

TEN503 Public Relations Services for Cornwall Trade and Investment

Clarification	Response
Appendix 1 Terms and Conditions – section 10 details a £50,000 budget. Please may you clarify that this is not the budget and that it is in fact £26,000 for the six-month project as mentioned elsewhere.	The budget for this commission is £26,000 as stated in Section 4 of the Invitation to Tender specification - 'Total Budget'.
What will the frequency of payment to the awarded agency be? Monthly?	The payment frequency will be discussed and agreed with the successful tenderer upon appointment, we would envisage monthly payments to be most appropriate for this contract.
Where it says "advise the team on potential paid media placements that could support the objectives of this tender" would the subsequent cost of paid placements need to come from the £26,000 project fee or would a paid media budget be allocated in order to deliver / pay the third-party?	CTI have additional budget for paid media placement. The role of the appointed agency will be to identify paid media opportunities, CTI will manage the budget.
States that "all Tender returns must include evidence of the following as pre-requisite if the Tender return is to be considered." What evidence do you require at this stage or is a statement of confirmation enough?	Confirmation that the tenderer meets all the requirements under Section 11- Corporate Requirements, will be enough at this stage. If successful the tenderer will be expected to provide further evidence.
Does the CTI have a formal or informal role with the G7 Summit?	Cornwall Trade and Investment, as part of Cornwall Development Company, is not directly involved with the formal schedule of G7 Summit events. In the lead up to, and during the G7 Summit, Cornwall Trade & Investment will be working alongside local Cornwall stakeholders (such as Cornwall & Isles of Scilly Local Enterprise Partnership and Cornwall Council) to leverage opportunities to showcase Cornwall as a business destination, with the objective of generating inward investment and trade opportunities for the region.
Is having a physical office in Cornwall a deciding factor in the awarding of the contract?	No
Is there an incumbent supplier?	No



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<p>Is there collateral already developed by the CTI or is this a standing start? Ie, is there a developed target list that can be shared with the successful supplier? Is there a log of previous activity and results?</p>	<p>The successful tenderer will be expected to lead on the development of a strategy in collaboration with the CTI team, including a list of target outlets/publications.</p> <p>Previous activity and results will be discussed with the successful tenderer.</p>
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