



CELTICSEAPOWER
NERTHMORKELTEK

Invitation to Tender – Conference Production and Event Management

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1 Glossary

AV	Audio Visual
CC	Cornwall Council
CFA	Cornwall FLOW Accelerator
CSP	Celtic Sea Power
ERDF	European Regional Development Fund
EU	European Union
FLOW	Floating Offshore Wind
IP	Intellectual Property
IT	Information Technology
ITT	Invitation to Tender
OREC	Offshore Renewable Energy Catapult
Q&A	Question and Answer
UoE	University of Exeter
UoP	University of Plymouth
VAT	Value Added Tax
WC	Week Commencing
WP	Work Package



2 Introduction

Celtic Sea Power Limited (CSP) are a 100% subsidiary of Cornwall Council. As part of an ERDF-funded project, we require suitably competent service providers to produce and manage a live event which will represent the culmination of the Cornwall FLOW Accelerator Project.

This event will provide an up-to-the-minute update on floating offshore wind (FLOW) development in the Celtic Sea. We will then explore how maximum benefit will be realised within Cornwall, SW England and Wales from FLOW. Invited figures from within the region, industry and governmental agencies will be in the room and a combination of live broadcast and pre-recorded updates on relevant projects shall make available to a wider audience

In the morning session, leading industry figures will authoritatively present the latest knowledge on key issues. Including: ports, grid, workforce, grid, deliverability from within the region, investment/scale-up requirements, risk and environmental and consenting (zonal planning). Lessons learned through the Cornwall FLOW Accelerator programme will be the key driver behind these updates, incorporating elements from initiatives such as through the Celtic Sea Cluster, Celtic Sea Developer Alliance and OWIC etc.

The afternoon session will consist of a series of guided panel sessions designed to draw out the attendees' thoughts on "next steps"

2.1 Context

The broader context is the need to develop a sustainable regional industry to support major development of floating offshore wind (FLOW) in the Celtic Sea. Announcements by the Crown Estate have set out a target for 4GW by 2035 and indicated a further 20GW by 2045. Prompted by world events, the UK Government to issue a British Energy Security Strategy (BESS) increasing drive and ambition for a national energy transition, both for security and to achieve Net Zero by 2050. This planned FLOW development in the Celtic Sea presents a huge opportunity for Cornwall, South Wales and the wider south-west.

2.2 Cornwall FLOW Accelerator

The Cornwall FLOW Accelerator (CFA) project is a collaborative project including Celtic Sea Power Ltd (CSP project lead), University of Exeter (UoE), University of Plymouth (UoP) and the Offshore Renewable Catapult (OREC). It has developed tools, knowledge and data which have accelerated the Celtic Sea FLOW opportunity and laid significant groundwork with respect to developing pipeline at both a FLOW project and supply chain level. The project is part funded by the European Regional Development Fund (ERDF).

3 Event Details

A venue has been secured ahead of this tender and content/ speakers has been outlined. Within this framework, however, there remains scope for a professional and experienced conference producer to offer creative solutions as part of the delivery of an international quality conference.

3.1 Date

The conference is scheduled to take place between 09:00 and 16:00 on Wednesday 7th June 2023. There will be access up until 20:00 on the day, after which time the venue will close. The venue will be available from 12:00 on the afternoon Tuesday 6th June 2023 to allow for set up.



3.2 Venue

Exeter has been identified as the best location for this event, offering accessibility both to attendees from Cornwall and the UK.

The Exeter Suite in Exeter Sandy Park conference centre (EX2 7NN) has been booked for the 7th June, inclusive of access for set up on the 6th June. The venue has the added advantage of hotel accommodation in close proximity.



Figure 1 – Exeter Sandy Park



Figure 2 – Exeter Sandy Park Location



Figure 3 – Exeter Suite

3.3 Delegates

Up to 200 invited people from within the region, industry and governmental agencies will be in the room. A combination of live broadcast and pre-recorded updates on relevant projects will be made available to a wider audience.

3.4 Content

The intention is to deliver a summit style event to:

- Set out an up-to-the-minute update on floating offshore wind (FLOW) development in the Celtic Sea.
- Seek to establish how maximum benefit will be realised within Cornwall, SW England and Wales from FLOW.
- Bring together industry, large scale investors, politicians, project developers, infrastructure owners and enabling supply chain.
- Cement credibility of the region (Cornwall and Southwest) as a FLOW leader.

To this end, the agenda will consist of delivered presentations informing interactive debate and discussion.

- Welcome and Introduction,
- Keynote speech – (The Crown Estate have agreed in principle),
- Status reports on:
 - Ports,
 - Grid,
 - Workforce,
 - Deliverability from within the region,
 - Investment/scale-up,
 - Risk,
 - Environment and Consents (Zonal Planning),
- Panel session led by FLOW developers on maximise benefits to the region,
- Q+A session on maximising benefits to the region from FLOW,



3.5 Format and Timings

It is anticipated that the key elements of the format will be;

- Host/ MC (this could be CSP member of staff) providing links between speakers and facilitating discussions debates from venue,
- Speakers and presentations from the venue,
- Live audience at the venue,
- Virtual audience via live, online streaming of the morning session (or at least recorded),
- Q&A/ discussion points live,
- Pre and post conference networking for live audience,
- Use of impact videos and or other visual materials as background during networking and breaks.

Suggested timings on the 7th June are;

Time	Live	Online
0900 – 1000	Delegate arrival and networking	Streaming of impact video, visual materials, placeholders
1000 - 1100	Session 1A – Speakers	
1100 - 1115	Coffee break	Streaming of impact video, visual materials, placeholders
1115 - 1230	Session 1B – Speakers and Discussion	
1230-1345	Networking Lunch (Hotel Restaurant)	Streaming of impact video, visual materials, placeholders
1345 – 1530	Session 2 – Speakers and Panel Session: Maximising Benefits to the Region	
1600	Cleardown of venue	

Table 1 - Event Timings

4 Scope of Work

CSP is seeking to contract a suitably experienced company to deliver an international quality conference which delivers on the key objectives highlighted in 3.4 Content. Whilst an outline of the event exists, there is scope for creative input from the successful contractor to ensure that we exceed expectations, and we welcome proposals which reflect this.

4.1 Event Management

Provide a suitably experienced individual or individuals to project manage the event and act as the main point of contact between the successful bidder and CSP. Key tasks will include;

- Delegate and speaker management. (Hold the date invitations will be sent by the CSP team before the contract is awarded)
- Act as the main point of contact with the venue, acting as the key interface between venue/ production/ CSP,
- Working with the CSP team, liaise with CFA partners to ensure maximum dissemination of CFA learnings prior to and during the event.
- Own the event plan, providing guidance and support to the CSP team,



- Ensure all event activities are in line with current Health, Safety, Environmental and Data Protection legislation,
- Travel to Exeter for event set up and event,
- Allow for regular project meetings (Teams or Zoom),
- Allow for two face-to-face meetings in Hayle and/or Exeter.

4.2 Design

Develop and design the physical event setting including (but not limited to);

- Event health and safety plan, environmental management plan, accessibility plan,
- Set dressing, lighting, audio visual (for live audience), audio visual (for streaming), furniture/ seating requirements,
- Develop bill of materials and costings for all required materials, equipment, software and consumables,
- Running order, host/ MC role & responsibilities, delegate registration, contingency planning,

In parallel, develop and design the online event including (but not limited to);

- Define basis of requirements for online platform, secure online platform, look/ feel of online platform,
- Development of integration with physical events including live streaming of speakers, means and methods on including virtual audience in discussions and debates,
- Integration of video and visual material into online experience,

4.3 Mobilisation & Demobilisation

- Procure all required materials, equipment, software and consumables in line with bill of materials (as approved by CSP),
- Ensure all materials and equipment in place, by 6th June 2023,
- Mobilise event delivery team and set up at venue,
- Breakdown event and ensure all materials and equipment offsite in line with venue requirements,
- Compliant disposal of any waste associated with the event (except catering/ hospitality covered by the venue)

4.4 Execution

- Manage delegate arrivals, running order, AV/ IT interfaces and all other operational aspects of the event,
- Manage the online/ streaming event ensuring interactions from the virtual audience integrate seamlessly into the event,

5 Contracting and budget

5.1 Contract

It is intended to engage the successful tenderer using CSP's standard agreement for consultancy services. A template is appended to this ITT as appendix 1.



Celtic Sea Power cannot accept any material changes to the terms and conditions of contract post award. Any contract clarifications must be dealt with during the tender process and should be submitted before the deadline for clarifications as specified in section 7.

5.2 Budget & Price

The budget will be split into a fixed price element and a cost-plus element with a “not to exceed” limitation. Tenderers are requested to provide;

5.2.1 Fixed and Firm Price - Services

- For all design, mobilisation and demobilisation, and execution services,
- Should include all travel and accommodation expenses,
- Should exclude VAT.

5.2.2 Fixed and Firm Price – Materials & Equipment

- Should include all equipment, materials and consumables intended to be used which are owned by, or under the control of, the tenderer,
- Should exclude VAT.

5.2.3 Cost Plus

- Should include an estimate of third-party costs associated with equipment, materials and consumables intended to be used not covered by 5.2.2 (excluding venue costs),
- Mark up proposed,
- Estimate of contingency,
- Should exclude VAT.

The total value of the third-party cost estimate + mark up + contingency shall be set as a “not to exceed” figure. CSP will reserve the right to procure third-party elements directly if it is expeditious to do so.

5.3 Confidentiality

All information supplied to you by Celtic Sea Power, including this ITT, and all other documents relating to this procurement process, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to your professional advisers, consortium members and/or Subcontractors strictly for the purposes only of helping you to participate in this procurement process and/or prepare your tender response) unless the information is already in the public domain or is required to be disclosed under any applicable laws.

You shall not disclose, copy, or reproduce any of the information supplied to you as part of this Procurement Process other than for the purposes of preparing and submitting a tender response. There must be no publicity by you regarding the Procurement Process or the future award of any Contract unless the Client has given express written consent to the relevant communication.

This ITT and its accompanying documents shall remain the property of Celtic Sea Power and must be returned on demand.

Celtic Sea Power reserves the right to disclose all documents relating to this Procurement Process, including without limitation your tender response, to any employee, third party agent, adviser or other third party involved in the procurement in support of, and/or in collaboration with CSP. CSP further reserves the right to publish the Contract once awarded and/or disclose information in connection with Contractor performance under the Contract in accordance with



any public-sector transparency policies (as referred to below). By participating in this Procurement Process, you agree to such disclosure and/or publication by CSP in accordance with such rights reserved by it under this paragraph.

6 Tender submission requirements

All tenderers are to include the following in their submissions.

6.1 Covering letter to include:

- Contact name for further correspondence.
- For consortium bids, confirmation of which consortium member will lead which work package.
- Confirmation that the tenderer has the resources available to meet the requirements outlined in this ITT and its timelines.
- Confirmation that the tenderer accepts the Terms and Conditions of the agreement for consultancy services including, if relevant, any CSP clarifications issued during the tender process.
- Confirmation that the tenderer will be able to meet the Corporate Requirements to include confirmation that Equality and Diversity, Environmental and Data Protection policies are in place and, if successful, supporting documentation will be provided as evidence.
- Confirmation that the tenderer holds current valid insurance policies and, if successful, supporting documentation will be provided as evidence. Section 8.2
- Conflict of interest statement in accordance with Section 8.3.11 – Corporate Requirements – Conflicts of interest.

6.2 Project Proposal to include:

- How you will deliver the scope as outlined in 4 Scope of Work.,
- An assessment of key risks associated with the 4 Scope of Services and your proposed management/ mitigation measures.

6.3 CVs and Key individual profiles

CVs of the individuals who will be actively involved in supporting the project and who are costed into the tender. Please limit to 1 side of A4 per individual.

6.4 Expertise

Please provide three examples of relevant events that your company has been involved with. These should demonstrate your experience and ability to effectively deliver the requirements of this ITT to time and to budget. Please limit to 1 side of A4 per example.

6.5 Price and Budget

Provide a schedule of costs in line with 5.2 Budget (excluding VAT).

7 ITT Response Timeline

The timetable for responses to this ITT are set out below:

Milestone	Date	Time
ITT Published	29/03/2023	N/A
Deadline for clarifications	11/04/2023	09:00



Clarifications posted by	12/04/2023	09:00
Deadline for Submission	20/04/2023	17:00
ITT Appraisal Complete/ Contract Award	WC 24/04/2023	N/A

Table 2 - ITT Timelines

7.1 ITT clarifications

Any clarification queries arising from this ITT which may have a bearing on the offer should be raised by email to: **tenders@celticseapower.co.uk** by 09:00 on 11/04/2023 and strictly in accordance with the Timetable above. CSP will endeavour to answer queries submitted before 09:00 12/04/2023 in a timely manner and would encourage bidders to request clarifications as they arise.

Questions for clarification will be anonymised and posted as a document on Contracts Finder.

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 CSP 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.

8 Corporate Requirements

8.1 Introduction

CSP 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 tenderer 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.

8.2 Indemnity and Insurance

The contractor must affect 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:

- 1) Employers' liability insurance with a limit of liability of not less than £2,000,000 (two million pounds).
- 2) Third party liability insurance for any incident or series of incidents with cover of not less than £2,000,000 (two million pounds) for each and every claim.
- 3) Professional indemnity insurance with cover of not less than £1,000,000 (one million pounds) for each and every claim.

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.



8.3 Corporate Requirements

8.3.1 Equality and Diversity

CSP 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.

8.3.2 Environmental Policy

CSP 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.

8.3.3 Data Protection

The contractor will comply with its obligations under Data Protection Legislation (DPL), being the UK Data Protection Legislation and the General Data Protection Regulation (GDPR) and any other directly applicable European Union legislation relating to privacy.

The tenderer will be required to provide a copy of their Data Protection policy and privacy statement if successful in securing this contract.

8.3.4 Freedom of Information

CSP Ltd 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. CSP 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.

8.3.5 Prevention of Bribery

Tenderers are hereby notified that CSP 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.

8.3.6 Health & 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.

8.3.7 Exclusion

CSP 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

8.3.8 Sub-Contracting

Tenderers should note that a consortium can submit a tender but the sub-contracting of aspects of this commission after appointment will only be allowed by prior agreement with CSP.

8.3.9 Content Ownership

By submitting a response to this ITT, the tenderer acknowledges that the copyright to all material produced during the activity will be the property of CSP.

8.3.10 Document Retention

All documentation (electronic and hard copy) produced as part of this contract will need to be returned to CSP 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.

8.3.11 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 CSP or its programme 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.

8.3.12 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.

[ESIF Branding and Publicity Requirements v8 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/612121/ESIF_Branding_and_Publicity_Requirements_v8.pdf)

9 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 based on the following tender award criteria:



Ref 6.1 Covering Letter	
Acceptable covering letter including confirmation of the requirements detailed at 8 Corporate Requirements	Pass/ Fail
Ref 6.2 Project Proposal	25
How you will deliver the Scope of Works	20
An assessment of key risk associate with the Scope of Services and your proposed management/ mitigation measures.	5
Ref 6.3 Project Team	10
Relevant experience of the staff	10
Ref 6.4 Expertise	20
Three examples of relevant events	20
Ref 5.2 Error! Reference source not found.	45
5.2.1 Fixed and Firm Price – Services	30
5.2.2 Fixed and Firm Price – Materials & Equipment	10
5.2.3 Cost Plus (Mark Up)	5
The lowest bid will be awarded the full 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 = max marks x bid / lowest bid.	

Table 3 - Tender Award Criteria

9.1 Assessment of the Tender

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

Scoring Matrix for Award 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.

Table 4 - Scoring Matrix

During the ITT response assessment period, CSP reserves the right to seek clarification in writing from the responders, to assist it in its consideration of the response. Responses will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria weightings in the table above.

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

10 Tender returns

Please submit a response to this ITT by 17:00 on 20/04/23

Please send by email to **tenders@celticseapower.co.uk** with the following wording in the subject box: "ITT Response - Strictly Confidential. Conference Production"

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

11 Disclaimer

The issue of this documentation does not commit CSP 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 CSP or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement, or representation between CSP and any other party (save for a formal award of contract made in writing by or on behalf of CSP).

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 CSP, or any information contained in CSP 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 CSP for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

CSP 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 CSP liable for any costs or expenses incurred by tenderers during the procurement process.

12 Table of Appendices

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