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DAC PRESENTING
ENFIELD

DAC Pop-Up Events & Food Festival Project Specification

Why Join Us?

- **Showcase Local Talent:** Help spotlight the diverse and vibrant food scene in Enfield.
- **Community Engagement:** Help connect with and create new communities at DAC, made up of all ages with a connected passion for excellent food lovers.
- **Access to Top-Notch Facilities:** Help us create a venue that is fitting to celebrate wonderful food created within our borough.

Who Are We Looking For?

- Someone who knows and loves Enfield, the Enfield food scene, and its community.
- Experience working with both small and large businesses in the sector and with an excellent knowledge of high-quality local providers.
- Ability to organise and manage successful events.
- Great at connecting with people and promoting events.
- A huge passion for food and a strong understanding of food trends.
- Excellent communication and interpersonal skills to interact with customers, suppliers, and team members effectively.
- Proven experience in foodie event planning and coordination, with a track record of aiding in the running of successful, creative foodie events (desirable but not essential).
- Strong IT skills, specifically Excel, are desirable.
- A real team player capable of working collaboratively in a close-knit team, whilst also being capable of taking initiative to bring their own original creative ideas to life.
- Strong administrative and organisational skills, attention to detail, and ability to work well under pressure.
- Flexibility is key – you must be able to think fast and adapt to unexpected changes quickly.
- Enjoy working with clients, customers and building relationships with external suppliers.

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How to Apply

There is up to £10k available to deliver this project. To apply for the opportunity, please complete the attached forms and written proposal addressing each of the points below, and return to Wesley.Pemberton@enfield.gov.uk by 9am on Friday 23rd August.

Apply Now and be part of an amazing journey celebrating the flavours of Enfield.

Drop in

We are holding informal drop ins at Dugdale Arts Centre, 39 London Road, EN2 6DS on Tuesday 30th July, Friday 16th August, and Tuesday 20th August. To arrange a time to visit, please email culture@enfield.gov.uk

If you have any questions about the application or would like to have an informal call about the role, please email Wesley.Pemberton@enfield.gov.uk

Follow us for updates

Stay tuned for more details and updates on our social media pages. Join the conversation and get ready for a culinary adventure like no other! @dugdaleartscentre

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Evaluation Criteria

The evaluation process, criteria, methodologies and respective weightings are outlined below.

Provided in brackets after each evaluation criteria is the allocated weighting and also any limitation to the length of response required. Bidders are to use font style Arial, size 12pt. Any information given outside of this limitation will not be factored into the evaluation.

Please note that only information contained within the response to a single criterion will be assessed for that element. For the avoidance of doubt, the evaluation panel will not cross-reference responses to questions.

Evaluation Criteria & Weightings

Evaluation Criteria	Weighting	Question No. / Response Ref.
Award Criteria		
Price (30%)		
Overall Price	30%	
Quality (30%)		
Method of delivering role set out in specification	25%	Q1
Project Costs	15%	Q2
Experience of working in F&B and delivering F&B related events	15%	Q3
Demonstration of knowledge of Enfield's F&B scene and how the proposal will compliment DAC	15%	Q4
Total (Overall Score)	100%	



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1. Price (30%)

Please complete in full the document titled 'Pricing Schedule' attached.

All prices are to be exclusive of Value Added Tax (VAT) and inclusive of all other costs; i.e. travel and expenses. The submitted price should be the total price for the delivery of the project and not an hourly rate.

Please note that bids in excess of the project budget of £10k will not be considered.

If a number of submissions are received with varied prices submitted, the mechanism for establishing price scores is that the lowest price Provider is awarded the maximum percentage score available; all other Providers are awarded using the following formula:

$(\text{Lowest Bidder Price} / \text{Bidders Price}) \times 30$

2. Written Submission (70%)

Method of delivering role set out in specification - 25%

Must include a full written proposal for the delivery of a specification set out in this document, which deliver a successful pop up programme and food festival at DAC. This should include proposed F&B sector engagement, marketing approach and the timeline for delivery.

Project Costs – 15%

A written submission should detail all expected project costs, which should include event marketing, venue and consultation related expenditure.

Experience of working in F&B and delivering F&B related events – 15%

The written submission must demonstrate and provide evidence of experience of working in F&B and successfully delivering F&B related events.

Demonstration of knowledge of Enfield's F&B scene and how the proposal will compliment DAC – 15%

A written response should highlight the bidders knowledge of the Enfield food scene and set out their vision of how these business will compliment DAC



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Written responses will be assessed using the following scoring mechanism:

SCORE	DESCRIPTION
9	Response / answer / solution is of a high standard with no reservations at all about acceptability; provides evidence that the Provider can make a significant improvement to the way the service is delivered.
7	Good response / answer / solution to that aspect of our requirement; provides more evidence than that of an 'acceptable' response.
5	Acceptable response / answer / solution; all basic requirements are met; provides evidence given of skill / knowledge sought.
3	Less than acceptable response / answer / solution; lacks convincing evidence of skills / experience sought; lack of real understanding of requirement or evidence of ability to deliver.

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