

# **Invitation to Tender**

## **Cornwall Development Company (AeroSpace Cornwall)**

**TEN: 480**

**Design and Production of Exhibition Stand  
for Farnborough International Airshow 2020**

**March 2020**

## 1. Overview

AeroSpace Cornwall is a programme which promotes research, development and innovation (RD&I), funded by the European Regional Development Fund (ERDF) and Cornwall Council. It is delivered by Cornwall Development Company (CDC), an arm's-length economic development provision of Cornwall Council and part of the Corserv Limited group of companies. AeroSpace Cornwall offers technical and commercial support for businesses across Cornwall and the Isles of Scilly who are developing new products, services and technologies which could add value to the space and aerospace sectors.

The programme, which runs from December 2019 to December 2022, will support at least sixty businesses through grants and specialist business support whilst leveraging £1,375,639 of match funding from the private sector. It aims to;

- Increase the performance and competitiveness of local enterprises, create highly skilled jobs and launch new products into the marketplace
- Develop the 'innovation ecosystem' for the space and aerospace clusters by incentivising local businesses to collaborate with other businesses and research institutions to accelerate their innovation.
- Increase the value and capability of the local space and aerospace clusters and secure ongoing investment in them.

The following support is available for businesses to support the development of a new product, service or technology:

- **Market Engagement Grants** – Support to attend events, conferences and / or meetings to meet with key influential industry leaders, sector experts, potential customers, collaborators or investors to understand the market opportunity and inform the product, service or technology development.
- **Research and Development Grants** – Grants (typically £25k to £150k) are used to match private sector investment to assist with buying equipment, services or paying for existing staff time to work on product, service or technology development projects and to collaborate with research and academia if required.
- **Experts and Consultancy** – Fully funded space, aerospace or digital sector specialists and experts in investment, legal or intellectual property to mentor and support organisations in developing their product, service or technology.

AeroSpace Cornwall also supports inward investors to collaborate with businesses across Cornwall and the Isles of Scilly, through soft landing packages and investment incentives. AeroSpace Cornwall works closely with other programmes (Cornwall Trade & Investment and Spaceport Cornwall) to ensure businesses experience a 'joined up' approach to support and funding and to ensure the overall messaging about Cornwall and the Isles of Scilly is aligned.

AeroSpace Cornwall works with manufacturing and engineering businesses who are, or aspire to be, part of the space / aerospace supply chains and digital businesses such as those developing software applications in the satellite communications, earth observation, navigation and meteorology areas.

The programme is committed to promoting environmental sustainability and equality within in the space and aerospace sectors.

## 2. Background & Context

Farnborough International Airshow (FIA) is well established as the leading trade show for the aerospace and space sectors globally. This biennial event brings together the UK and international aerospace and space communities from across industry, government, and academia to trade, exchange ideas, share plans, develop relationships and seek inspiration to grow the market sectors.

FIA provides unrivalled networking opportunities to promote Cornwall and the Isles of Scilly as a great place to invest with 210,000 delegates and exhibitors expected to attend the airshow.

AeroSpace Cornwall are attending the airshow to promote the Cornwall and Isles of Scilly space and aerospace capability (people, skills, industry and infrastructure) to potential investors, collaborators and customers. It will achieve this by taking a stand branded 'Cornwall Space' and by having a presence on the 'South West Aerospace' stand (the presence on the SW Aerospace stand does not form part of this commission).

## 3. Objectives

CDC's objective is to have an exhibition stand that attracts visitors, promotes the 'Cornwall Space' capability and raises awareness that Cornwall and the Isles of Scilly offers support for inward investors who want to expand into the region or collaborate with businesses already in the region.

CDC expect the exhibition stand to be one of most visually compelling, innovative and creative stands at the airshow, set apart from the usual corporate stands and designed to engage with an audience of satellite launch providers, payload developers and innovation partners. The exhibition stand must convey the following;

- Cornwall and the Isles of Scilly as:
  - one of the best places in Europe to locate a space business as it is well connected to international markets,
  - has a highly skilled, lower than market rate workforce thereby offering potential economic advantage
  - property opportunities with financial incentives and planning freedoms such as the Enterprise Zones and Innovation Centres
- Cornwall and the Isles of Scilly's strategic assets and ambitions in the space sector until 2030 (in line with the Local Enterprise Partnership's Local Industrial Strategy). This will be made public for the first time at the airshow and will be communicated through the 'Cornwall Space' brand;
  - Be the UK's primary data communications and satellite operations centre by exploiting the Goonhilly Earth Station assets and skilled workforce.
  - Be globally recognised as a centre for horizontal launch services through Spaceport Cornwall and mission management.
  - Be globally recognised for applying Environmental Intelligence to solve local and global challenges.
  - Continue to inspire and equip the next generation of scientists, software and technology developers, engineers and entrepreneurs to engage with the space and

data sectors and develop products, services and technologies which create sustained value for the economy.

- Continue to created economic value from collaborations between the 'Cornwall Space' capability and national and international innovation, space and data clusters.
- Dedicated inward investment support available such as Trade and Investment Managers who can make introductions and connections to local businesses and infrastructure.

#### 4. Tender requirements

CDC is looking to commission an experienced exhibition design and stand build company to design, build and support the 'Cornwall Space' stand 1202 (97.5m<sup>2</sup>) at Farnborough International Airshow on the 20th-25th July 2020 (See Enclosure 1). The requirements are as follows;

##### 4.1 Stand Design

4.1.1 The design of the stand should be open plan, incorporating the following elements;

- A welcome counter and furniture
- Carpeting
- Private meeting room to seat four, with table & chairs
- Storage room with fridge
- An area which can be used for hosting networking receptions (c. 50 people), with appropriate electrics for hospitality equipment.
- Space from which barista coffee can be served (the coffee machine is not part of this commission)
- An area (3m x 2m) with appropriate lighting for a display model of an aircraft / spacecraft (approximate size of model: 1400mm long and wings 1200mm).
- Two brochure racks
- Audio visual displays as required by your design

Six organisations will be present on the stand (leading space businesses, assets and stakeholders). In addition to 4.1.1 each organisation will require a counter/table, 4 seats, power supply and audio visual equipment for videos where the content can be changed throughout the show. Each organisation will require a clearly defined area for specific messaging which will be provided to the tenderer in the design phase. The overall design and associated print graphics should be integrated to ensure the stand is cohesive, and promotes the overarching brand 'Cornwall Space'. Enclosure 2

4.1.2 The design must incorporate a large-scale map of Cornwall and the Isles of Scilly (2m x 2m) and a wall of logos (these will be provided in the design phase). Please note, CDC already have the artwork of a map that features the space businesses and assets across Cornwall and the Isles of Scilly but this can be adapted as part of the design solution proposed; a visual of the current 'Cornwall Space' map is at Enclosure 3.

4.1.3 The design must acknowledge the funders of the Aerospace Cornwall programme, European Regional Development Fund (ERDF), by incorporating the ERDF logo, as a minimum, on every viewable aspect of the design. Additionally, the HM Government logo

must also be included to the left of the ERDF logo.

The guidelines for the use of these logos and electronic versions of the logos can be found at:

ESIF Branding and Publicity Requirements:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/836956/ESIF-GN-1-005\\_ESIF\\_Branding\\_and\\_Publicity\\_Requirements\\_v8\\_updated.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/836956/ESIF-GN-1-005_ESIF_Branding_and_Publicity_Requirements_v8_updated.pdf)

HM Government Identity Guidelines:

<https://gcs.civilservice.gov.uk/wp-content/uploads/2019/01/HMID.pdf>

The HM Government logos are at Enclosure 4.

**The use of the logos within the design will require sign-off by CDC**

- 4.2 Stand Build
  - 4.2.1 Manage all aspects of the stand build and subsequent dismantling in accordance with the event organiser's deadlines.
  - 4.2.2 Deliver and install all the requirements detailed in 4.1 and the necessary electrical supply and connection.
  - 4.2.3 If appropriate store materials ahead of the show.
- 4.3 Provide onsite support for the stand on the first day and contact details for the remaining days of the show

**5. Tender and commission timetable and budget**

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

Activity	Date
Dispatch of Invitation to Tender (ITT)	13 March 2020
Latest date for raising queries	23 March 2020
Last date queries will be responded to	24 March 2020
Deadline to return ITT	30 March 2020
Evaluation of ITT	31 March – 2 April
Notify preferred supplier	3 April 2020
Contract Inception meeting	8 April 2020
Trade stand design signed off by CDC	1 May 2020
Trade stand fully designed and submitted to FIA and services booked	4 May 2020
Trade stand produced and assembled for start of Farnborough Airshow	13 July 2020
1st day of Farnborough Airshow	20 July 2020
Tear down of stand	26 July 2020

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

## 6. Budget

The budget for this work is up to £38,000 including all expenses but excluding VAT. Please note, the figure reflects the fixed budget allocation for the project. Tenders that exceed this amount **will not** be considered.

## 7. Tender Submission

Please include the following information in your Tender submission:

### 7.1 A Covering Letter to include

- A single point of contact for all communication between the tenderer and CDC during the tender selection process, and for further correspondence;
- Confirmation that the tenderer has the resources available to meet the requirements outlined in this brief and the timelines associated with the provision of services;
- Confirmation that the tenderer accepts all the Terms and Conditions of the Contract attached (**Enclosure 5**);
- Confirmation that the tenderer will be able to meet the Corporate Requirements (see Section 11) to include confirmation that Equality and Diversity & 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 in accordance with Section 11;
- Conflict of interest statement in accordance with Section 11;
- You should also clearly explain how you propose managing the budget
- Confirmation that the tenderer accepts to comply with branding requirements as detailed in the 'ESIF Branding and Publicity Requirements ',  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/836956/ESIF-GN-1-005\\_ESIF\\_Branding\\_and\\_Publicity\\_Requirements\\_v8\\_updated.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/836956/ESIF-GN-1-005_ESIF_Branding_and_Publicity_Requirements_v8_updated.pdf)

and the HM Government guidelines

<https://gcs.civilservice.gov.uk/wp-content/uploads/2019/01/HMID.pdf>

### 7.2 The bespoke design solution for the 'Cornwall Space' stand (see section 4.1)

### 7.3 Two Examples of previous work

Examples of two (and only 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)
- Provide contact details for these projects as CDC may wish to contact them to discuss the points above.

**7.4 Budget.** Provide a fixed fee for this work, to exclude VAT but include all travel and other expenses. Breakdown your costs:

- design (including any expenses)
- build (including any expenses)
- support of the stand (including any expenses)

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.

## **8. Tender evaluation methodology**

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 award criteria.

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

Ref 7.1 Covering Letter	
Acceptable covering letter including confirmation of the requirements detailed at 7.1	Pass/Fail
Ref 7.2 The bespoke design solution for the 'Cornwall Space' stand (see section 4.1)	60
The bespoke design solution for the 'Cornwall Space' stand (see section 4.1)	
Ref 7.3 Two Examples of previous work	20
<b>Examples of previous work</b> Examples of two (and only 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: <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 (did the project meet time and budget requirements)</li> <li>○ Provide contact details for these projects as CDC may wish to contact them to discuss the points above.</li> </ul>	10 per example
Ref 7.4 Budget	20
A fixed fee for this work (exc VAT) including travel and other expenses  The lowest bid will be awarded the full 20 marks. Other bids will be awarded a mark that is proportionate to the level of their bid in comparison to the lowest bid i.e. Marks awarded = $20 \times \text{lowest bid} / \text{bid}$	

## 9. Assessment of the Tender

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:

<b>Scoring Matrix for Tender Criteria</b>		
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.

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.

## 10. 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 5).

## 11 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
- Employers liability insurance with a limit of 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 the sub-contracting of aspects of this Contract will not be considered.

*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 Invest in Cornwall.

*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.

**12. 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:

[graham.woodworth@cornwalldevelopmentcompany.co.uk](mailto:graham.woodworth@cornwalldevelopmentcompany.co.uk)

in accordance with the Tender and Commission Timetable in Section 5.

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.

### **13. Tender returns**

#### **Tender Deadline: 5pm 30th March**

Please send by email to [finance@cornwalldevelopmentcompany.co.uk](mailto:finance@cornwalldevelopmentcompany.co.uk) with the following wording in the subject box: "Tender 480 Strictly Confidential. Design and production of stand display at Farnborough International Airshow 2020".

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 480 Strictly Confidential. Design and production of stand display at Farnborough International Airshow 2020"

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.

### **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.

**Enclosures:**

- 1. Farnborough International Airshow - Hall 1**
- 2. Cornwall Space logo**
- 3. Cornwall Space Map**
- 4. HM Government Logos**
- 5. CDC Terms and Conditions over £25K**