



## Invitation to Tender

# Design and production of stand display at Farnborough International Airshow 2018

**TEN: 419**

**29<sup>th</sup> January 2018**



**European Union**

European Regional  
Development Fund



**CORNWALL &  
ISLES OF SCILLY**  
LOCAL ENTERPRISE PARTNERSHIP



## **1. Overview**

Cornwall Development Company (CDC) is the economic development Company wholly owned by Cornwall Council and part of the Corserv Group of Companies.

CDC is seeking to appoint a stand production company to provide a bespoke exhibition stand for Cornwall AeroSpace at the Farnborough Airshow in July 2018.

The work will be jointly financed through the Aerohub Enterprise Zone (50%) and AeroSpace Cornwall (50%) projects.

## **2. Background**

### ***Aerohub Enterprise Zone***

Following the sale of RAF St Mawgan to Cornwall Council in 2008, to broaden its delivery strategy, the focus of Cornwall Airport Newquay's development has shifted from a purely passenger driven business to encompass other aerospace activity.

To further support this diversification; in 2011 the Government announced that Cornwall Airport Newquay would be awarded an Enterprise Zone (EZ). Enterprise Zones are designated areas across England that provide tax breaks and Government support. They are great places to do business especially for both new and expanding firms. Cornwall Airport Newquays' Enterprise Zone, entitled Aerohub, launched in 2011.

In April 2016, Goonhilly Earth Station (GES) was added to the Aerohub EZ. GES is famous for many reasons, but perhaps most notably, for receiving the first ever trans-Atlantic satellite TV images, broadcast by Telstar, on 11 July 1962.

GES is set for a transformation to a new Space Science centre by Goonhilly Earth Station Ltd. GES is open for commercial business, and is fully operational as a satellite communications teleport. GES carries business internet data, and also is used as a command and control centre gateway for controlling various satellite

Both Cornwall Airport Newquay and Goonhilly Earth Station are part of the Spaceport Cornwall bid, which would see the UK's first horizontal launch site in Cornwall.

Aerohub Enterprise Zone is funded by Cornwall Council and Cornwall and IoS Local Enterprise Partnership (CIoS LEP)

## ***AeroSpace Cornwall***

The AeroSpace Cornwall programme will stimulate and support business led and market-driven Research & Development and Innovation (RD&I) within the Aerospace and Space technology smart specialisation theme to drive growth, productivity and the exploitation of new/growth market opportunities.

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

The programme has 4 key streams;

1. Collaborative R&D funding for projects with a typical consortia project receiving an average of £125K (although there may be exceptions to this)
2. Innovation Vouchers of up to £5K
3. 'Supply Chain Competitiveness Toolkit' which can lead to SC21 – a nationally recognised change management toolkit
4. 3 inward investments to Cornwall from Non-SME businesses and 3 non SME collaborators to work with Cornish business

The programme has a focus on promoting cross cutting themes, specifically Women in Aerospace and STEM (Science, Technology, Engineering and Maths) education initiatives.

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

Aerospace Cornwall is funded by the European Regional Development Fund (ERDF), Cornwall Council and Cornwall and CIOs LEP.

### **3. Stand Objectives**

- Promote the aerospace, space and related sector opportunities in Cornwall to attract inward investment.
- Promote the success of the existing aerospace and space companies in Cornwall, including the Enterprise Zones and support their growth.
- Raise the profile of the aerospace and space sectors in Cornwall.
- Communicate key messages
  - AeroSpace Cornwall 4 key streams (as per Section 2)
  - Aerohub – One of the best locations in Europe for aerospace business
  - Spaceport Cornwall – The UK's Satellite launch and track solution
- Develop effective communications materials to engage with target audiences
- Location for several media announcements

## 4. Tender requirements

### **Overview**

The tenderor will be required to produce, plan, manage and support the 'Cornwall AeroSpace' stand (144m<sup>2</sup>) at Farnborough International Airshow on 16-22nd July 2018.

The stand will need to visually attract visitors, and convey a cohesive message that Cornwall is one of the best places in Europe to locate and growth aerospace and space business.

The budget for this tender is up to £45,000 (excluding VAT)

### **Trade Show Requirements**

- Design stand and print graphics to be used on the stand.
- Clearly define the different projects and brands on the stand, yet ensure that the overall look is cohesive.
- Advise, provide and arrange stand, stand platform, electricity, lighting, furniture, AV equipment and meeting area facilities.
- Build stand before the exhibition and dismantle at the conclusion.
- Provide onsite support for the stand during the show, including AV, electrical, stand structure and carpets
- If appropriate store materials ahead of the show.
- The price to include flexibility with regards to design redraws.

### **Administrative Points**

- South West Aerospace will be located on the stand next to ours. We would like to visually compliment their stand, with the use of black to create an inverted look and feel. An image of the South West Aerospace Stand can be found in **Appendix C**.
- Incorporate a map of Cornwall. Logos –use current logos and corporate identity designed for the Aerohub, AeroSpace in Cornwall and Spaceport Cornwall projects. Please see **Appendix B** for more details.
- The AeroSpace Cornwall project is in receipt of ERDF monies and as such it is necessary for all forms of marketing (including every accessible/viewable option) to properly accredit the key support from the European Union. Principally, this will include use of the appropriate ERDF logo as per the ERDF brand and publicity guidelines as per the link below:.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/564432/esif\\_branding\\_and\\_publicity\\_requirements.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/564432/esif_branding_and_publicity_requirements.pdf).

## Submission Content

Your tender submission should include the following:

- Bespoke design solution for the **Cornwall AeroSpace** stand including:
  - Open plan approach
- Six organisations to be housed on this one stand -Each company to have counter/table, seating and power supply
  - Central, private meeting table & chairs
  - Storage room with fridge
  - Central brochure racks
  - AV equipment for videos where the content can be changed throughout the show. 1 AV per organisation (6) and at least 2 for the rest of the stand
  - Lighting and areas for a display model which measures 3 metres by 2 metres.
  - Area at the front to display large map of Cornwall
- Examples of two previous stands you have created, that you consider demonstrate a track record of achievement in dealing with similar large events. Each project example should be provided digitally and further details should be presented on no more than two sides of A4. These examples should highlight:
  - Key similarities between these projects and the proposed commission;
  - The client;
  - Approximate cost; and
  - Outcomes (did the project meet time and budget requirements)
- Confirmation of the ability to deliver to the timeline proposed.
- A breakdown of costs and day rates, separated for design and build
- Evidence requested in Section 13 – Corporate and Statutory Requirements.

## 5. Total budget

Total value of tender:

Activity	Budget available
Stand design and production	Up to £45,000 ( ex VAT)

Please explain how you will charge for activity and how you propose managing the budget providing a breakdown of costs and day rates, separated for design and build

Please note, the figure reflects the maximum budget allocation for the project. Tenders that exceed this amount **will not** be considered.

## 6. Timescale

Listed below are key dates that must be met:

Date	Activity
30 <sup>th</sup> April 2018	Trade stand fully designed and services booked
13 <sup>th</sup> June 2018	Graphics printed
13 <sup>th</sup> July 2018	Trade stand produced and assembled for start of Farnborough Airshow
23 <sup>rd</sup> July 2018	Tear down of stand

## 7. Tender submission requirements

This section provides instructions and defines the format Tenderers should use in responding to this ITT along with specific information Tenderers shall supply and information on how the tenders will be assessed.

### ***Tender Submission***

Tenders must be submitted for the whole of the Services. Tenders for part of the Service will be rejected. All documents must be written in English.

Please submit the Tender document by email and a hard copy by post or in person by **5pm 19<sup>th</sup> February 2018**.

Please send by email to [finance@cornwalldevelopmentcompany.co.uk](mailto:finance@cornwalldevelopmentcompany.co.uk) with the following wording in the subject box: "Tender 419 Strictly Confidential. Design and production of stand display at Farnborough International Airshow 2018"

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

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

Mrs Nicky Pooley  
Head of Corporate Services  
TEN 419 - Farnborough Stand Tender  
Cornwall Development Company  
Tyncroft House, South Wheal Crofty  
Station Road  
Pool, Redruth  
TR15 3QG

Note that if you are delivering the Tender by hand or by courier, it should be delivered to Reception at Cornwall Development Company, Tyncroft House, South Wheal Crofty, Station Road, Pool, Redruth TR15 3QG during normal working hours (0830 – 1700 Monday to Friday) and an official receipt obtained. Tenders delivered by hand to any other location will not qualify and will be rejected.

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

***Discrepancies, Omissions, Clarification and Enquiries***

Should the Tenderer find discrepancies in, or omissions from, the Tender Documents, the Tenderer shall notify the Contact Officer immediately.

Tenderers shall communicate all Tender relates queries by email to:

[natasha.downing@cornwalldevelopmentcompany.co.uk](mailto:natasha.downing@cornwalldevelopmentcompany.co.uk)

The deadline for clarifications is 31<sup>st</sup> January 2018

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

**8. Tender process**

This tender is being issued through an Open Tender process and therefore we anticipate a significant interest. The contract will be awarded following a thorough desktop evaluation of all tenders.

**9. Tender evaluation methodology**

Tenders will be evaluated taking into consideration the following award criteria:

***Tender Evaluation Criteria***

Requirement	Score
Section I: Covering letter (2 pages maximum) stating:  Contact name for further correspondence.  That the tenderer has the resources available to meet the requirements outlined in this brief and within the tender timetable.  That the tenderer accepts all the Terms and Conditions of the Contract attached in <b>Appendix A.</b>  That the tenderer holds current valid insurance policies as set out	Pass/ Fail

<p>a below and, if successful, supporting documentation will be provided as evidence and if they are due to expire during the course of the commission to provide renewal notices prior to their expiry dates.</p> <p>Conflict of interest statement.</p> <p>That the tenderer will be able to meet the Corporate Requirements below, to include confirmation that Equality and Diversity and Environmental policies are in place and, if successful, supporting documentation will be provided as evidence.</p>	
Section II: Expertise (as distributed below)	
Bespoke design solution for the 'Cornwall AeroSpace' stand including elements stated in <b>Section 4</b> .	60%
<p>Examples of two previous stands you have created, that you consider demonstrate a track record of achievement in dealing with similar large-scale events. Each project example should be provided digitally and further details should be presented on no more than two sides of A4. These examples should highlight:</p> <ul style="list-style-type: none"> <li>○ Key similarities between these projects and the proposed commission;</li> <li>○ The client;</li> <li>○ Approximate cost; and</li> <li>○ Outcomes (time and budget)</li> </ul>	25%
Section IV: Budget	
<p>Provide an estimate breakdown of costs and day rates. Requirements are listed in Section 5</p> <p>The lowest bid will be awarded the full 15 percent. Other bids will be awarded a mark that is proportionate to the level of their bid in comparison to the lowest bid, i.e;</p> <p><math>\% \text{ awarded} = 15 \times \text{lowest bid} / \text{bid}</math></p>	15%

*Please note that by submitting a Tender, the applicant must accept the terms and conditions of CDC as outlined in the contract.*

## **10. Assessment of the Tender**

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

During the evaluation period, the Company 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.

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

The reviewer will award a percentage of the marks depending upon their assessment of the tenderer's response. The following scoring, or graduations of such, will be used to assess the tenderer's response:

Scoring Matrix for Tender Criteria:

Score	Judgement	Interpretation
100%	Excellent	Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response.
80%	Good	Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response.
60%	Acceptable	Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response.
40%	Minor Reservations	Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
20%	Serious Reservations	Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
0	Unacceptable	Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.

## **11. Notification**

Following evaluation of the Tenders the Company will make a decision on which, if any, Tender shall be accepted.

Any contract award will be conditional on the Contract being approved on accordance with the Company's internal procedures and the Company being generally able to proceed.

## **12. Tender and commission timetable**

The anticipated timetable for submission of the tender and commission milestones are set out below.

Activity	Date
Dispatch of Invitation to Tender (ITT)	29.01.2018
Final date for raising clarifications with CDC	07.02.2018
Final date for response to clarifications on Contracts Finder	09.02.2018
Deadline to return ITT	16.02.2018
Evaluation of ITT	19.02.2018 - 23.02.18
Award of Contract	26.02.18
Commencement of Service provision	03.03.18

The Company reserves the right to change the above timetable and Tenderers will be notified accordingly where there is a change in the timetable.

## **13. 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(s) can evidence their ability to meet these requirements when providing the services under this Contract.

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

- Public liability insurance with a limit of liability of not less than £5 million
- Professional indemnity insurance with a limit of liability of not less than £2 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.

#### *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.

#### *Conflicts of Interest*

Tenderers must provide a clear statement with regard to potential conflicts of interests. Therefore, **please confirm** 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.

#### *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

#### *Sub-contracting*

Tenderers should note that a consortia can submit a tender but the sub-contracting of aspects of this commission after appointment will not be allowed.

#### *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 Cornwall Development Company.

#### *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.

## **14. 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.

**15. Appendix A: Terms and Conditions**

Please see the attached pdf for more information

**16. Appendix B: Logos**

Aerohub Enterprise Zone



AeroSpace Cornwall



Spaceport Cornwall



European Regional Development Fund



**17. Appendix C: South West Aerospace Stand**

