

**Invitation to Tender**

**Marine-i**

**PR and Marketing Campaign,**

**Website Design and Development**

**Cornwall Development Company**

**TEN405**

2 June 2017





# 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.

# 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.

One of the Growth Programmes is Marine-i which is part of the Marine Hub Cornwall[[1]](#footnote-1) and is a 36 month project, led by the University of Exeter in partnership with CDC, Cornwall College Group, the Offshore Renewable Energy Catapult and Cornwall Marine Network Limited. The project, which is supported through the European Regional Development Funds (ERDF), part of European Structural and Investment Funds (ESIF) programme, will stimulate and support business led and market-driven Research & Development and Innovation (RD&I) within the marine technology smart specialisation theme to drive growth, productivity and the exploitation of new/growth market opportunities.

A significant element of the Marine Hub Cornwall delivery is focused through the Marine-i Challenge Fund, a £3.19M business facing grant programme, providing funding for research and development.

The Marine-i Challenge Fund vision is:

*“that Cornwall will be a global leader for research, technology development and expertise and the location of choice for businesses engaged in the development, deployment and operation of marine renewables technologies and the associated supply chain.*

*Cornwall will do this by offering the private sector a compelling reason to base their research, deployment and commercial activity in Cornwall by bringing together key assets and existing and planned programmes of activity into a seamless co-ordinated offer.”*

The Marine-i Challenge Fund will support at least 66 businesses through grant investments whilst leveraging approximately £1.5M of match funding from the private sector.

# Tender objectives

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

* To maintain a high public profile for the Marine-i project by generating positive, business related coverage of the Marine -i project, including social media as appropriate (see section 4.1 and 4.2 below).
* To provide a programme website that will incorporate the facility for businesses to access to the Marine-i project and the Marine-i Challenge Fund application process online (see section 4.3 below).

# Tender requirements

The PR programme and marketing plan will last for the period up until October 2019. The tenderer must have the necessary experience, skills and resource to fulfil the following requirements:

4.1 The PR Programme

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

* Build awareness and demonstrate the relevance and benefits of the Marine-i project to marine sector businesses
* Demonstrate a broad reach across the global marine industry
* 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 Marine-i project by integrating our project messaging with those activities undertaken as part of the wider sphere of activity within Growth Hub, Skills Access Hub, the Marine Hub and other Partners
* Drafting copy for press releases, case studies and articles including associated photography.
* Distribute press releases and articles.
* Coordination with CDC to provide advice and guidance of consistency of messaging across social media and the website.

4.2 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 marine industry, marine sector businesses, intermediaries, interested members of the public.

The Marine-i logo has already been developed (see Enclosure 1) and therefore the marketing needs to incorporate this and cover the following:

* Review current logo and develop brand guidelines in conjunction with the project team.
* Develop a marketing plan that underpins the objectives of the Marine-i 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.
* Placement of marketing materials. A budget of £5k (excluding Vat) of the overall contract value is to be assigned to place marketing/PR materials across digital media and print if considered appropriate.

4.3 Website Design and Development

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

* Design and development of the Marine-i website; domain name for the Marine-i website will be **www.marine-i.co.uk**
* Creation of a web form for the completion of the Application Form for the Marine –I Challenge fund
* Website hosting and support for the duration of the Marine-i project
* Compliance with all relevant regulations

Website Specification

The tenderer must build and implement the Marine-i website using open source software, to meet the following technical specifications:

|  |  |
| --- | --- |
| **4.3.1** | **Generic requirements:** |
| 4.3.1a | Must conform to the ESIF Branding and Publicity Requirements (Attachment 1) |
| 4.3.1b | Drive businesses to complete an Application to apply for grants (See below) |
| 4.3.1c  | Wordpress |
| 4.3.1d | Anticipated 5-10 pages (the core structure will be agreed at the inception meeting) |
| 4.3.1e | Copywriting and content that is brand compliant and aims to drive interest in the Application ( |
| 4.3.2 | Creation of a Web form for the completion of the Application form (Enclosure 2), to include the following: |
| 4.3.2a | An initial capture of Company Name, Contact name, email address, Contact telephone number and Postcode; this is automatically emailed to the Marine-I Administrator |
| 4.3.2b | After initial capture access to Application form for completion  |
| 4.3.2c | Save an application part way through using a password. |
| 4.3.2d | Web page to be exportable to the excel form/excel compatible format |
|  |  |
| **4.3.3** | **Technical specifications:** |
| 4.3.3a | Capable of uploading videos |
| 4.3.3b | Mobile and tablet responsive |
| 4.3.3c | Minimum compatibility with the following browsers: Firefox v 35 upwards, IE at least 9-10 and Safari at least V 8-9 |
| 4.3.3d | Driven by CSS |
| 4.3.3e | The website should be entirely manageable by a web interface with an integrated spell checker within the WYSIWYG editor and offer a Page Preview Facility – the entire page should be displayed in the context of the editing, displaying all multimedia, images and links as if the page was live. |
| 4.3.3f | 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. |
| 4.3.3g | Accessibility: Minimum “AA” level conformance with the latest WCAG/ W3C standards and guidance |
| 4.3.3h | The site will support full RSS feeds for news stories and other dynamic content |
|  |  |
| **4.3.4** | **Compliance:** |
| 4.3.4a  | Inclusion of website copyright disclaimer and accessibility policy |
| 4.3.4b | Comply with conditions and regulations as specified with the ERDF Branding and Publicity Requirements (see Attachment 3) |
| 4.3.4c | The site will be fully compliant with the Equality Act 2010 |
|  |  |
| **4.3.5** | **Handover** |
| 4.3.5a | 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. |
|  |  |
| **4.3.6** | **Maintenance, Support and Hosting** |
| 4.3.6a  | Training in making basic amendments and accompanying documentation shall be provided when the site is handed over. |
| 4.3.6b  | Site hosted on managed Virtual Private Servers |
|  |  |

4.4 Reports

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 3. All material will normally require the use of both the Marine-i logo (Enclosure 1) with the ERDF logo which can be found at the link in Enclosure 3.

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

These themes are required, where appropriate, to be promoted within any of the activities contained within the **Scope of Service** detailed in this tender.

See also Corporate Requirements section below.

# Budget

The total maximum budget available for this commission is **£38,000 (exc VAT)**

The budget consists of two elements as detailed below.. Please note, the figures below reflect the maximum allocation for each part of the project. Tenders that exceed either of these amounts will not be considered.

**PR and Marketing (max) £30,000**. This budget includes an allocation of £5k, to place marketing/PR materials in publications.

**Website Design and Development (max) £8,000**

# 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  | 02/06/17 |
| Final date for receipt of clarifications  | 12/06/17 |
| Final date for response to clarifications  | 13/06/17 |
| **Deadline to return the Tender to CDC** | **17:00 on 16/06/17** |
| Evaluation of Tender by CDC - commencement | 19/06/17 |
| Successful and unsuccessful tenderers notified | 22/06/17 |
| Contract sent by post to successful tenderer | 23/06/17 |
| Signed Contract returned by post  | 30/06/17 |
| Project inception meeting | 03/07/17 |
| Delivery of Marketing Plan | 21/07/17 |
| Delivery of fully functioning website | 03/09/17 |
| First 6 month report | 03/01/18 |
| Second 6 month report | 03/07/18 |
| Third 6 month report | 03/01/19 |
| Fourth 6 month report | 03/07/19 |

# Tender submission requirements

Please include the following information in your Tender submission.

* 1. Covering letter (two sides of A4 maximum) to include:

Contact name 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 4)

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

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

7.3 CVs 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 sides of A4 per individual

7.4 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

Experience of working with European Funding

7.5 Expertise in Website design and development

 Please complete the table below showing how you will meet the requirements for design and development of the website. The table reference numbers in this subsection relate to those in the Tender Requirements shown at Section 4.3

|  |  |
| --- | --- |
| **4.3.1** | **Generic requirements:** |
| 4.3.1a |  |
| 4.3.1b |  |
| 4.3.1c  |  |
| 4.3.1d |  |
| 4.3.1e |  |
| 4.3.2 |  |
| 4.3.2a |  |
| 4.3.2b |  |
| 4.3.2c |  |
| 4.3.2d |  |
|  |  |
| **4.3.3** | **Technical specifications:** |
| 4.3.3a |  |
| 4.3.3b |  |
| 4.3.3c |  |
| 4.3.3d |  |
| 4.3.3e |  |
| 4.3.3f |  |
| 34.3.g |  |
| 4.3.3h |  |
|  |  |
| **4.3.4** | **Compliance:** |
| 4.3.4a  |  |
| 4.3.4b |  |
| 4.3.4c |  |
|  |  |
| **4.3.5** | **Handover** |
| 4.3.5a |  |
|  |  |
| **4.3.6** | **Maintenance, Support and Hosting** |
| 4.3.6a  |  |
| 4.3.6b  | Site hosted on managed Virtual Private Servers |
|  |  |

7.6 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 this commission

The client

Approximate cost

Outcomes

Creative vision

7.7 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 sides of A4 per individual

7,8 Provide an estimate breakdown of costs for the two elements of the tender including hourly rates, and how the Tenderer would approach managing the budget across the lifetime of the contract (excluding VAT).

 Provide a breakdown of any anticipated out of pocket expenses/disbursements.

1. **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 3.

**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.

# 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:

**matt.hodson@cornwalldevelopmentcompany.co.uk by 12/06/17** 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.

# Point of contact

Tenderers must provide a single point of contact in their organisation for all contact between the tenderer and CDC during the tender selection process.

# 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 |
| Reference 7.2 & 7.4: Expertise PR and Marketing Total marks (as distributed below) | 40 |
| * Clarity and credibility of the proposal.
* Understanding of the project and its objectives.
* Proposed methodology.
 | 20 |
| * Experience of similar business focused investment projects
* Experience of working with ERDF projects
* Clear evidence of experience & expertise from examples provided see 7.2.1
 | 20 |
| Ref 7.3: The Marketing and PR Team Total marks  | 20 |
| Clear evidence of experience of relevant marketing and PR experience from CV’s supplied | 20 |
| Reference 7.5 & 7.6: Website ExpertiseTotal marks as distributed below | 15 |
| * Compliance to the requirements see 7.2.2
 | 10 |
| * Clear evidence of experience & expertise from examples provided see 7.2.3
 | 5 |
| Ref 7.7: Website teamTotal marks | 5 |
|  Clear evidence of experience of relevant marketing and PR experience from CV’s supplied | 5 |
| Ref 7.8: Budget Marketing and PR TeamTotal marks | 15 |
| Cost: the lowest bid will be awarded the full 15 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 = 15 x lowest bid / bid | 15 |
| Reference 7.8: Budget websiteTotal marks  | 5 |
|  Cost: the lowest bid will be awarded the full 5 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 = 5 x lowest bid / bid | 5 |

**Assessment of the Tender**

It is anticipated that the selection process will be carried out in one stage:

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

|  |
| --- |
| **Scoring Matrix for Evaluation Criteria** |
| **Score** | **Judgement** | **Interpretation** |
| **5** | **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.** |
| **4** | **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.** |
| **3** | **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.** |
| **2** | **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.** |
| **1** | **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 4).

# Tender returns

Please submit the Tender document by email or post or in person by 17:00 on 16th June 2017.

If submitting electronically, please send by email to finance@cornwalldevelopmentcompany.co.uk with the following wording in the subject box: “Tender TEN405 Strictly Confidential”

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 TEN405 Strictly Confidential. Marine-I 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.

# 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.

# Enclosures

1. Marine-I logo
2. Marine-I Application
3. ERDF Publicity Guidelines (Download latest version from the link): <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/564432/esif_branding_and_publicity_requirements.pdf>

4. Terms and Conditions of the Contract

1. <http://marinehubcornwall.co.uk/> [↑](#footnote-ref-1)