



# Event Suppliers Tender Questionnaire 2024-2027

We are opening our accredited event suppliers list. We believe this is a great opportunity to strengthen relationships while diversifying our list, supplying the many different events we host throughout the year.

The contract will be for a period of 3 years from June 2024 – June 2027

Applications must be submitted in PDF format to [proposals@jw3.org.uk](mailto:proposals@jw3.org.uk) by 15<sup>th</sup> April.

## Aims and Objectives

- To identify suppliers that align with our values and are able to provide an exemplary service to all of our valued visitors and clients.
- To ensure that suppliers are flexible and accommodating to client needs for a wide range of events with the ability to supply for a broad volume of guests from small intimate meetings to 400 people celebrations.
- To identify suppliers who can demonstrate a diverse offering that will appeal to prospective clients.

## Would you like to attend the Dorfman Piazza Open Day (28<sup>th</sup> March, 10am-12pm and 2pm-4pm)

- Yes
- No

## Timeline for Submission

Invitation to tender opens: Monday 11th March

Invitation to tender closes: Monday 15th April

JW3  
341-351 Finchley Road  
London  
NW3 6ET  
[www.jw3.org.uk](http://www.jw3.org.uk)

## Section 1: Company Details

Company Name:

Registered Company Name (if different):

Company Contact Name:

Company Contact Phone Number:

Company Contact Email Address:

Company Registered Address:

Company Number:



If applicable:

VAT Number:

Kashrut Licence: Which kashrut licence are you under:

*Please attach a copy of your current kashrut licence*

Insurance Provider:

Limit of Public Liability Insurance Cover (must be a minimum of £10,000,000):

*Please attach a copy*

Limit of Professional Indemnity Insurance Cover:

*Please attach a copy*

Limit of Employers Liability Insurance Cover:

*Please attach a copy*

## Section 2: Experience

Please share details of **3** large scale events you have supplied for, including:

- Venue
- Number of guests
- Delivery of event – what did you supply and how?

What other venues do you currently provide your services at that you consider of similar scale / variety of activity to JW3?

What sort of clients do you work with, and can you give examples of some of your key clients?

## Section 3: Operations

Do you have a lead contact from your side who will be the main contact for JW3?

What is your sales process with enquiries?



## Section 4: Cover Letter

Please write a short explanation as to why you feel your company would be ideal to work at JW3 including your USPs. (*Max 500 words.*)

## Section 5: Declaration

I can confirm that all the information within this questionnaire and within the provided attachments is correct and truthful.

Date:

Name:

Position within the Company:

Company Name:

Signature: