



European Union

European Regional
Development Fund

Invitation to Tender

AeroSpace Cornwall

PR and Marketing Campaign, Website Design and Development

**Cornwall Development Company
TEN422**

09 March 2018



1. About Cornwall Development Company

Cornwall Development Company (CDC) is the economic development service of Cornwall Council (CC) and is part of the Corserv Group of companies.

On behalf of CC, Cornwall & the Isles of Scilly Local Enterprise Partnership (LEP) and a range of stakeholders, CDC provides a bespoke, business facing service which helps deliver the economic vision and strategy for Cornwall. We achieve this through the expertise and professional commitment of our staff covering a wide range of economic development activities.

2. Background and Context

The Cornwall and Isles of Scilly (C&IOS) Growth Programme is the European economic regeneration programme for the region. Running until 2020, it will contribute to the EU ambition to deliver smart, sustainable and inclusive growth.

The AeroSpace Cornwall, funded by the European Regional Development Fund, programme promotes research, development and innovation (RD&I). It offers technical and commercial support for businesses across Cornwall and the Isles of Scilly looking to develop products, services and technologies which add competitive advantage to the aerospace / space sectors.

The programme is led by Cornwall Development Company (CDC), delivered in partnership with the West of England Aerospace Forum (WEAF), and aims to increase the size and capability of the local aerospace and space clusters and secure ongoing investment in them.

The programme, which runs from Jan 2017 to Dec 2019, aims to:

- Develop an 'innovation environment' for the aerospace and space sectors by incentivising local businesses to collaborate and engage with research institutions and take advantage of national programmes to accelerate their innovation(s).
- Increase the performance and competitiveness of local enterprises, create highly skilled jobs and launch new products into the marketplace.
- Secure investment from global collaborators and investors as potential end users of the products, services and technology developed.

The offer includes support for businesses across through three key themes:

- Accelerate R&D - A team of R&D Technology Managers offering funding, mentoring and £1,285,000 of support for 11 collaborative R&D projects with 25% - 80% funding for SME's. Typical consortia projects receive an average of £125k and run for 6-18 months, with 50% of the funding matched by the business(es). There are also 20 fully funded innovation vouchers of £5k to encourage dialogue with national R&D institutions.

- Supply Chain Competitiveness – 15 programmes of up to 20 days of fully funded supply chain competitiveness support, provided by a Supply Chain Specialist, and facilitated access to UK supply chains. Typically this runs over a 12 month period and could include the SC21 change programme, 6 sigma process improvement and lean techniques.
- Inward investment - Access to the local supply chain, R&D expertise and innovation assets and support for investors looking to invest in / trade with business in Cornwall and the Isles of Scilly.

The AeroSpace Cornwall programme will support at least 52 businesses through grant investments and support whilst leveraging approximately £1.5m of match funding from the private sector.

Key areas of focus include advanced engineering in aerospace, unmanned aerial systems (UAS), digital technologies such as embedded software and software applications using satellite communications, earth observation, navigation and meteorology.

The programme has a focus on promoting cross cutting themes, specifically Women in Aerospace, STEM education initiatives and Sustainability.

The programme also intends to work closely with other programmes in Cornwall; Invest in Cornwall, Marine-I, Cornwall Agritech, AeroHub and Spaceport Cornwall to ensure businesses are engaged and not confused with the support that is available.

3. Tender objectives

CDC is seeking to commission an experienced supplier to develop and roll-out a PR programme and a marketing campaign for the AeroSpace Cornwall project, including the design and development of a dedicated website. The objectives are;

- Branding strategy that compliments the existing branding of Invest In Cornwall (IiC), AeroHub and SpacePort Cornwall (see Enclosure 1).
- To maintain a high public profile for the AeroSpace Cornwall project by generating positive, business related coverage of the AeroSpace Cornwall project, including social media as appropriate (see section 4.2 below).
- To provide a website that promotes the AeroSpace Cornwall programme and the Aerospace and Space sectors in Cornwall. (see section 4.3 below).
- Develop a SEO strategy for the website, reviewing all existing content to ensure maximum optimisation opportunities and best quality user experience
- Develop a social marketing media strategy which reflects the trends and behaviours of Aerospace and Space sectors and its audience

- Lead the creative vision for all visual content including animation, infographics, video and photography, working collaboratively with appointed photographer/videographer
- Provide a clear plan of addressing performance objectives with monitoring, evidence and reporting
- Provide quarterly and final end of project reports
- Comply with all the regulations as specified with the ERDF Branding and Publicity Requirements. These can be found in Enclosure 2

4. Tender requirements

The successful tender will be expected to undertake the following activities

4.1 The Marketing Plan

A marketing plan must be developed within 3 weeks of contract commencement. The campaign content must be varied and relevant for different audiences to include the global aerospace and space industry, aerospace, space, advanced manufacturing and software sector businesses, intermediaries, interested members of the public. The marketing plan will cover the period up until October 2019.

The logos have already been developed (see Enclosure 1) and therefore the marketing needs to incorporate this and cover the following:

- Review current logos and develop brand guidelines in conjunction with the project team that complement Invest in Cornwall, Aerohub and Spaceport brand logos.
- Develop a marketing plan that underpins the objectives of the AeroSpace Cornwall project in conjunction with the project team. Produce marketing materials across digital media and print to include flyers, videos and pop up stands if considered appropriate.
- Draft copy for press releases, case studies / story boards and articles including associated photography to include distribution thereof.

The tenderer must have the necessary experience, skills and resource to fulfil the following requirements:

4.2 PR and Marketing

This programme will aim to generate positive, business-related coverage by seeking to:

- Build awareness and demonstrate the relevance and benefits of the AeroSpace Cornwall programme to aerospace, space, advanced engineering and software sector businesses within Cornwall
- Demonstrate a broad reach across the global aerospace and space industries
- Promote Cornwall to Global Corporations in the aerospace and space

sectors to enable the programme to attract;

- three inward investments to Cornwall from non-SME businesses
- three non-SME collaborations with Cornish businesses
- Build project reputation to support quality referrals from the professional introducer market, sector bodies and intermediaries
- Build project profile and demonstrate the reach and success of the Aerospace Cornwall programme by integrating our project messaging with those activities undertaken as part of the wider sphere of activity within Aerohub, Invest In Cornwall, Spaceport, Growth Hub, Skills Access Hub and other Partners
- Draft copy for press releases, case studies and articles including associated photography.
- Distribute press releases and articles.
- Provide advice and guidance of consistency of messaging across social media and the website. CDC would like to be able to post social media as well as update the website content.

Social Media Programme

Develop a social media marketing strategy which reflects the trends and behaviours of Aerospace and Space sectors and its audience requirements, including:

- Drawing upon sector and audience knowledge to identify and select the appropriate channels from which to disseminate content
- Using visual content to differentiate Cornwall's inward investment offering from other locations
- Engaging in appropriate online discussions on key issues surrounding the smart specialisation sectors
- Including curated opportunities for stakeholder engagement e.g. Q&A's with guest bloggers or field experts on key issues

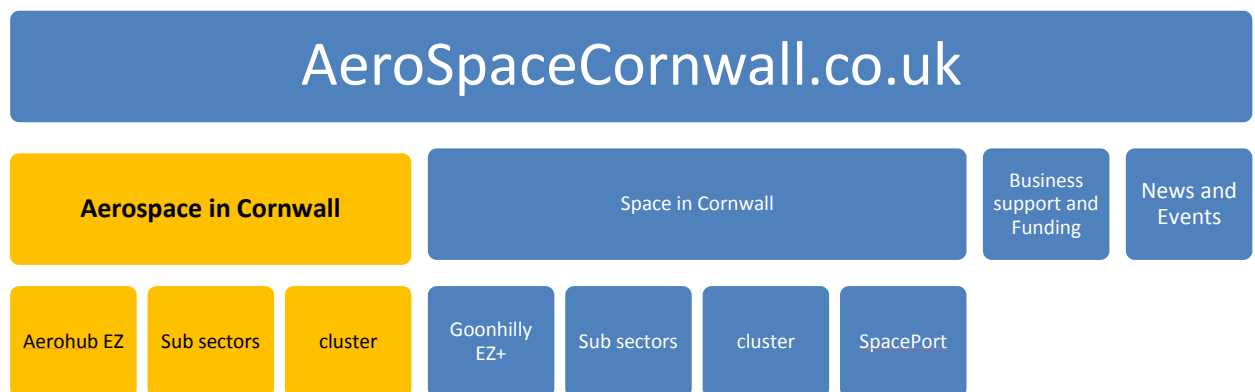
4.3 Website Design, Development, Hosting and maintenance

The commission requires the design and development, within 2 months of contract signing, of a website for AeroSpace Cornwall. This will require:

- Design and development of the AeroSpace Cornwall website; domain name for the AeroSpace Cornwall website will be **www.AeroSpaceCornwall.org**
- Website hosting and support for the duration of the AeroSpace Cornwall programme
- Compliance with all relevant regulations to include the General Data Protection Regulation (GDPR) requirements.
- Develop a SEO strategy for the website, reviewing all existing content to ensure maximum optimisation opportunities and best quality user experience

The initial website structure is to be as below. The Blue sections are to be created as part of this tender. The Yellow sections currently appear on the Aerohub website (www.aerohub.co.uk). An integrated website should incorporate the design elements from the Aerohub website but create a new identity for the Aerospace and Space sectors as a whole.

Video content from events are to be uploaded to the website for public view.



The tenderer should build and implement the AeroSpace Cornwall website using open source software, to meet the following:

4.3.1	Generic requirements
4.3.1a	Must conform to the ESIF Branding and Publicity Requirements (Enclosure 2)
4.3.1b	Wordpress
4.3.1c	5-10 web pages to be created (the core structure will be agreed at the inception meeting)
4.3.2	Technical specifications
4.3.2a	Capable of uploading videos
4.3.2b	Mobile and tablet responsive
4.3.2c	Minimum compatibility with the following browsers: Firefox v 35 upwards, IE at least 9-10 and Safari at least V 8-9
4.3.2d	The website should be entirely manageable by a web interface to allow small changes to be made to images, text and video by the AeroSpace Cornwall team.
4.3.2e	Capable of allowing content to be contributed directly from Microsoft Office applications; this function shall automatically convert documents into the required format, including transferring of images.
4.3.2f	Accessibility: Minimum "AA" level conformance with the latest WCAG/ W3C standards and guidance
4.3.2g	The site will support full RSS feeds for news stories and other dynamic content
4.3.3	Compliance
4.3.3a	Inclusion of website copyright disclaimer and accessibility

	policy
4.3.3b	Comply with conditions and regulations as specified with the ERDF Branding and Publicity Requirements (see Enclosure 2)
4.3.3c	The site will be fully compliant with the Equality Act 2010
4.3.3d	The site will be GDPR compliant
4.3.4	Handover
	Once the website has been accepted the contractor will hand over all digital assets that are developed during the project as well as administrative access to all aspects of the website.
4.3.5	Maintenance, Support and Hosting
4.3.5a	Training in making basic amendments and accompanying documentation shall be provided when the site is handed over.
4.3.5b	Site hosted on managed Virtual Private Servers

4.4 Reporting

For the duration of the contract, provide reports every six months detailing the impact, reach and effectiveness of the PR programme, marketing plan and website for the six month period immediately preceding the date of the report.

4.5 Adherence to European Regional Development Fund Publicity Guidance

This project is partly funded through ERDF and to raise awareness of the opportunities it offers, the European Commission requires all European funded projects to actively promote and publicise that they have received investment and to acknowledge it on any publicity materials or project documentation relating to the funded activity. These requirements are set out in formal regulations and failure to comply with them may result in projects having to repay grant. Therefore, any material produced under this contract must comply with the EU Publicity regulations which can be found at this link contained in the ERDF National Publicity Guidelines at Enclosure 2. All material will normally require the use of both the AeroSpace Cornwall logos (Enclosure 1) with the ERDF logo which can be found at the link in Enclosure 2.

4.6 ERDF Cross-Cutting Themes

As detailed above, this project is partly funded through ERDF and Projects qualifying for funding support must incorporate the Cross-Cutting Themes which are essential for the achievement of a well-balanced, sustainable and innovative economy. There are two themes:

- Sustainability:

Sustainable development is about achieving an appropriate balance between environmental, social and economic objectives. This means a

project needs to demonstrate how any potential negative environmental impacts associated with their project will be minimised, or mitigated, and how potential positive impacts will be maximised.

- Equality and diversity:

Equality is about respect and not treating an individual or group of people unfairly. It is about giving people equality of opportunity to access services and to fulfil their potential. Equality is therefore based on the idea of fairness while recognising everyone is different.

Diversity is about all the ways in which people differ and about recognising that differences are a natural part of society. No two people are the same and this means that many different elements make up our local community – something which should be celebrated. Diversity is about treating people as individuals and making them feel respected and valued

See also Corporate Requirements section below.

5. Budget

The total maximum budget available for this commission is **£55,000 (exc VAT)**. **Tenders that exceed the total budget will not be considered.** The budget consists of two elements as detailed below. Please note, the figures below reflect the estimated budgets for each part of the project.

PR and Marketing - £40,500 (exc VAT). This budget excludes cost to place marketing/PR materials in publications or Digital Ad Spend. The estimated budget for digital and print advertising is an additional £35,000 until Oct 2019. This will be procured separately to this tender.

Website Design, Development, Hosting and maintenance - £14,500 (exc Vat)

6. Tender and commission timetable

The timescale of the project is from the date of signing the contract until October 2019. The anticipated timetable for submission of the Tender, completion of the project and interim tendering/contract process milestones, are set out below.

Milestone	Date
Publication of ITT	09/03/2018
Final date for receipt of clarifications	20/03/2018
Final date for response to clarifications	22/03/2018

Deadline to return the Tender to CDC	17:00 on 29/03/2018
Evaluation of Tender by CDC - commencement	06/04/2018
Successful and unsuccessful tenderers notified	10/04/2018
Signed Contract	13/04/2018
Project inception meeting	23/04/2018
Delivery of Marketing Plan	Within 3 weeks of contract start date
Delivery of fully functioning website	Within 2 months of contract start date
First 6 month report	26/10/2018
Second 6 month report	26/04/2019
Third 6 month report	26/10/2019

7. Tender submission requirements

Please include the following information in your Tender submission.

7.1 Covering letter (two sides of A4 maximum) to include:

- A single point of contact for all contact between the tenderer and CDC during the tender selection process, and for further correspondence.
- Confirmation that the tenderer has the resources available to meet the requirements outlined in this brief and its timelines
- Confirmation that the tenderer accepts all the Terms and Conditions of the Contract attached (Enclosure 3)
- Confirmation that the tenderer will be able to meet the Corporate Requirements (see Section 8) to include confirmation that Equality and Diversity and Environmental policies are in place and, if successful, supporting documentation will be provided as evidence
- Confirmation that the tenderer holds current valid insurance policies as set out below and, if successful, supporting documentation will be provided as evidence
- Conflict of interest statement
- Please also indicate any previous experience of working with:-
 - Similar business focused investment projects
 - Space or Aerospace sectors
 - European Funding / ERDF projects

7.2 Project proposal to include how you will approach / deliver the project.

Please provide a short video (no more than five minutes), viewable online, that is reachable via a link that you share as part of the tender submission outlining how you would go about promoting AeroSpace Cornwall to the business

community, to deliver its aims detailed in section 2.

7.3 Evidence of expertise in PR and Marketing

Provide examples of two marketing plans that you have previously designed and implemented, which you consider to demonstrate your experience and ability to effectively deliver this commission (4 pages maximum). Examples should demonstrate:

- Key similarities between these projects and the proposed commission
- The client
- Approximate cost
- Outcomes
- Creative vision

Provide CV's of the individuals who will be actively involved in delivering the PR and Marketing commission and who are costed into the tender. Please limit to 1 side of A4 per individual.

7.4 Evidence of expertise in Website Design, Development, Hosting and Maintenance

Provide examples of two websites that you have previously designed and implemented and you consider demonstrate your experience and ability to deliver this commission (1 page maximum each). Examples should demonstrate:

- Key similarities between these projects and the proposed commission
- The client
- Approximate cost
- Outcomes
- Creative vision

Provide CVs of the individuals who will be actively involved in delivering the website proposal and who are costed into the tender. Please limit to 1 side of A4 per individual

Confirmation that the requirements detailed in section 4.3 would be met

7.5 Budget

Provide a breakdown of costs for the following elements:-

- i) PR
- ii) Marketing
- iii) Website Design
- iv) Website Development
- v) SEO
- vi) Website Hosting

vii) Website Maintenance

Outline how the Tenderer would approach managing the budget across the lifetime of the contract (excluding VAT).

It is anticipated that ongoing content changes will be required throughout the lifetime of the project. Therefore please include details of hourly rates and how the budget accounts for design and build activity as opposed to ongoing content changes.

8. Corporate requirements

CDC wishes to ensure that its contractors, suppliers and advisers comply with its corporate requirements when facilitating the delivery of its services. It is therefore necessary to ensure that the contractor can evidence their ability to meet these requirements when providing the services under this commission.

All Tender returns must include evidence of the following as pre-requisite if the Tender return is to be considered.

Equality and Diversity

CDC is committed to providing services in a way that promotes equality of opportunity. It is expected that the successful tenderer will be equally committed to equality and diversity in its service provision and will ensure compliance with all anti-discrimination legislation. The tenderer will be required to provide a copy of their Equality and Diversity Policies/Practices if successful in securing this contract.

Environmental Policy

CDC is committed to sustainable development and the promotion of good environmental management. It is expected that the successful tenderer will be committed to a process of improvement with regard to environmental issues. The tenderer will be required to provide a copy of their Environmental Policies/Practices if successful in securing this contract.

Indemnity and Insurance

The contractor must effect and maintain with reputable insurers such policy or policies of insurance as may be necessary to cover the contractor's obligations and liabilities under this contract, including but not limited to:

- Professional indemnity insurance with a limit of liability of not less than £1 million;
- Public liability insurance with a limit of liability of not less than £5 million;
- Employers liability insurance with a limit if liability of not less than £5 million

All insurances shall cover for any one occurrence or series of occurrences arising out of any one event during the performance of this contract.

The tenderer will be required to provide a copy of their insurance policies if successful in securing this contract.

In addition, the contract will be subject to the following legislation.

Freedom of Information Legislation

CDC may be obliged to disclose information provided by bidders in response to this tender under the Freedom of Information Act 2000 and all subordinate legislation made under this Act and the Environmental Information Regulations 2004 (Freedom of Information Legislation). Tenderers should therefore be aware that the information they provide could be disclosed in response to a request under the Freedom of Information Legislation. CDC will proceed on the basis of disclosure unless an appropriate exemption applies.

Tenderers should be aware that despite the availability of some exemptions, information may still be disclosed if it is in the public interest.

Prevention of Bribery

Tenderers are hereby notified that CDC is subject to the regulations of the Bribery Act 2010 and therefore has a duty to ensure that all tenderers will comply with applicable laws, regulations, codes and sanctions relating to anti-bribery and anti-corruption including, but not limited to, this legislation.

Health and Safety

The Consultant must at all times comply with the requirements of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1992 and all other statutory and regulatory requirements.

Exclusion

CDC shall exclude the tenderer from participation in this procurement procedure where they have established or are otherwise aware that the organisation, to include administrative, management or supervisory staff that have powers of representation, decision or control of the applicant's company, has been the subject of a conviction by final judgment of one of the following reasons:

- Participation in a criminal organisation
- Corruption
- Fraud
- Terrorist offences or offences linked to terrorist activities

- Money laundering or terrorist financing
- Child labour and other forms of trafficking in human beings

Publicity

In order to comply with the necessary publicity regulations that accompany ESIF funds all promotional material, meeting invites, questionnaires and reports must at all times comply with the latest guidelines.

The Secretary of State has published the National European Structural and Investment Fund Publicity Guidance to assist grant recipients to comply with the Regulations referred to in the paragraph above. The chosen contractor will be required to agree all project paperwork design with the project manager at the start of the contract to ensure that the necessary conditions have been met.

The appointed contractor must comply with the publicity requirements in all activities, events, and literature developed as part of this contract. The link to the ERDF publicity requirements can be found at enclosure 2.

Sub-contracting

Tenderers should note that a consortia can submit a tender but the sub-contracting of aspects of this commission after appointment will only be allowed by prior agreement with CDC.

Content ownership

By submitting a tender application, the tenderer acknowledges that the copyright to all material produced during the project will be the property of CDC.

Document Retention

All documentation (electronic and hard copy) produced as part of this contract will need to be returned to CDC at the end of the contract so that we can retain them for future reference/audit. The contractor will not be expected to store these documents for future reference.

Conflicts of Interest

Tenderers must provide a clear statement with regard to potential conflicts of interests. Therefore, **please confirm within your tender submission** whether, to the best of your knowledge, there is any conflict of interest between your organisation and CDC or its project team that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise the impartiality and independence of any party in the context of this procurement procedure.

Receipt of this statement will permit CDC to ensure that, in the event of a conflict of interest being notified or noticed, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial panel.

9. Tender clarifications

Any clarification queries arising from this Invitation to Tender which may have a bearing on the offer should be raised by email to:

natasha.downing@cornwaldevelopmentcompany.co.uk by 20/ 03/18
and strictly in accordance with the Tender & Commission Timetable in section 6.

Responses to clarifications will be anonymised and uploaded by CDC to Contracts Finder and will be viewable to all tenderers.

No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, contract or other tender documents or as to any other matter or thing to be done under the proposed contract shall bind CDC unless such representation is in writing and duly signed by a Director/Partner of the tenderer. All such correspondence shall be returned with the Tender Documents and shall form part of the contract.

10. Tender evaluation methodology

Tender returns will be assessed on the basis of the following tender award criteria

Each Tender will be checked for completeness and compliance with all requirements of the ITT.

Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the following award criteria:

Tender Evaluation Criteria

Ref 7.1 Covering Letter	
Acceptable covering letter including confirmation of the requirements detailed at 7.1	Pass/ Fail
Ref 7.2 Project Proposal	40
<ul style="list-style-type: none">Clarity and credibility of the proposal	15
<ul style="list-style-type: none">Understanding of the project and its objectives.	10
<ul style="list-style-type: none">Proposed methodology.	15

Ref 7.3 Evidence of expertise in PR and Marketing	20
<ul style="list-style-type: none"> • Clear evidence of experience & expertise from examples provided • Clear evidence of experience of relevant marketing and PR experience from CV's supplied 	10
Ref 7.4 Evidence of expertise in Website Design, Development, Hosting and maintenance	20
<ul style="list-style-type: none"> • Clear evidence of experience & expertise from examples provided • Clear evidence of experience of relevant website design, development, hosting and maintenance from CV's supplied • Compliance to the requirements see 4.3 	10 10 Pass / Fail
Ref 7.5. Budget	20
Cost: the lowest bid will be awarded the full 20 marks. Other bids will be awarded a mark that is proportionate to the level of their bid in comparison to the lowest bid i.e; Marks awarded = 20 x lowest bid / bid	

Assessment of the Tender (7.1-7.4)

The reviewer will award the marks depending upon their assessment of the applicant's tender submission using the following scoring to assess the response:

Scoring Matrix for Evaluation Criteria		
Score	Judgement	Interpretation
100	Excellent	Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response.
80	Good	Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response.
60	Acceptable	Demonstration of the relevant ability, understanding, experience, skills, resource and/or

		quality measures required to provide the goods/works/services, with some evidence to support the response.
40	Minor Reservations	Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
20	Serious Reservations	Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
0	Unacceptable	Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.

Each Tender will be checked for completeness and compliance with all requirements.

During the tender assessment period, CDC reserves the right to seek clarification in writing from the tenderers, to assist it in its consideration of the tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria weightings detailed in the criteria table above.

CDC is not bound to accept the lowest price or any tender. CDC will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with CDC's internal procedures and CDC being able to proceed.

Tender Award

Any contract awarded as a result of this tender process will be in accordance with the attached CDC standard terms and conditions (see enclosure 3).

11. Tender returns

Please submit the Tender document by email or post or in person by 17:00 on 29th March 2018.

If submitting electronically, please send by email to finance@cornwalldevelopmentcompany.co.uk with the following wording in

the subject box: "Tender TEN422 Strictly Confidential AeroSpace Cornwall PR and Marketing Campaign, Website Design and Development"

Tenderers are advised to request an acknowledgement of receipt when submitting by email.

If submitting by post or in person, the Tender must be enclosed in a sealed envelope, only marked as follows:

"Tender TEN422 Strictly Confidential. AeroSpace Cornwall PR and Marketing Campaign, Website Design and Development"

Nicky Pooley
Head of Corporate Services
Cornwall Development Company
Bickford House
Station Road
Pool
Redruth
Cornwall TR15 3QG

The envelope should not give any indication to the tenderer's identity. Marking by the carrier will not disqualify the tender.

12. Disclaimer

The issue of this documentation does not commit CDC to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between CDC or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between CDC and any other party (save for a formal award of contract made in writing by or on behalf of CDC).

Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to the tenderers by CDC or any information contained in CDC's publications is supplied only for general guidance in the preparation of the tender response. Tenderers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by CDC for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

CDC reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any time) under any circumstances will not render CDC liable for any costs or expenses incurred by tenderers during the procurement process.

13. Enclosures

1. AeroSpace Cornwall, Spaceport Cornwall and Invest In Cornwall
aerospace and space sector logos
2. ERDF Publicity Guidelines
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/634288/ESIF_Branding_and_Publicity_Requirements.pdf
3. Terms and Conditions of the Contract