

**Cheshire and Warrington  
Local Enterprise Partnership**

**INVITATION TO TENDER**

**FOR**

**DELIVERY OF THE NORTH WEST INDUSTRIAL CLUSTER PLAN**

**10 July 2023**

**THE LEP REF: PDFCLUSTERPLAN2023**

**Return Date of ITT: 31 July 2023**

## Contents

SECTION 1 – The LEP Profile.....	3
SECTION 2 – Scope of Procurement .....	3
SECTION 3 – Specification .....	4
SECTION 4 – Award Criteria .....	7
SECTION 5 – Submission requirements and timetable.....	10
SECTION 6 – Terms and conditions of tender submissions .....	13
APPENDIX 1 - FORM OF TENDER – TO BE COMPLETED AND RETURNED .....	16
APPENDIX 2 – PRICE SCHEDULE – TO BE COMPLETED AND RETURNED .....	18
APPENDIX 3 - SUPPLIER TECHNICAL QUESTIONS & ANSWER SHEET – TO BE COMPLETED AND RETURNED.....	19
APPENDIX 4 – CONDITIONS OF CONTRACT .....	22

**SECTION 1 – The LEP Profile**

The Local Enterprise Partnership (The LEP) leads the growth of the Cheshire and Warrington economy through a powerful partnership between the private, public, and voluntary sectors. Our ambition is to be the UK's healthiest, most sustainable, inclusive and growing economy.

Working in collaboration with local government, businesses, educational institutes and other public, private and community sector organisations, we keep Cheshire and Warrington firmly on the map.

**SECTION 2 – Scope of Procurement**

This procurement exercise is being conducted as a below threshold open tender. The tender documents comprise this ITT document. The Cluster Plan and other supporting documents are available [here](#).

The LEP, on behalf of the North West Net Zero Hub and in support of the North West industrial decarbonisation consortia Net Zero North West, are inviting tenders for consultancy support to provide strategic advice on the delivery of the North West Industrial Decarbonisation Cluster Plan.

This ITT sets out the information which is required to assess the suitability of bidders in terms of their quality assurance processes, relationship management, pricing, service levels and innovative solutions to meet the requirements of The LEP for the Delivery of the North West Industrial Decarbonisation Cluster Plan work.

The successful bidder will be required to deliver services in accordance with all tender documents and the contract to be placed with the successful bidder. Tenderers are requested to study the specification in detail and ensure that the specified requirements can be met and thus your understanding of our requirements is reflected in your Pricing Schedule return.

The contract is expected to commence early-August 2023. The successful bidder will provide a project plan that includes their estimated timescales, key activities and reporting milestones. An interim report is expected at the end of September. The LEP and supplier to agree which elements need deeper investigation or thought before reaching final conclusions in October or November.

### **SECTION 3 – Specification**

#### ***Overview***

Cheshire & Warrington Local Enterprise Partnership (C&WLEP), on behalf of the North West Net Zero Hub and a North West industrial decarbonisation consortia (Net Zero North West (NZNW)), are looking to appoint consultants to provide strategic advice on whether and what central co-ordination systems need to be put in place to facilitate the successful delivery of the recently completed NW industrial decarbonisation cluster plan. The plan, which was funded by Innovate UK, identifies two routes to decarbonising the NW industrial cluster by 2040, both of which offer good value for money. The first relies on a broad mix of energy vectors, and is the route that the industry is pursuing whilst the second relies more heavily on hydrogen to deliver the decarbonisation.

This commission is in two parts:

- 1) An assessment of the need for a central facilitation agency to accelerate the successful decarbonisation of the NW industrial cluster by supporting the development and delivery of projects and addressing barriers to investment.
- 2) Dependent on the outcome of part one, to propose an outline role and structure for the agency.

#### ***Background***

The NW Cluster Plan sets out a £30 billion pipeline of private sector driven energy ‘mixed pathway’ investable projects covering a range of technologies. It is moving into its delivery phase. The Essar refinery at Stanlow has already taken delivery of the UK’s first hydrogen powered furnace, and consent is being sought for the HyNet CO<sub>2</sub> and Hydrogen pipelines in Cheshire, Flintshire, Warrington, Liverpool City Region and Trafford. The Government has selected HyNet as one of its two Track 1 Industrial Cluster decarbonisation projects and Solway Community Power Company has selected Rolls Royce SMR as its preferred technology provider for a new nuclear station in West Cumbria. More recently the Government also announced in the budget that it would be providing £20 billion to support the delivery of CCUS and low carbon hydrogen in the Track 1 projects. Notwithstanding the progress that is already being made, the business case for the Cluster Plan argues that evidence from abroad suggests that successful delivery will require some form of central co-ordinating agency, but does not go into detail on its role, status or structure.

#### ***Details of Requirements***

This commission takes the Cluster Plan as its starting point. Its objective is to look in more detail than was possible in the original business case at whether some form of facilitation or delivery agency is necessary to successfully achieve the decarbonisation of the North West industrial cluster and if so, to propose its role, structure and resourcing.

#### ***Stage One – Testing the Need for a Regional Agency***

In considering whether a central agency is necessary, a range of factors will need to be taken into account, including:

- The complexity of and interdependencies within the Cluster Plan;
- the structure of the market for energy in the North West;
- evidence from elsewhere in the UK and abroad on the approach to the co-ordination of industrial cluster decarbonisation programmes and of other programmes of a similar level of scale and complexity in other sectors;
- the UK Government’s existing approach to market failures related to the energy transition;
- the incentives that are already in place to encourage the decarbonisation of the NW industrial cluster, including the UK’s legislative commitment to net zero emissions by 2050,

revenue support expected for the HyNet project, the £20 billion announced in the Spring 2023 Budget to support CCUS and the establishment of Great British Nuclear to facilitate the development small modular reactor (SMR) nuclear power stations;

- Ofgem's approach to balancing the competing demands of decarbonisation, UK energy security and the price of energy to consumers;
- The geographical reach of the NW Cluster Plan;
- Existing plans for achieving net zero targets in the Combined Authorities and Local Authorities across the region;
- whether supply chain interventions are required;
- whether any steps are required to ensure the industry can access the skills required to deliver the plan;
- whether a central agency has a role to play in facilitating and coordinating planning, utility connections and other consents;
- whether there is a need for a co-ordinated approach to communication with the general public as decarbonisation plans are delivered;
- the extent to which there is a need for a co-ordinated approach to developing an evidence base to overcome network constraints and advocate for investment;
- the existing specific barriers to investment such as planning, utility infrastructure, availability of suitable land, clustering of projects, etc;
- whether there is a need for a co-ordinated approach to attract finance for the programme.

Against the counterfactual that the market is allowed to develop with no further intervention, and taking into account the factors described above along with any other relevant considerations, the consultants should offer a clear recommendation on whether there is a need for a central agency, setting out clearly the market failure(s) an agency would need to address and the facilitation and enabling roles it would play.

### ***Stage Two – Developing a Proposal for an Agency***

There will be a break point at the end of stage one with the commissioning of stage two dependent on whether stage one concludes that an agency is necessary.

Drawing on the conclusions of stage one, the consultants should set out the role and functions of a facilitation agency and the staff and other resources it will need to discharge those functions and how it could be funded. This should include consideration of whether the role could be undertaken by an existing body.

It is important that the recommendations for both stages of the project are grounded in reality and have the support of industry and other key stakeholders. The project will be overseen by steering group of industry stakeholders, but to ensure broad support for the recommended solution the consultants should undertake an appropriate programme of wider stakeholder engagement as well.

### ***The Team***

The consultants should have expertise and extensive experience in major programme delivery, regulatory economics and policy, with particular reference to energy and net zero. They should also have experience of economic/sector analysis, strategy, and scenario testing, with the ability to work with complex issues to provide practical evidence-based advice and arguments.

Consortium bids are acceptable provided there is a clear division of roles and responsibilities, and confirmation of which party will be the nominated lead.

***Budget***

A budget of up to £50,000 is available. Further work may be commissioned subsequently to develop an implementation plan for the project's recommendations.

## **Programme Management Arrangements**

Day to day project management will be provided by Melissa Crellin, the LEP's Strategy and Public Affairs Director.

The successful consultant will be expected to attend monthly progress meetings as a minimum during the course of the commission and liaison via telephone and e-mail with officers and key stakeholders on a weekly basis and as necessary.

## **SECTION 4 – Award Criteria**

### **4.1 Award Criteria**

The Contract will be awarded on the basis of the following weighted award criteria:

	<b>Award Criteria</b>	<b>Weighting</b>
<b>4.1.1</b>	<b>Understanding the brief</b> Submissions which do not, in the opinion of The LEP, adequately meet the Performance Specification will not be marked for the Technical Merit and Price Criteria outlined below and will not be taken forward to any subsequent stages of the Tender evaluation.	<b>PASS/FAIL</b>
<b>4.1.2</b>	<b>Value for Money</b>	<b>25%</b>
<b>4.1.3</b>	<b>Technical Merit (Quality)</b>	<b>75%</b>
	<b>TOTAL</b>	<b>100%</b>

The **Value for Money** criteria is made up of the following sub-criteria:

<b>4.1.2.1</b>	Please indicate any additional outputs or outcomes you anticipate as part of your delivery plan, or other considerations regarding value for money.	-
<b>4.1.2.2</b>	Pricing schedule	-

The **Technical Merit** criteria is made up of the following sub-criteria:

<b>4.1.3.1</b>	<b>Approach and methodology to the commission</b>	<b>30%</b>
<b>4.1.3.2</b>	<b>Track record of undertaking similar commissions</b>	<b>15%</b>
<b>4.1.3.3</b>	<b>The proposed consultancy team, their qualification, expertise and relevant experience</b>	<b>20%</b>
<b>4.1.3.4</b>	<b>Approach to project management and quality assurance, including a project plan and timescale</b>	<b>10%</b>

Technical scores from the Tender stage will then be added together to give a total **technical score out of 75%** which will then be added to the **Value for Money score (out of 25%)** to give an **overall score of 100%**.

## **4.2 Supplier Evaluation**

The evaluation of submissions will be on the criteria listed below in **section 4**. The criteria will count for 100% of the overall evaluation with the relevant weightings listed next to each individual criterion stated below.

Evaluation criteria will be a combination of both financial and non-financial factors and will consider the following areas:

### **4.2.1 Value for Money (25%)**

**The Value for Money criteria carries a weighting of 25%** of the overall achievable score. The supplier must provide an economically sound and commercially attractive proposal offering outstanding customer service and satisfaction.

Please see Appendix 2 Pricing Schedule to be completed and returned by all suppliers and question 2 on Appendix 3 on Value for Money.

4.2.1.1 Prices submitted as part of this ITT must remain open for acceptance for a **minimum of 120 days** from the closing date for the receipt of offers.

4.2.1.2 Prices must be exclusive of **VAT**. Please see Appendix 2 for Pricing schedule that should be completed and returned as part of your tender response.

4.2.1.3 The contract price will be **fixed** for the duration of the contract.

4.2.1.4 Bidders must demonstrate how their proposals represent overall value for money and how they will assist The LEP with cost initiatives.

### **4.2.2 Technical Merit (Quality) (75%)**

Quality – **This carries a weighting of 75%** of the overall achievable score and is broken down into the following areas and respective weightings.

	<b><u>WEIGHTING</u></b>
<b><u>1. COMPANY DETAILS</u></b>	
i) – iv) Provide company details	Information only
<b><u>2. UNDERSTANDING THE BRIEF</u></b>	Yes/No
<b><u>3. APPROACH TO AND METHODOLOGY FOR THE COMMISSION</u></b>	
i) Outline your approach to and methodology for the commission	30%
<b><u>4. RECORD OF SIMILAR DELIVERY</u></b>	
i) Minimum of three examples of similar work	15%
<b><u>5. CREDENTIAL OF PROJECT TEAM</u></b>	
i) Qualifications, expertise and experience of proposed consultancy team including availability for each personnel	20%



**ii) CVs (Max 4 pages)**

**6. APPROACH TO PROJECT MANAGEMENT AND QUALITY ASSURANCE**

**i) Approach to Project Management and Quality Assurance 10%**

**ii) Project Plan and Timetable for completing the work**

Please see Appendix 3 Supplier Technical Questions & Answer sheet to be completed and returned by all suppliers.

The information supplied will be checked for completeness and compliance before Tenders are evaluated. Failure to comply with any of the requirements or any other specified requirements might render a tender liable to disqualification.

**NOTE: If any criteria within the specification document are classed as non-compliant The LEP will not be able to take your tender through to the next stage. If, however, you state that you are non-compliant and are able to provide an alternative solution, the LEP reserve the right to consider the alternative solution. No guarantee will be given that the alternative solution will be accepted.**

**4.3 Scoring Principles**

Submitted Tenders will be assessed against the above criteria and scored using the following points system principles:

<b>Scoring criteria</b>	<b>Score</b>
Failure to respond or irrelevant information which fails to meet the requirement	0
Response is inadequate, significantly failing to meet the requirements	1
Response is unsatisfactory partially meets the requirement	2
Response is acceptable and meets the minimum requirement	3
Response is good - better than merely acceptable	4
Response is excellent, exceeds the requirement and gives added value	5

Clarifications maybe sought in writing, or by interview/presentation from the suppliers and scores adjusted accordingly. Visits to reference sites may also allow for adjustments to scores.

Full or partial proposals that in the opinion of The LEP are unrealistically low or not reasonable sustainable (in terms of Quality or Price) may be rejected.

Technical scores will be added together to give a total **technical score out of 75%** which will then be added to the **Value for Money (price) score (out of 25%) to give an overall score of 100%.**

## **SECTION 5 – Submission requirements and timetable**

### **5.1 Closing Date & Submission**

The closing date and time for the receipt of submissions and all requested documentation relating to this stage is **16:00 hours (4pm) on 31 July 2023**. Late submissions will not be accepted.

Submissions will only be accepted if they are returned via email to [tenders@cheshireandwarrington.com](mailto:tenders@cheshireandwarrington.com). Bidders should not send their completed submissions to/copy in any other email address.

Tenderers are advised that it is **compulsory** to complete and return **all** of the following documents in the format provided as per the instructions of this ITT. All questions must be answered, where a question does not apply please state “Not applicable”. Failure to complete the documents in full and/or provide all documentation will result in a non-compliant tender submission and will mean that your tender is not considered.

- 1. Form of Tender Declaration (Appendix 1)**
- 2. Pricing Schedule (Appendix 2)**
- 3. Supplier Technical Questions & Answer Sheet (Appendix 3)**

### **5.2 Tender Queries**

If you have any specific questions concerning this document or the process for submission of your proposal, then please email through to: [tenders@cheshireandwarrington.com](mailto:tenders@cheshireandwarrington.com) no later than 19th July 2023. Only questions submitted to this email address will be answered. Queries received after this date will not be accepted and will not be responded to.

It would be most helpful if queries could be submitted in one email rather than piecemeal. If any question or request for clarification is considered to be of material significance, both the question and the response may be issued for review by all potential providers in a suitably anonymous form. All communication received from potential providers will be treated in strict confidence but are subject to this paragraph.

### 5.3 Proposed Schedule of Events

The proposed schedule for the procurement process is as follows. However, the dates indicated, except for the return date should be regarded as indicative at this stage as The LEP reserves the right to extend and / or amend the timetable as necessary. Any major changes will be communicated to all potential tenderers.

<b>Activity</b>	<b>Date</b>
Invitation to Tender (ITT) Live	<b>10 July 2023</b>
Deadline for queries	<b>19 July 2023 12 noon</b>
Tender submission deadline	<b>31 July 2023 4pm</b>
Evaluation of submissions	<b>1 - 4 August 2023</b>
Interviews (if necessary)	<b>w/c 7 August 2023</b>
Bidders notified of contract award	<b>w/c 7 August 2023</b>
Contract to start	<b>w/c 7 August 2023</b>

### 5.4 Instructions to tenderers

Bidders:

- Shall either destroy or return all documentation related to the tender process if The LEP so directs
- Shall ensure that tenders are both technically and arithmetically correct. Should The LEP discover any arithmetical errors in the bidder's tender prices then these shall be pointed out to the bidder who shall immediately correct the errors or they shall be asked to withdraw its tender or hold the prices submitted, at the discretion of The LEP
- Shall not alter the ITT documents. Tender proposals will be deemed to comply entirely with the terms stated therein unless the bidder states otherwise in writing. If any alteration is made or if these instructions are not fully complied with, the tender proposal may be rejected
- Will be deemed to have satisfied themselves as to the sufficiency of their tender proposal and to have included in it all costs which may be incurred in the delivery of the services. They shall also be responsible for satisfying themselves as to the accuracy of all information associated with the contract and that all eventualities have been included

The contract will be entered into on the basis of the total tender package (inclusive of VAT) which will be included as part of the Contract Documents including any amounts or additions made and agreed during the tender proposal assessment period. The LEP reserves the right not to contract or contract only in part with any bidder.

The information supplied within this ITT and accompanying documents reflects The LEP's current view of the services required. Whilst the information in this ITT has been prepared in good faith, it does not purport to be comprehensive or to have been independently verified. This ITT is issued on the basis that:

- The LEP does not accept any liability, responsibility or duty of care to any tenderer for the adequacy, accuracy or completeness of this ITT or for anything said or done in relation to the procurement to which this ITT relates;

- The LEP does not make any (express or implied) representation or warranty either about the information contained in this ITT or on which it is based, or about any written or oral information that may be made available to any bidder;
- Nothing contained in this ITT constitutes an inducement or incentive in any way to persuade an interested person to pursue its interest, submit a tender proposal or enter into any contract;
- Neither this ITT nor any information supplied by The LEP should be relied on as a promise or representation as to its future requirements;
- This ITT is neither an offer capable of acceptance nor is it intended to create a binding contract nor is it capable of creating such a contract by any subsequent actions

The LEP reserves the right to suspend, cancel or withdraw the tender process at any time and will not be responsible for any costs incurred to potential suppliers.

## **SECTION 6 – Terms and conditions of tender submissions**

Please see below for the terms and conditions of this tender. Through submitting a bid on this tender, you are committing to meet and abide by these terms and conditions:

### **6.1 Confidentiality and Disclaimer**

This ITT is not an offer capable of acceptance, but represents a definition of specific legal service requirements and an invitation to submit a response addressing such requirements.

Neither the issue of the ITT to you, your preparation and submission of a tender, or the subsequent receipt and evaluation of your tender by The LEP commits The LEP to award a contract to you or any other bidder, even if all requirements stated in the ITT are met. The LEP is not responsible directly or indirectly for any costs incurred by your firm in responding to this ITT and participating in The LEP's procurement process.

All firms shall keep strictly confidential any and all information contained in this ITT, and other information or documents made available to it by or on behalf of The LEP in connection with this ITT. The firms shall not disclose, nor allow any such information to be disclosed. Submission of a formal response to this ITT will confirm your agreement to observe these confidentiality requirements.

Contact by the firms with The LEP during the bidding process should only be via the contact stated within this ITT. Respondents shall not offer or give any consideration of any kind to any employee or representative of The LEP as an inducement or reward for doing, or refraining from doing, any act in relation to the obtaining or execution of this or any other contract with The LEP.

### **6.2 Material Misrepresentation**

The LEP shall rely on the information provided by the bidder in relation to its offer. In providing the services as specified in the Invitation to Tender documents the successful bidder/tenderer shall comply with the contents of its offer as failure in this respect may constitute a material breach of contract.

### **6.3 Collusive Bidding**

Collusive bidding is unacceptable to The LEP. Any tenderer that is caught by The LEP to be circumventing rules or the law during this tender process will automatically be disqualified from the tender process.

This applies to any bidder who:

- a).** Fixes or adjusts the amount of his bid by or in accordance with any agreement or arrangement with any other person, or
- b).** Communicates to any person other than The LEP the amount or approximate amount of his proposal (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the tender for instance) or,
- c).** Enters into any agreement or arrangement with any other person\* that he shall refrain from bidding or as to the amount of any bid to be submitted, or

**d).** Offers or agrees to pay or give, or does pay or gives any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done, or causing or having caused to be done in relation to any Offer or proposed Offer for the Services or any act or omission will be disqualified (without prejudice to any other civil remedies available to The LEP and without prejudice to any criminal liability which such conduct by a bidder may attract)

\*NB Sub-contracting is permissible where the bidder believes that this will enhance their proposal, however this must be clearly stated.

#### **6.4 Bribery**

Bribery means any offence under the Bribery Act 2010 or related Laws creating offences in relation to offering, promising or giving a bribe or requesting, agreeing to receive or receiving a bribe

The Contractor agrees with the Client that this Contract will operate on the basis of zero tolerance being shown towards any Fraud and/or Bribery. The Contractor shall take all reasonable steps, in accordance with Good Industry Practice, to prevent Fraud and Bribery by Staff and the Contractor (including its shareholders, members, directors) in connection with the receipt of monies from the Client and with the operation of this Contract.

#### **6.5 TUPE**

The following provisions regarding TUPE are extremely important. Please ensure that you read them carefully.

The LEP expects that TUPE will **not** apply to this contract.

In cases of TUPE Tenderers are advised to seek independent professional advice on the effect of TUPE. Tenderers must be prepared to accept all liabilities which may arise as a consequence of the application of TUPE, should it apply. The LEP takes no liability in regards to inaccuracy of TUPE information provided in this tender.

When submitting a Tender, Tenderers are required to include all costs relating to TUPE in their submission.

#### **6.6 Data Protection Act Compliance**

The successful bidder must comply with the UK General Data Protection Regulations (UK GDPR) and all applicable law concerning the processing of personal data and privacy. Full contract terms can be found within the terms and conditions (see Appendix 5).

The LEP privacy notice can be found at: <https://cheshireandwarrington.com/privacy-policy/>

#### **6.7 Social Value**

The LEP's vision to be the healthiest, most sustainable, inclusive and growing economy in the UK, closely aligns to the Government's social value priorities.

Under the Public Services (Social Value) Act 2012 the LEP must consider:

- a) how what is being procured might improve the economic, social and environmental well-being of the area where it exercises its functions, and
- b) how, in conducting the process of procurement, it might act with a view to securing that improvement.

In addition, the National Procurement Policy Statement ([National Procurement Policy Statement.pdf \(publishing.service.gov.uk\)](#)) sets out the following national priorities that should be considered alongside individual local priorities:

- creating new businesses, new jobs and new skills;
- tackling climate change and reducing waste, and
- improving supplier diversity, innovation and resilience.

All successful suppliers must be willing to work closely with the LEP throughout the contract duration to assist them in achieving both their vision and their social value obligations.

The LEP reserve the right to incorporate social value commitments made by the supplier as part of their tender submission into the resultant final contract.

**APPENDIX 1 - FORM OF TENDER – TO BE COMPLETED AND RETURNED**

**Declaration by Tenderer**

**ITT Title: Consultancy Support for Delivery of the North West Industrial Decarbonisation Cluster Plan**

1. I, *[insert name]*, certify that I am the person duly authorised to sign tenders for and on behalf of *[insert company name]*, the tenderer, and having read the documents, offer to supply the goods, services or works:
  - as set out in the specification and accompanying tender documents, samples and/or drawings
  - under the terms and conditions indicated
  - at the price (or prices) specified in the attached tender documentation
2. It is agreed that any or other terms and conditions of contract or any caveats, assumptions, reservations or exclusions that may be printed on correspondence emanating from the tender, or any Contract resulting from this tender, shall not be applicable to this tender or agreement.
3. I certify that this is a bona fide tender and that I have not fixed or adjusted the amount of the tender by, or under, or in accordance with any agreement with any other person. I have not done, and undertake that I will not do at any time before the hour and date specified for the return of the tender, any of the following acts:
  - Communicate to a person other than The LEP, the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender
  - Enter into an agreement or arrangement with any other person that he/she will refrain from tendering or to the amount of any tender to be submitted
  - Offer, or pay, or give, or agree to pay any sum of money or valuable consideration, directly or indirectly to any person for doing, or having done, or causing to be done in relation to any tender or proposed tender, for the said work, any act or thing of the sort described above
4. I further certify that the principles described in paragraph 3 have been, or will be, brought to the attention of all subcontractors, suppliers and associated companies providing services or materials connected with the tender and any contract entered into with the subcontractors, suppliers or associated companies will be made on the basis of the compliance with the above principles by all parties.
5. I understand that The LEP reserves the right, unless the tenderer stipulates to the contrary in the tender, to accept such portion thereof as The LEP may decide. The LEP is not bound to accept the lowest or any tender.
6. I have obeyed the rules regarding confidentiality of tenders and will continue to do so as long as they apply.



7. I can confirm that I accept that any breach of any of the conditions could lead to any tender being rejected or to the rescission of the Contract by The LEP.

Authorised Signatory	
Date	
Name in BLOCK LETTERS	
Job Title	
Telephone Number	
E-mail address	

Please ensure that the form is completed and signed before being returned with any other supporting documentation requested, by the due date and time. Use the checklist to ensure that you have submitted the relevant documents.

**APPENDIX 2 – PRICE SCHEDULE – TO BE COMPLETED AND RETURNED**

Staff Broken down by role			
Staff role/Name	Amount of time to be spent on project	day rate	Total
			0
			0
			0
			0
Attendance at meetings	Number of meetings	Rate	

Travel and subsistence		
Other costs: please specify		
Total Tendered Price (exc of VAT)		0

NB: The price schedule may be returned on an excel spreadsheet.

**APPENDIX 3 - SUPPLIER TECHNICAL QUESTIONS & ANSWER SHEET – TO BE COMPLETED AND RETURNED**
**1. COMPANY DETAILS**

Please provide company details within the table below:

Question number	Question	Response
1(i)	Full name of the potential supplier submitting the information	
1(ii)	Registered office address (if applicable)	
1(iii)	Registered website address (if applicable)	
1(iv)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status)	
1(v)	Date of registration in country of origin	
1(vi)	Company registration number (if applicable)	
1(vii)	Charity registration number (if applicable)	
1(viii)	Head office DUNS number (if applicable)	
1(ix)	Registered VAT number	

**2. VALUE FOR MONEY (25%)**

i). Considered alongside your pricing schedule (appendix 2), please indicate any additional outputs or outcomes you anticipate as part of your delivery plan, or other considerations regarding value for money.

ANSWER FEEDBACK

**3. APPROACH AND METHODOLOGY TO THE COMMISSION (30%)**

i). Outline your approach to and methodology for the commission

ANSWER FEEDBACK

ii). Insert question (X%)

ANSWER FEEDBACK

4. RECORD OF SIMILAR DELIVERY \_\_\_\_\_ 15%)

i). Minimum of three examples of similar work

ANSWER FEEDBACK

**5. CREDENTIALS OF PROJECT TEAM****(20%)****i). Qualifications, expertise and experience of proposed consultancy team including availability for each personnel**

ANSWER FEEDBACK

**ii). Tenderers may provide up to 4 pages of CV's in support**

ANSWER FEEDBACK

**6. APPROACH TO PROJECT MANAGEMENT AND QUALITY ASSURANCE****(10%)****i). Outline your approach to Project Management and Quality Assurance**

ANSWER FEEDBACK

**ii). Project Plan and Timetable for completing the work**

ANSWER FEEDBACK

**APPENDIX 4 – CONDITIONS OF CONTRACT**

The LEP contract for the Supply of Services shall form the basis of the main terms and conditions of the contract (see attached document). The successful bidder must thoroughly read, agree and comply with the Contract Terms & Conditions Agreement.

Contractors Induction Checklist provided in tender documentation will form part of the contract.