers value for money
- Supports sustainability and environmental responsibility
- Encourages local business and community involvement
- Ensures a safe and high-quality visitor experience

5. Award Criteria

5.1 Process

This is a single-stage quotation process.

Stage 1 – **Selection Criteria (Pass/Fail):**

- Relevant experience delivering comparable public events
- Technical and operational capability

Stage 2 – **Award Criteria:**

Criterion Weighting

Cost 40%

Quality 60%

Quality will be assessed against:

- Methodology and event delivery approach (30%)
- Commitment to local economy and community engagement (20%)
- Commitment to sustainability and environmental practices (10%) –

The contract will be awarded to the Most Advantageous Quotation.

6. Health, Safety & Compliance

The supplier must:

- Comply with all relevant legislation, including Health & Safety and Equality legislation
- Provide suitable risk assessments and method statements
- Hold appropriate insurance (minimum £10m Public Liability, £5m Employers Liability)
- Liaise with all relevant statutory bodies

Failure to meet health and safety requirements may constitute a material breach of contract.

7. Conditions of Tender

- The Council does not bind itself to accept the lowest or any tender
- Tenders must remain valid for 90 days from the closing date
- Any conditions imposed by the bidder will not apply unless expressly agreed in writing
- The Council reserves the right to cancel or amend the tender process

- Procurement must align with the Council's sustainable procurement policy.

8. Submission Requirements

Bidders must submit:

- Completed Form of Quotation (Appendix A)
- Supplier Information (Appendix B)
- Method Statement and Quote Response
- Pricing Schedule (VAT to be stated separately)

Submissions must be made:

- **By:** 5pm 8th March
- **Via:** E-mail to kerryleighgrabham@mumbles.gov.uk

Late submissions may not be considered.

9. Clarifications

All clarification requests must be submitted in writing to:
kerryleighgrabham@mumbles.gov.uk

10. Confidentiality & FOI

The Council is subject to the Freedom of Information Act 2000. Bidders should clearly identify any information considered confidential, noting that final decisions on disclosure rest with the Council.

Appendix A – Form of Tender

(Form to be completed and signed)

Appendix B – Supplier Information

(Supplier details, financial standing, insurance, experience and references)

Appendix A – Form of Tender

MumblesFest – Invitation to Quote

Ref: MCC/MF/2026

To: **Mumbles Community Council**

Having examined the Invitation to Quote and associated documentation for the provision of services for MumblesFest, I/we hereby offer to provide the services described in the Tender, in accordance with the requirements of Mumbles Community Council, at the prices and on the terms set out in our quotation response.

I/we confirm that:

- This quotation is submitted on a firm price basis and is not subject to adjustment or escalation.
- This quotation shall remain open for acceptance for a period of **ninety (90) days** from the closing date for receipt of tenders.
- I/we have not canvassed, nor will canvass, any Member or Officer of the Council in connection with this tender.
- I/we accept that the Council is not bound to accept the lowest or any tender.
- I/we confirm that I/we have the authority to enter into this quotation and, if successful, to enter into a contract with the Council.

I/we declare that all information provided in our tender submission is true, complete and accurate.

Signed:

Name (print):

Position:

For and on behalf of (Organisation):

Date:

Appendix B – Supplier Information

1. Supplier Details

Organisation Name

Trading Name (if different)

Registered Address

Correspondence Address (if different)

Contact Name

Position

Telephone

Email

Website

Company Registration Number (if applicable)

VAT Registration Number (if applicable)

Legal Status (Ltd / PLC / Partnership / Sole Trader / Other)

2. Financial Information

Please provide the organisation's annual turnover for the last three financial years:

Financial Year Turnover (£)

Year 1

Year 2

Year 3

Are there any outstanding or pending legal actions, claims or proceedings against your organisation which may impact the delivery of this contract?

Yes No

(If yes, please provide details below)

Details:

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3. Insurance

Please confirm that you hold the following minimum insurance levels and that evidence can be provided upon request:

Insurance Type	Insurer Policy Number	Indemnity Value
Public Liability		
Employers' Liability		
Professional Indemnity (if applicable)		

4. Health & Safety

Please confirm:

- A Health & Safety Policy is in place Yes No
- Risk Assessments and Method Statements will be provided Yes No

Has your organisation been subject to any Health & Safety enforcement action in the last five years?

Yes No

(If yes, please provide details)

5. Experience & Capability

Please provide brief details of your experience delivering comparable public or community events:

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Please provide up to two references for similar events delivered within the last five years:

Reference 1

Organisation:

Contact Name & Role:

Email / Telephone:

Reference 2

Organisation:

Contact Name & Role:

Email / Telephone:

6. Declarations

I/we confirm that the information provided is accurate and that I/we will comply with all relevant legislation, including Equality, Health & Safety and environmental requirements.

Signed:

Name (print):

Position:

Organisation:

Date:

Please ensure your quotation is included in submission.