

Open tender

**West Midlands Growth
Company**

MIPIM 2018

Stand Builder

**Tender code – 2017 – WMGC -
SB**

November 2017

West Midlands Growth Company

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SECTION ONE – Tender Information

This document contains:

- 1) Contract information - for reference only
 - Project aim
- 2) Tender specifications
 - Project briefing
- 3) Tender process and evaluation
 - You will need to respond to the requirements listed, considering the evaluation criteria specified
 - You will need to respond via the process and within the timelines as indicated

1.1. Background

The West Midlands Growth Company (WMGC) formerly West Midlands Growth Company, is a new company that was established in April 2017 to create new jobs, expand existing businesses and attract new businesses and investment to the region. It is aligned to the ambitions set out in the West Midlands Combined Authority (WMCA) Strategic Economic Plan.

The WMGC has been established in partnership with Local Enterprise Partnerships, local authorities, Growth Hubs, universities and a wide range of businesses across the private sector. It focuses its core activities across Greater Birmingham and Solihull, Coventry and Warwickshire and the Black Country, with the potential and scope to deliver services in a wider Midlands context.

The WMGC is owned by the WMCA, its Constituent Members and Universities, with governance that heavily involves the private sector in the majority. Its core WMCA and local authority funding will be used to attract significant additional funding from the private sector and other sources, such as future Devolution Deals.

The WMGC works as a key partner within the Midlands Engine partnership and is charged with a coordination role for MIPIM 2018

This contract is for MIPIM 2018 for stand builder services.

1.1.1. MIPIM Overview:

What: MIPIM is the leading global forum for real estate professionals and an international market place. MIPIM is an annual event that takes place in March and covers an exhibition, a congress, and sector awards. Industry and government leaders gather to launch development initiatives and to discuss the current themes and issues of the sector both nationally and internationally.

Who: The show attracts international industry decision makers: professionals and employers from the property and construction sector, including real estate developers, investors, brokers and lawyers.

Where: Cannes, France

When: 13th – 16th March 2018

For more information about the event please visit www.mipim.com

1.1.2.The Midlands UK:

The Midlands UK is the campaign banner endorsed by the Midlands Engine, supported by the Department of International Trade and comprised of destination partners who have committed to the project in principle including: Birmingham City Council, Solihull Metropolitan Borough Council, the Black Country LEP and GBSELP; Coventry City Council, Warwickshire County Council and Coventry & Warwickshire LEP; Marketing Derby, Derbyshire Economic Partnership, Marketing Nottingham and Nottinghamshire; Greater Lincolnshire LEP; Leicester City Council and Leicester & Leicestershire LEP; Stoke-on-Trent & Staffordshire; Telford & The Marches; and Worcestershire*

The overarching aim of the project is to build on the success of the Midlands UK at MIPIM 2017, and establish a public-private project to showcase the region to the global investment community during MIPIM 2018.

The aim of the activity will include:

1. Secure inward investment to the Midlands UK
2. Build awareness of the Midlands UK proposition and projects being a key catalyst for investor engagement and conversion

The project will have three delivery phases (i) pre – from now until March; (ii) During – the MIPIM event 13 – 16 March and (iii) Post – evaluation and lead generation follow up.

1.1.3.Key milestones include:

June 2017 – establish project model and P+L, confirm destination partner contribution level and provide commitment to the event organisers (Reed Midem)

July – September 2017 – confirm private sector involvement, establish themes and undertake associated procurement

September – December 2017 – planning and production of exhibition presence and promotional platforms

January – March 2018 – pre-event promotion, focusing on communicating key themes, schemes, projects and events

March 2018 – MIPIM 2018, Cannes event live

April 2018 – evaluation and lead generation follow up

The Midlands partnership's first exhibit at MIPIM 2017 provided some noteworthy results in 2017:

(a) Enabled significant lead generation platforms for Midlands representatives:

- The lead generation tracker, which was completed by all destinations, shows that collectively partners undertook 852 meetings
- Partners categorised 56% as being first time introductory meetings, with the remaining 44% being linked to follow up conversations. This position demonstrates the importance of MIPIM in terms of generating new interest and investment enquiries
- The Midlands UK supported the International launch of the Midlands Engine Investment Prospectus, alongside this a suite of additional promotional assets were created with a view to extended use beyond MIPIM

(b) Increased awareness of the Midlands UK. Including profile opportunities, both collectively and for individual components of the region:

- Over 3,000 international delegates visited the Midlands UK pavilion
- The Midlands team hosted over 50 events, featuring approximately 100 speakers, which showcased key product and opportunities, alongside related investor benefits - To date approximately 386 media articles have been generated about the Midlands UK delegation, which span across regional, national and international platforms
- 96% of media outputs were positive and provided a global reach of 28,768,655 and resulted in a collective value of £2,147,742
- @UKMidlands Twitter account reached more than 120,000 users during the event and doubled its followers during MIPIM week
- The #MidlandsUK hashtag has been used over 100,000 times
- The Midlands UK website has received over 11,000 page views during the month of the event

Based on the success of this collaboration, regional partners are requesting that DIT supports the Midlands presence at MIPIM in 2018.

The ultimate aim of the activity is to secure capital investment into the region, which is usually measured in 10-15 year cycles. As such, this project will use more immediate metrics related to exhibiting at MIPIM such as: engagement and profile.

Suggested measures of success include:

A) Engagement:

- Raise the profile of the Midlands region and the associated sub-regions/destinations with international investors, end users and suppliers
- Increase media coverage for the region its constituent destinations
- Demonstrate the region's credentials as a place to do business
- Highlight the region's ability to attract and support investors

Specifically:

- (i) Lead Generation meetings undertaken by Midlands destination partners
 - Target - 1,000 (uplift on 2017- approx. 17%)
- (ii) Actual engagement (event footfall)
 - Target – 3,500
- (iii) Virtual engagement (digital footprint)
 - Targets 5% performance uplift across platforms

B) Profile:

- Generate potential investment prospects
- Develop relationships into projects that will create private sector jobs

Impact of awareness to be measured by (i) overall reach; (ii) geographic reach; (iii) sentiment; (iv) key messaging and representation analysis across

- Owned channels, such as digital assets
- Earned Channels, including media out reach

1.2. Project Aims

1.2.1. Aims:

The primary objective of attending MIPIM 2018 is to build on global awareness and business development activity undertaken in previous years by the various strategic partners that comprise the Midlands UK 2017 partners. The event provides a significant thought leadership platform for the Midlands UK in relation to regeneration, investment and private sector job creation.

Midlands UK will use MIPIM 2018 to:

1.2.2. Engagement:

- Raise the profile of the Midlands region and the associated sub-regions/destinations with international investors, end users and suppliers
- Increase media coverage for the region its constituent destinations
- Demonstrate the region's credentials as a place to do business
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Impact of awareness to be measured by (i) overall reach; (ii) geographic reach; (iii) sentiment; (iv) key messaging and representation analysis across:

- Owned channels, such as digital assets
- Earned Channels, including media out reach

The key funding partners are:

1. LEPs and local authorities
2. Private sector companies from across the investment supply chains
3. Department for International Trade

The Midlands UK is keen to demonstrate a partnership approach with private sector businesses which we believe is essential to delivering success for the city region. Companies can become partners at either a Midlands level (including brand exposure within the pavilion and associated communications) or at local level (with one or more LEPs/local authorities).

As such, they will play a major part in our success at this event by becoming a sponsor or partner, putting the city region and their own brand on the world stage. We anticipate up to 100 private sector partners may join us at MIPIM 2018.

1.2.4.Pavilion:

During MIPIM Midlands UK will have a 200m² pavilion located close to the London Pavilion. In order to increase the thought leadership positioning of the Midlands, a large focus will be placed on engaging existing and potential investors and media through an event programme consisting of panel discussions and presentations held inside the pavilion throughout the show.

1.2.5.Marketing and Communications:

WMGC will devise and execute the marketing & communications plan to promote our attendance at MIPIM 2018 pre, during and post-exhibition to raise the profile of the Midlands region as a place to do business.

For information purposes, the marketing and communications strategy comprises:

- a) Pre-MIPIM activity:
 - Raising awareness of Midlands UK pavilion location to drive footfall

- Promoting the Midlands UK event programme to relevant targets, focusing on audience recruitment
- Showcasing Midlands UK partners' propositions and schemes

b) During MIPIM:

- Stocking and distributing Midlands UK collateral
- Prioritising footfall to the Pavilion generally and attendance at events in particular
- Meetings with targeted audience
- Social media and online communications
- Partnerships with trade and regional media
- Managing the event programme in the pavilion

WMGC will assume overall event management and control (supported by destination partners) and will work closely with the appointed event management agency.

c) Post MIPIM:

1. Follow up with targeted audience and leads
2. Evaluation with strategic, commercial and media partners

For more examples of the Midlands MIPIM 2017 presence please see the photo gallery here <https://we.tl/AuJOK1SeKu>

1.2.6.Duration:

The contract duration is from Monday, 18th December 2017 until Friday 31st March 2018. There is a requirement for post event debrief reporting.

1.2.7.Value:

Contract value is between £149,250 excluding VAT.

Any bid in excess of £149,250 will be disregarded.

All bids for this contract must be made in Sterling.

SECTION TWO – Tender Specification

2.1. Description of Requirement:

The project is seeking to appoint an organisation who can provide stand builder services prior to, during and post the Midlands UK's attendance at MIPIM 2018.

The areas of work and responsibility for the appointed agency will comprise of pre, during and post event elements as outlined below:

Pre-event	During event	Post-event
1. Project Management		
2. Design & Construction		
3. Audio Visual		
4. Health & Safety		
	5. Snagging	
6. Transport & Logistics		

- 1. Project Management:** To construct and manufacture the physical space within the Midlands Pavilion, reporting directly to Sector on site
- 2. Design, Construction & Materials:** Working with WMGC to produce a high finish internal fit-out working to strict brand guidelines
- 3. Audio Visual:** To provide, install and manage-onsite all technical requirements
- 4. Health & Safety:** To produce all safety documentation as required by REED Midem (overarching MIPIM organisers) in relation to the build, any fixtures and fittings, and use of the structure
- 5. Snagging:** Ability to resolve any issues that might arise on site; either pre-event or during relating to the build and finish
- 6. Transport, Workshop Facilities & Logistics:** Transport of items required for the pavilion build to Palais des Festivals, Cannes, France

2.1.1. Concept

To develop a unique concept (designed in conjunction with WMGC and partners) to create approx. 200sqm.

This tender has two components:

- 200sqm pavilion
- Terrace area (subject to funding being available)

The latter terrace will only proceed should WMGC secure sufficient funding. The successful bidder will be notified by 31 January 2018.

The stand design should allow for business lounge feel whilst offering flexibility of use.

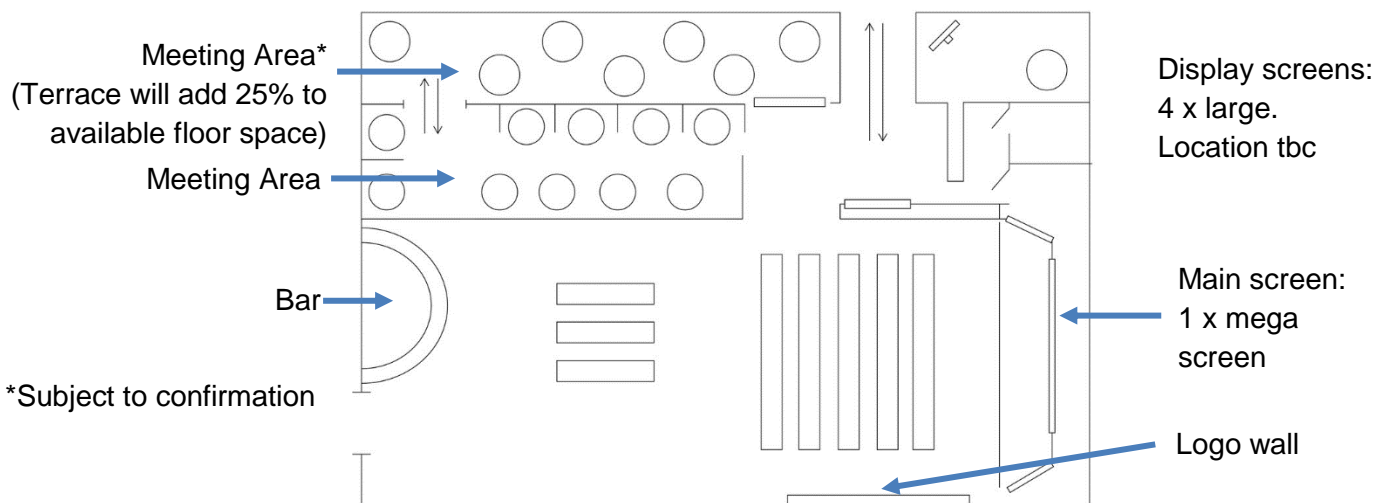
Item 1: 200sqm pavilion – This should include the following spaces and functions:

- a) Reception desk
- b) Meeting area
- c) Events theatre area
- d) Bar

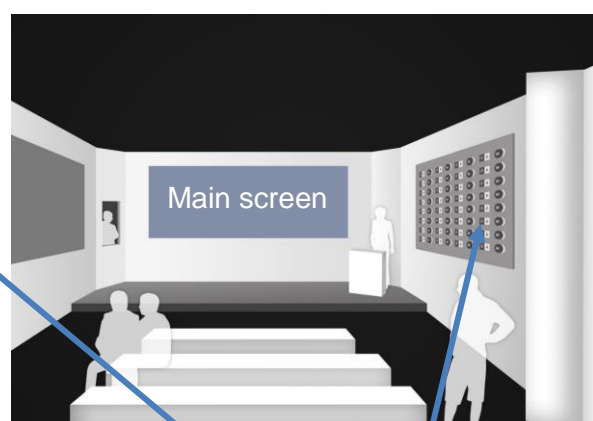
Item 2: Pavilion + terrace – please refer to diagram (page 11), which will provide an additional approx. 40 sqm of meeting space

Please separate the costs of item 1 and item 2 as only item 1 is guaranteed. Item 2 is subject to WMGC securing funding. The overall value of both items must be within £149,250.

For further details on requirements and deliverables for each of the above elements and networking area please see the following:



Meeting space and terrace for Destination & Midlands Commercial Partners only



Screen(s) for Commercial Partner content and logo wall

Note: Extra display triangles not shown on CGI
Extra larger screen not shown on CGI

- We need 1 mega screen for stage and 3 large screens – 1 for reception; 1 for DPs and 1 for CPs. Stand builder to determine location of CP / DP screens but one could go to left of entry to cordoned off meeting area (higher wall needed anyway to create sound break)

2.1.2. Outputs:

2.1.2.1. Project Management:

- To advise on, manufacture and construct the physical space within the Midlands Pavilion, working in conjunction with WMGC team
- Reporting directly to Sector whilst on site

2.1.2.2. Design, Construction & Materials:

- Working with WMGC team to create a layout concept
- Produce a high finish, internal fit-out, working to strict brand guidelines
- To ensure build is completed within identified timescales and signed-off by REED Midem (overarching MIPIM organisers)
- To inject personality into the design/build through the use of integrated materials representing local areas e.g. Nottingham/lace
- Installation of AV as required

2.1.2.3. Health & Safety:

- To produce/collate all safety documentation as required by REED Midem in relation to the project
- To ensure all French legal requirements are identified and met in relation to the project build
- Ensure all fire safety targets set by REED Midem are met

2.1.2.4. Audio Visual:

This will be procured on behalf of WMGC by the successful company and does not form part of the contract value. You must follow WMGC's procurement process which will be provided to the successful company at the inception meeting.

- To procure and build into the design all technical elements to include:
 - Mega auditorium electronic screen (2m x 4m minimum)
 - Large individual screens minimum of 4 (75 inch minimum)
 - PA system with 8 speakers to address background noise overspill into auditorium area (see 2.1.2.2. Design & Construction)
 - 7 x lapel mics
 - 10 x handheld wireless mics
 - Facility to play PowerPoint/Keynote presentations
 - Vision mixer (video)
 - PC Bal Box (audio)
 - Lectern with gooseneck mic
 - Necessary cabling
- 2 x technicians (to manage all sound / lighting / presentation elements)

- Specific areas of concern to be addressed:
 - **Noise management:** This proved a real problem in 2017. Specific thoughts are needed on how to ensure good quality sound for those watching stage events, without dominating entire pavilion (meetings area needs to be quieter)
 - **Meeting area / terrace:** Not all guests to the pavilion will have access to the meeting area and terrace. A small concierge desk is required along with signage detailing the meeting area and conditions of use
 - An enclosed ceiling
 - Access to back stage / storage areas
- Should this option be taken up WMGC reserves the right to include 1 representative to evaluate tenders received for the AV

2.1.2.5. Snagging:

- Ability to resolve any issues that might arise on site; either pre-event or during relating to the build and finish of the pavilion

2.1.2.6. Transport, Workshop Facilities & Logistics:

- Transport of items required for the pavilion build to Palais des Festivals, Cannes, France
- Sourcing and paying for all passes and parking permits as required
- Ensuring that all materials as agreed previously with WMGC is transported to the venue and erected in time
- Likewise; to dismantle displays and organise return of materials after the event
- Disposal of materials after the event
- Sourcing off-site storage/workshop in Cannes (if required)
- To include all staffing, vehicle, fuel, shipping and storage costs as required

Costs for the following items are outside the scope of this contract:

- **Pavilion shell – this is provided by the event organiser REED Midem**
- **On-stand dressing**
- **AV**

2.1.3. Project Milestones and Deadlines:

The activity will need to be completed to the following strict deadlines:

Milestone	Date	Attendees
Inception meeting	Thursday, 21 December 2017	Supplier, WMGC team
Weekly catch-up calls	Weekly throughout	Supplier, WMGC team
Initial production meeting	January 2018	Supplier, WMGC team
Following monthly production meeting	January 2018 – March 2018	Supplier, WMGC team, Sector, AV Company
Terrace confirmation deadline	Monday, 15 January 2018	WMGC to confirm
Debrief meeting	Monday, 26 March 2018	WMGC team, Supplier to lead
Final report	By Thursday, 31 May 2018	Supplier

2.2. Project Management:

The project will be managed by Kirstie Blakeman, Event Manager and Jonathon Gray, Marketing Manager. The contractor will be required to meet frequently throughout the project as per schedule outlined above to be agreed by both parties at the inception meeting.

2.3. Confidentiality:

West Midlands Growth Company would expect to own all intellectual property rights to the deliverables produced. The outputs of this project must be kept strictly confidential and they cannot be shared with any third party without written permission from West Midlands Growth Company.

The tender documentation is commercially sensitive and will be kept strictly confidential. Under no circumstances can information be passed on to any third party without permission from West Midlands Growth Company.

2.4. Freedom of Information:

Tenderers should note that the Employer may be required to disclose information that Tenderers provide to the Employer under the Freedom of Information Act 2000 unless the Employer can establish either that the information is subject to a duty of confidence or that it is both commercially sensitive and the public interest in maintaining its confidentiality is greater than the public interest in disclosing it.

SECTION THREE – Tender Process and Evaluation

3.1. Response Requirements:

3.1.1. Case Studies:

To show professional and technical capability, the supplier is required to provide two different, but relevant detailed case studies to demonstrate your expertise in delivering similar projects – please complete Appendix C. These case studies need to evidence:

- Demonstrate experience managing an international B2B project
- Expertise in delivering similar sized projects. Include original remit and how these elements were addressed
- Detail challenges arising and how you successfully overcame these
- Include images of work on completion / in situ
- Reflects a creative approach

3.2. How Do We Select From The Responses Received?

We will check and evaluate each submission and rank contractors according to the following criteria, with the tenderer receiving the highest overall score being awarded the contract on completion of:

3.2.1. Selection Criteria:

A. Completion of:

- Organisation identity (Appendix A)
- Bidding model (Appendix B)
- Financial viability (Appendix C)
- Financial and technical capability (Appendix D)

B. Financial Stability (marked pass or fail)

This evaluation will ONLY be conducted on the winning supplier. For the purposes of tendering, suppliers to self-certify that they will provide the information detailed in Appendix C should they be successful. Please complete Appendix C. Financial stability is evaluated by looking at the following:

- Current ratio** – Solvency (calculated by current assets / current liabilities). Pass if ratio is greater or equal to 1; fail if ratio is less than 1
- Gearing ratio** – Equity/debt ratio (calculated by long term debt/equity and reserves). Pass if ratio is less than or equal to 1; fail if ratio is greater than 1
- Interest cover** – Ability to fulfil short-term obligations to borrowers (calculated by profit before tax/interest payable). Pass if ratio is greater than or equal to three times; fail if less than three times
- Adequacy of the reserves** – Looking at profitability v. depletion of reserves (for information only)

The evaluation panel will approach each tenderer consistently, and will make a decision based not on one but on

3.2.2. Written Proposal for Award Criteria:

An overview of your strategic and logistical approach regarding (see 'Outputs' [page 11](#) for more detail):

- **Project Management:** Construct and manufacture the physical space
- **Design, Construction & Materials:** High-finish, internal fit-out working to strict brand guidelines. Use of textures to reflect the Midlands region
- **Audio Visual:** To procure, install and manage-on-site all technical requirements. To advise on acoustics in marquee
- **Health & Safety:** Produce all safety documentation as required re any fixtures and fittings in relevant languages
- **Snagging:** Ability to resolve any issues arising on site within a reasonable timeframe
- **Transport, Workshop Facilities & Logistics:** Transport to/from and storage of items in Cannes

3.2.3. Other:

- Details of proposed management structure and personnel
- Outline of the project management timeframe
- Total costing for each of the outputs as per section 2. Including a breakdown of the number of days and daily rates for each member (specifying level of staff member) on the project team including and highlighting any subcontractors. Total cost should include any forecasted expenses
- Management of conflict of interest – please advise how you would manage any potential conflicts e.g. building a competitors stand

Note: All information to be supplied in English

Please note the award of this tender will be based solely on bid submission. There will be no additional interviews taking place.

3.2.4. Award Criteria – see Appendix D for marking schedule for Methodology and Approach

a) **Methodology & approach** - weighted 60% and assessed against the following:

- Tell us how you plan to deliver the works taking into account specific outputs of the project as listed under section 2.1.1
 - Project Management – 20%
 - Design, Construction & Materials – 20%
 - Audio Visual – 5%
 - Health & Safety – 5%
 - Snagging – 5%
 - Transport, Workshop Facilities & Logistics – 5%

b) **Resources & Expertise** – weighted 25% and assessed against the following:

- Please provide detailed information on permanent and contracted staff resources you will put into the project including the mix of senior and junior staff and how you will manage these to meet project deadlines

- Direct staff costs including daily rates for senior and junior members of staff including overheads

c) Price - weighted 15% and evaluated as follows:

- Total fixed cost price for undertaking the work set out in the pricing return (P1) shall be scored by comparing this with the lowest fixed cost price submitted by any tender (Z1) as follows

$$\text{Score} = Z1/P1 \times 10$$

The quote should include all direct staff costs including breakdowns of senior and junior members of staff's daily rate and overheads. General costs related to projects will be expected to be absorbed within the rates quoted e.g. photocopying, travel to meetings, computing resources. Please itemise any costs that you consider to be outside of these rates.

10% Costs of pavilion benchmarked

5% Costs of pavilion & terrace benchmarked

If a Tender appears to be abnormally low West Midlands Growth Company will follow the process in Regulation 69 of the Regulations. A failure to provide a satisfactory explanation for a low price may lead to disqualification of the Tenderer.

NB - West Midlands Growth Company shall rely on the information provided by the quoting provider. A material misrepresentation contained therein shall constitute a material breach of contract.

3.3. Process and Timescales:

This timetable is indicative only. West Midlands Growth Company reserves the right to change it at its discretion.

Milestone	Deadline and process
Brief stage	
Brief & task	West Midlands Growth Company to issue open tender brief via appropriate invitation to tender websites by Wednesday, 15 November 2017
Response deadline	Companies must respond to tender brief requirements and submit their proposal to be with West Midlands Growth Company no later than 12:00 noon GMT/BST on Monday, 4 December 2017
Submitting your tender	<p>Deadline: The tender should be received by the deadline as stated above, after which the system will not allow tenders to be submitted. Once you have expressed interest, the tender bid will be available to download from the “Brief Stage” tab. We recommend that you are logged on and familiar with the submission process on the website. If you are experiencing any technical difficulties or require any help, you should contact West Midlands Growth Company at the earliest possible point prior to the deadline to be able to resolve any issues. Failure to communicate with us prior to the deadline will result in your company being removed from the procurement process.</p> <p>Telephone 0121 202 5115 – quoting tender reference number.</p> <p>Please submit any questions to West Midlands Growth Company via its In-Tend system by no later than 12:00 noon (GMT/BST) on Wednesday, 22 November 2017. This should be done as a correspondence message on the system.</p> <p>To ensure a fair and transparent process, any questions sent past this deadline will not be answered. The company will endeavour to answer all questions by the end of Thursday, 23 November 2017.</p> <p>Access: All suppliers <u>MUST</u> visit our eProcurement system to register and access the tender brief</p> <p>Receipt: The tender <u>MUST</u> be submitted via our eProcurement system</p> <p>EProcurement https://in-tendhost.co.uk/marketingbirmingham/asp/Home</p> <p>Tenderers should note that there is a maximum file upload size of 5mb per document to the ‘In-tend’ website and where you have a large number of documents or documents which are close to the 5mb file size limit, you MUST ensure you allow plenty of time to upload your submission prior to the deadline for tender submission.</p>

Evaluation and interview stage	
Expected date of evaluation	All responses will be evaluated against pre-identified criteria by the project management team by Friday, 15 December 2017 .
Expected date of notification of successful tender	Notification of successful tender will be made and the successful company will be notified by Monday, 18 December 2017
Expected date of appointment and project initiation	Monday, 18 December 2017 . A project initiation meeting will be held as soon as possible after this date

3.4. Tender Queries:

Tender queries must be submitted via the InTend system at the website specified above before the deadline specified above. The tender manager will coordinate any responses. West Midlands Growth Company will issue response to any tender queries to all tenderers through InTend. In the interests of fair and open tendering no reference will be made to the identity of the tenderer raising the individual query or queries.

3.5. Extensions to Deadlines:

No extensions will be given to the tender deadlines set out above.

3.6. Period of Validity:

Tenders must remain open for consideration (unless previously withdrawn) for not less than [10] weeks from the date for return of tenders.

3.7. Failure to Proceed:

- Should West Midlands Growth Company and the chosen tenderer fail to enter into a contract for any reason, the chosen tenderer (and all other tenderers) shall not be reimbursed for any tendering, design, mobilisation and/or management costs (or those of any proposed subcontractors, suppliers or consultants).
- The chosen tenderer will be required to return to West Midlands Growth Company (at its request) all tender documentation received (including specifications, this invitation to tender, the draft contract etc) or to destroy these.
- Tenderers may not retain any documentation for their own use, or their use by third parties.

3.8. Errors in Pricing:

If West Midlands Growth Company discovers arithmetical errors in any tender West Midlands Growth Company will give the detail of those errors to the tenderer. The tenderer will be given the opportunity to either:

- to confirm the offer, in which case all rates or prices are to be treated as being reduced in the same proportion as the corrected total of priced items exceeds or falls short of the tendered total or such items; or

- to correct their tender, in which case the corrected figures will be used in the evaluation.

3.9. Tender Return Documents:

The following documents are required in response to this invitation to tender:

- Completed Supplier Information (Appendix A)
- Completed Financial Information (Appendix B)
- Completed Technical and Professional Ability Information (Appendix C)
- Responses to award criteria questions (sections 3.2.2 (a) and (b)) and pricing submissions (section 3.2.2 (c)).

APPENDIX A – **SUPPLIER TO COMPLETE**

Supplier information - Please complete the following form:

a. Name of the company (Prime or single contractor) in whose name the tender would be submitted:	
b. Contact name:	
c. Address:	
d. Telephone number:	
e. Fax number:	
f. E-mail Address:	
g. Company Registration number:	
h. Date of Registration:	
i. Registered address (if different from above):	
j. VAT registration number:	
k. Website address:	

APPENDIX B – SUPPLIER TO COMPLETE

Financial information - Please complete the following financial form and ensure you provide the requested information as part of your submission:

<p>a)</p> <ul style="list-style-type: none"> i. A copy of the most recent audited accounts for your organisation that cover the last two years of trading or for the period that is available if trading for less than two years. Provided that your company qualifies for an audit exemption, then unaudited accounts can be submitted. ii. If the company has been trading for less than a year management accounts to date are required. iii. In addition to (ii) forecasted management accounts are also required. <p>NB. If you have been trading for less than a year and are therefore unable to provide point i and ii, please ensure that you submit point iii, as no information will result in an automatic fail</p> <p>All information to be supplied in English.</p>	
<p>b) If the organisation is a subsidiary of a group, the above information is required for both the subsidiary and the ultimate parent.</p>	
<p>c) Where appropriate it may be necessary to request inter-company guarantees. Please provide consent.</p>	
<p>d) The name and address of your banker.</p>	
<p>e) Please note that following clause 7.5 of the contract the Supplier will be expected to maintain appropriate and comprehensive insurance cover for its liabilities under the contract. <i>Please confirm whether you already have, or can commit to obtain such insurance cover prior to the commencement of the contract.</i></p>	

APPENDIX C - SUPPLIER TO COMPLETE

Technical and Professional Ability

Responses to this Form will be used to undertake an assessment of your organisation's technical and professional ability to provide the works.

EXPERIENCE AND CONTRACT EXAMPLES				
Please provide details of up to three contracts (from either or both the public or private sector) that are relevant to the tender requirement. Contracts should have been performed during the past five years. (The customer contact should be prepared to speak to MB to confirm the accuracy of the information provided below if we wish to contact them).				
		Contract 1	Contract 2	Contract 3
1	Customer Organisation (name):			
2	Customer contact name, phone & email:			
3	Contract start date:			
	Contract completion date:			
	Contract Value:			
4	Description of contract, including evidence as to your technical capability in this market:			
If you cannot provide at least one example, please briefly explain why (100 words max) –				

APPENDIX C (Continued)

The following marking schedule will be used to evaluate the professional and technical ability criteria:

	Description	1 to 5	Measure	Description	Comments
1	Expertise in delivering similar projects	5 4 3 2 1 0	Totally relevant Highly relevant Just relevant Little relevance No relevance No evidence submitted		Different from 'complexity' the nature of work should highlight projects where the work undertaken is the same as the project applied for.
2	Challenges and how these were overcome	5 4 3 2 1 0	Totally relevant Highly relevant Just relevant Little relevance No relevance No evidence submitted		Looks to identify projects of similar value to that applied for. The scoring should look to penalise reference projects of excessively high value compared to the project applied for.



3	Images and creativity	5	Totally relevant	[ADD DETAIL]
		4	Highly relevant	
		3	Just relevant	
		2	Little relevance	
		1	No relevance	
		0	No evidence submitted	

[ADDITIONAL ROWS CAN BE ADDED IF REQUIRED]

A total score of 12 is required to pass.



APPENDIX D. Marking Schedule

The following marking schedule will be used to evaluate the award criteria:

Score	Classification	Definition
0	No response (complete noncompliance)	No response at all or insufficient information provided in the response such that the solution is impossible to assess and/or incomprehensible.
1-2	Unsatisfactory response (potential for some compliance but very major areas of weakness)	<p>Substantially unacceptable submission which fails in several significant areas to set out a solution that addresses and meets the requirements: little or no detail may (and, where evidence is required or necessary, no evidence) have been provided to support and demonstrate that the tenderer will be able to provide the services and/or considerable reservations as to the tenderer's proposals in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements.</p> <p>Would represent a very high risk solution for the contracting authority</p>
3-4	Partially acceptable response (one or more areas of major weakness)	<p>Weak submission which does not set out a solution that fully addresses and meets the requirements: response may be basic/ minimal with little or no detail (and, where evidence is required or necessary, with insufficient evidence) provided to support the solution and demonstrate that the tenderer will be able to provide the services and/or some reservations as to the tenderer's solution in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements.</p> <p>May represent a high risk solution for the contracting authority.</p>



Score	Classification	Definition
5-6	Satisfactory and acceptable response (substantial compliance with no major concerns)	<p>Submission sets out a solution that largely addresses and meets the requirements, with some detail (or, where evidence is required or necessary, some relevant evidence) provided to support the solution; minor reservations or weakness in a few areas of the solution in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements.</p> <p>Medium, acceptable risk solution to the contracting authority.</p>
7-8	Fully satisfactory /very good response (fully compliant with requirements).	<p>Submission sets out a robust solution that fully addresses and meets the requirements, with full details (and, where evidence is required or necessary, full and relevant evidence) provided to support the solution; provides full confidence as to the relevant ability, understanding, expertise, skills and/or resources to deliver the requirements.</p> <p>Low/No risk solution for the contracting authority.</p>
9-10	Outstanding response (fully compliant, with some areas exceeding requirements)	<p>Submission sets out a robust solution (as for a 7-8 score – above) and, in addition, provides or proposes additional value and/or elements of the solution which exceed the requirements in substance and outcomes in a manner acceptable to the contracting authority; provides full confidence as to the relevant ability, understanding, expertise, skills and/or resources not only to deliver the requirements, but also exceed it as described.</p> <p>Low/No risk solution for the contracting authority.</p>

