INVITATION TO QUOTE

**Invitation to Quote for the Development of Sector Specific Databases to support the promotion of Midlands Engine businesses overseas**

Date: 22nd January 2021

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# Introduction

* 1. East Midlands Business Limited (EMB) wishes to commission a single contractor to deliver a sector-focussed database of businesses that turnover in the region of £500k per annum and already export or have the capability or capacity to export in the near future.
	2. EMB is a subsidiary of EMB-Group Ltd. The EMB Group is a private group of companies that provides a range of business improvement and programme management services.
	3. EMB is one of two Delivery Partner for the Department for International Trade (DIT), covering the Midlands Engine region. For this procurement, EMB is acting on behalf of DIT and working in partnership with our fellow Delivery Partner, West Midlands International Trade LLP (WMIT).

# Background

* 1. DIT is the Government department responsible for:
* bringing together policy, promotion and financial expertise to break down barriers to trade and investment, and help businesses succeed
* delivering a new trade policy framework for the UK as we leave the EU
* promoting British trade and investment across the world
* building the global appetite for British goods and services
	1. For management and marketing purposes DIT’s resources in England is structured into number of four regions (Northern Powerhouse, Midlands Engine, London and the Greater South). This work is being commissioned on behalf of the Midlands Engine region by one of DIT’s Delivery Partners, EMB.
	2. From 2020/21, DIT is piloting a new role of Midlands Engine Overseas Champion in five regions: Latin America, Eastern Europe and Central Asia, Europe, India and South Africa. These roles exist to build awareness of Midlands Engine capability and increase demand for Midlands Engine sector-specific goods and services in their individual territories.
	3. The focus of this commission are the following key export sectors for the Midlands Engine region:
* Healthcare & Life Sciences (including medical devices/ technologies)
* Advanced Engineering (particularly rail and aerospace)
* Infrastructure (including mining)
* Clean Energy & Renewables
* Technology & Smart Cities
* Chemicals (including composites)
* Defence & Cyber Security
* Education
* Advanced Manufacturing & Future Mobility (particularly automotive and automotive supply chain)
* Food & Drink
* FMCG
* Business & Professional Services

# Outline Requirement

3.1 DIT has recently invested in five new roles, which are charged with promoting Midlands-based businesses in key sectors in a number of overseas marketplaces. To do this effectively, these roles need access to detailed current data on businesses that either export now or have the capability and capacity to export quickly should the right opportunity be presented. We are therefore seeking a data partner to identify and/or confirm these businesses using a variety of data sources.

3.2 DIT has also introduced a client segmentation approach which uses a series of questions to gather information which is used to categorise businesses and better tailor DIT’s response to their needs. We are therefore seeking company-specific intelligence that will feed this segmentation model. We therefore require the data gathered as a result of 3.1 to be qualified by the supplier contacting the businesses direct to assess their export readiness and receptivity using a series of questions which DIT will supply. Suppliers may undertake this element themselves or use an appropriate expert sub-contractor.

3.3 To supplement previous research, and to assist in the delivery of the Levelling Up agenda, we require information to be provided in a format that will facilitate analysis at a Local Economic Partnership (LEP) level, to enable us to clearly identify local strengths, weaknesses and reach other conclusions about key markets, export appetite and receptivity to export support.

1. **Strategic Objectives**

4.1 The strategic objectives of this project are:

* To refresh and augment the data that DIT already holds on its Datahub system in a number of sectors that deliver, or have the potential to deliver, particularly strongly for the Midlands Engine region in export markets.
* To qualify this data identifying those businesses with an appetite for export and connect them with relevant DIT services.
* To equip DIT Overseas Champions with granular information which allows them to effectively pitch Midlands-based businesses as the solutions for opportunities that arise in their particular territories.
1. **Project Deliverables**

5.1 The project deliverables are:

* A data file in an agreed format (see example in Annex A) containing a variety of data fields that can be interrogated by non-data analysts to produce results relating to their own search parameters.
* A subset of qualified data where contact has been made and export capability assessed, using a series of questions supplied by DIT. The number of questions will not exceed ten in number and will be straightforward for respondents to answer without reference to detailed business information and can be therefore completed in a single conversation.
* Documented consent for DIT to contact individuals further to discuss programmes and support that may be appropriate to their business needs in the instances where businesses have been contacted as part of the qualification element of this commission.

# Timetable for Delivery

6.1 All work must be completed and the databases supplied by 5pm 31st March 2021.

# Budget

* 1. The maximum available budget for the commission is £60,000, exclusive of VAT.

# Payment Terms

* 1. The fee for this commission will be payable in three tranches, 30% on the commissioning of the work and 70% on completion.
	2. East Midlands Business Limited’s normal payment terms for approved invoices is 30 days from date of receipt of invoice.

# Quotation Submission

* 1. Your submission should be no longer than 10 sides of A4 and should outline:
* The background to your organisation
* Relevance and track record
* Planned activity and methodology – with specific reference to the volume of businesses to be contacted, and the potential number of successfully completed calls
* Timescales and key milestones
* Key staff engaged on the project
* Proposed Deliverables
	1. Please also enclose the following with your submission:
* evidence of your financial standing;
* copies of any certificates for any standards referred to;
* examples of similar work undertaken previously with the contact details of the commissioner;
* price - your proposed fees. Please show all elements of your charges and clearly show if VAT is applicable.

# Evaluation of Submissions

* 1. Submissions will be evaluated by an Evaluation Panel which will determine which of the submissions provides us with the most confidence that those suppliers have the relevant experience, personnel and capability to meet the requirement’s objectives.
	2. Responses will be evaluated against the following criteria:

| Criteria  | Weighting  |
| --- | --- |
| Relevant Experience and Track Record of staff delivering the project  | 25%  |
| Methodology - demonstration of the understanding of the aims of the project  | 30%  |
| Confidence – that your organisation can achieve the required outputs within the prescribed timescales  | 20%  |
| Pricing – value for money  | 25%  |

# Instruction to Bidders

* 1. Please supply an electronic version of your proposal and costed quotation by the submission deadline to: tenders@emb-group.co.uk
	2. Submissions should be titled: “Sector Databases”
	3. Bidders should note that in the event that a bid is considered to be fundamentally unacceptable on a key issue, regardless of its other merits, that bid may be rejected.
	4. Bids submitted after the stipulated time and date advised will be rejected.
	5. If you require further information concerning the quotation process, or the nature of the proposed contract, in the first instance please contact tenders@emb-group.co.uk

# Corporate Responsibility and Health & Safety Considerations

* 1. East Midlands Business Limited requires providers to comply with all Health and Safety legislation and to have procedures in place for ensuring the safety of its staff, as well as third party personnel involved in assignments.
	2. Providers should possess and maintain public and professional indemnity insurance and employer’s liability insurance (if applicable). Evidence of current insurance policies and the limits of these policies must be provided as part of your tender submission.

# Copyright / Legal Ownership of Commissioned work

* 1. In all instances, full copyright of the completed strategies will pass to the client and become Department of International Trade copyright assets upon payment of invoice. The provider will waive all moral rights which they may have now or in the future (including, but without limitation) any of their rights under sections 77 and 80 of the Copyright, Designs and Patents Act, 1988, or similar laws of jurisdiction.
	2. DIT and its associated partners will have the right to use and reproduce the commissioned work without further charge or permission.

# Conditions of Bidding

* 1. Representations: A bidder may contact East Midlands Business Limited using the e-mail address tenders@emb-group.co.uk to obtain any further information about the requirements of the contract or the bidding procedures if these are not evident or clear from the documents supplied to bidders.
	2. Specification: For the avoidance of doubt, the Invitation to Quote specification document shall include all requirements explicit or implied within the specification document.
	3. EMB reserves the right to withdraw this Invitation to Quote document and all funding contained within it without notice.
	4. Bids Excluded: No bid will be considered for acceptance if the bidder has indulged or attempted to indulge in any corrupt practice or canvassed an officer of East Midlands Business Limited. If a bidder has indulged or attempted to indulge in such practices and the quotation is accepted, then grounds shall exist for the termination of the contract and the claiming of damages from the successful bidder. It is unlikely that any bid will be accepted which (a) is incomplete or inaccurately or inadequately completed or which purports to impose conditions other than those provided in the contract documents and (b) is delivered out of time or in a manner other than specified in the specification.
	5. Collusive Bidding: In submitting a quotation for this contract, the bidder confirms that he/she has not fixed or adjusted the amount of the quotation by or under or in accordance with any agreement or arrangement with any other person. The bidder also certifies that at no time, before or following the submission of the quotation, has the bidder carried out any of the following acts:
		1. communicating to a person other than the person calling for the quotation the amount or approximate amount of the proposed quotation, except where such disclosure is required for the purpose of obtaining insurance;
		2. entering into any agreement or arrangement with any person that he shall refrain from bidding or as to the amount of any quotation to be submitted;
		3. offering or paying or giving or agreeing to give any sum of money 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 other bid or proposed bid for the said work any act or thing of the sort described above. The context of this clause the word ‘person’ includes any persons and any body or association, corporate or unincorporated; and ‘any agreement or arrangement’ includes any such transaction, formal or informal, and whether legally binding or not.
	6. Freedom of Information: Information in relation to this Invitation to Quote may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000.
	7. Bidders should state if any of the information supplied by them is confidential or commercially sensitive or should not be disclosed in response to a request for information under the Act. Bidders should state why they consider the information to be confidential or commercially sensitive. This will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in the Act.
	8. It is important to note that information may be commercially sensitive for a time (e.g. during a bidding process) but afterwards it may not be. The timing of any request for information may be extremely important in determining whether or not information is exempt. However bidders should note that no information is likely to be regarded as exempt forever.

# Timetable

* 1. The timetable for the procurement process is as follows:

| **Date:** | **Activity:** |
| --- | --- |
| 22nd January 2021 | Publication of invitation to quote |
| 12pm, 5th February 2021 | Deadline for submission of quotations |
| 12th February 2021 | Notification to successful and unsuccessful bidders and contract award  |
| 31st March 2021 | Completion of contract |

* 1. Bidders should note that this timetable may be subject to change.