



European Union

European Regional
Development Fund

Invitation to Tender

AeroSpace Cornwall

Project Evaluation and Summative Assessment

**Cornwall Development Company
TEN425**

11/05/2018



1. About Cornwall Development Company

Cornwall Development Company (CDC) is the economic development service of Cornwall Council (CC) and is part of the Corserv Group of companies.

On behalf of CC, Cornwall & the Isles of Scilly Local Enterprise Partnership (LEP) and a range of stakeholders, CDC provides a bespoke, business facing service which helps deliver the economic vision and strategy for Cornwall. We achieve this through the expertise and professional commitment of our staff covering a wide range of economic development activities.

2. Background and Context

The Cornwall and Isles of Scilly (C&IOS) Growth Programme is the European economic regeneration programme for the region. Running until 2020, it will contribute to the EU ambition to deliver smart, sustainable and inclusive growth.

Under this programme, European Structural Investment Funds (ESIF) and specifically the European Regional Development Fund (ERDF) has been allocated to promote research, development and innovation (RD&I) under Priority Axis 1b:

1.b - Promoting business investment in R&I; developing links and synergies between enterprises, research and development centres and the Higher Education sector; promoting investment in product and service development, technology transfer, social innovation, eco-innovation, public service applications, demand stimulation, networking, clusters and open innovation through smart specialisation; and supporting technological and applied research, pilot lines, early product validation actions, advanced manufacturing capabilities and first production, in particular in key enabling technologies and diffusion of general purpose technologies.

The rationale for promoting business investment in R&I:

- Business expenditure on R& D in the UK in 2012 was 1.09% of GDP, below the EU28 average of 1.30%
- There are opportunities linked to the strength of the UK knowledge base especially to encourage greater levels of commercialisation.
- In line with Smart Specialisation the focus will be on specific sectors and clusters of innovation linked to an area's natural advantage.

More details on European Structural Investment Funds (ESIF) and the European Regional Development Fund (ERDF) can be found via the links below:

[European Structural Investment Funds](#)

[European Regional Development Fund](#)

The AeroSpace Cornwall programme

The AeroSpace Cornwall RD&I programme is led by Cornwall Development Company (CDC), based in Pool and delivered in partnership with the West of England Aerospace Forum (WEAF), based in Clevedon.

The programme runs from Jan 2017 to Dec 2019 and draws on a total funding pot of £4.966m. ERDF contributes £3.187m, the CIOs Local Enterprise Partnership (LEP) contributes £150k, Cornwall Council (CC) contributes £343k and there is a requirement for private sector match contributions of £1.286m.

It offers technical and commercial support for businesses across Cornwall and the Isles of Scilly looking to develop products, services and technologies which add competitive advantage to the aerospace / space sectors.

In increasing the size and capability of the local aerospace and space clusters the programme aims to secure ongoing investment in them.

The programme specifically aims to:

- Develop an 'innovation environment' for the aerospace and space sectors by incentivising local businesses to collaborate and engage with research institutions and take advantage of national programmes to accelerate their innovation(s).
- Increase the performance and competitiveness of local enterprises, create highly skilled jobs and launch new products into the marketplace.
- Secure investment from global collaborators and investors as potential end users of the products, services and technology developed.

The programme achieves these aims through three key strands of activity:

- Accelerate R&D - A team of R&D Technology Managers offering funding, mentoring and £1,285,000 of support for 11 collaborative R&D projects with 25% - 80% funding for SME's. Typical consortia projects receive an average of £125k and run for 6-18 months, with an average of 50% of the funding matched by the business(es). There are also 20 fully funded innovation vouchers of £5k to encourage dialogue with national R&D institutions.
- Supply Chain Competitiveness – 15 programmes of up to 100 hours of fully funded supply chain competitiveness support, provided by a Supply Chain Specialist, and facilitated access to UK supply chains. Typically this runs over a 12 month period and could include the Supply Chain for the 21st century (SC21) change programme, 6 sigma process improvement and lean techniques, with the potential for accreditation to Supply Chain programmes upon completion.
- Inward investment - Access to the local supply chain, R&D expertise and innovation assets and support for investors looking to invest in / trade with business in Cornwall and the Isles of Scilly.

The AeroSpace Cornwall programme will support at least 52 businesses through grant investments and support. CDC is responsible for delivering the Inward Investment outputs, and WEAF is responsible for delivering the RD&I outputs. See Enclosure 1 for details of the outputs and outcomes which must be delivered

Key areas of focus include advanced engineering in aerospace, unmanned aerial systems (UAS), digital technologies such as embedded software and software applications using satellite communications, earth observation, navigation and meteorology. The programme also has a focus on promoting cross cutting themes, specifically promoting Women in Aerospace, STEM education initiatives and Sustainability.

In working as part of the RD&I and business support landscape in Cornwall, the AeroSpace Cornwall programme works alongside a range of other programmes such as Invest in Cornwall, Marine-i, Cornwall Agritech, the Aerohub and Spaceport Cornwall, Cornwall Innovation, South West Manufacturing Advisory Service, Unlocking Innovation Potential, Superfast Business Cornwall as well as those offered by the local universities (Exeter, Plymouth and Falmouth).

AeroSpace Cornwall also has a private sector Steering Group which directs decision making and relationships with UK Research and Innovation (UKRI), the local business community and the Aerospace and Space sectors.

3. Tender objectives

CDC is seeking to commission an experienced supplier to undertake a robust assessment of the AeroSpace Cornwall programme against its objectives and output and outcome targets.

The evaluation will consist of three phases with separate reporting requirements:

1. An interim evaluation – Completed by September 2018

The aim of the first interim evaluation is to evaluate the processes involved in delivering the Programme and to create a Summative Assessment Plan by July 2018 – see guidance via link [ERDF Summative Assessment guidance](#)

2. A second interim evaluation – completed by March 2019

The aim of the second interim evaluation is to evaluate the processes involved in delivering the programme and report progress against the Summative Assessment Plan. The second interim evaluation should include the outputs achieved to date.

3. Final evaluation – Delivered by October 2019

The final evaluation should evaluate the achievement of outputs and outcomes of the programme. It should provide evidence for the Summative Assessment Report and assess the potential legacy of the programme.

4. Tender requirements

The successful tender will be expected to undertake the following activities:-

4.1a Interim evaluation I

The first interim evaluation will primarily be concerned with process and delivery as opposed to project outcomes. The aim will be to evaluate the effectiveness of delivery, across the three strands of the programme. In addition the interim stage will evaluate the achievement of project outputs to date and identify any emerging added value provided by the programme.

This should include consideration of:

- Management and coordination.
- Branding and marketing.
- Engagement with other RD&I support providers.
- Business engagement.
- Delivery partner performance.

As well as providing an assessment of programme delivery to date, the interim evaluation should outline suggestions for further improvements which can be incorporated within planning and delivery for the final year of the programme.

Deliverables

- A Summative Assessment Plan (July)
- An interim report and executive summary. This should include a table outlining programme achievement to date in addition to implications and recommendations for future programme delivery. (September)
- A presentation outlining the key findings from the interim report to be delivered to the programme steering group. (September)

4.1b Interim evaluation II

The second interim evaluation will primarily be concerned with delivery and project outcomes. The aim will be to evaluate the effectiveness of delivery across the three strands of the programme. In addition the second interim stage will evaluate the achievement of project outputs to date and identify any emerging added value provided by the programme.

This should include consideration of:

- Management and coordination.

- Branding and marketing.
- Engagement with other RD&I support providers.
- Business engagement.
- The work of the steering group (new for second report).
- Delivery partner performance.
- Strategic added value (new for second report).

As well as providing an assessment of programme delivery to date, the interim evaluation should outline suggestions for further improvements which can be incorporated within delivery for the final six months of the programme.

Deliverables

- A Summative Assessment interim report
- A second interim report and executive summary. This should include a table outlining programme achievement to date in addition to implications and recommendations for future programme delivery.
- A presentation outlining the key findings from the interim report to be delivered to the programme steering group.

Methodology for interim evaluations

Cornwall Development Company is open to suggestions as to the best methodology to employ in order to achieve the two interim evaluation objectives as described above. We would also expect to discuss the approach in more depth with the successful tenderer at an inception meeting, to be organised after the award of the contract.

However, the approach might include the following elements:

- **A Desk-Based Review of Existing Data.** This could include an analysis of the monitoring data collected by the programme team against the outputs listed in Enclosure 1, and any other relevant data sets or documents provided by the programme team (such as RD&I cluster maps, Innovate UK applications etc.).
- **Consultations with Key Stakeholders.** This could include capturing the views of steering group member and other key partners and stakeholders.
- **Consultations with Programme Staff.** We envisage that the evaluators will capture the views of CDC and WEAFF programme staff, with a particular focus on programme delivery.
- **Beneficiary Feedback.** Although feedback will be gathered and made available as part of the Final Reports there may be a case for collecting

more in-depth qualitative information from beneficiaries and we would welcome suggestions as to how best this could be done to minimise research fatigue.

- **Assessment of progress against legacy RD&I metrics.** The following metrics have been identified and could be monitored to evaluate success:
 - a. progression to SC21 bronze level
 - b. on-going collaboration with research entities / R&D projects
 - c. engagement with national funding bodies and innovation support, such as the Department for International Trade, UK Research and Innovation, Catapult Centres, Knowledge Transfer Networks etc.
 - d. membership of national trade bodies (e.g. WEAFF, ADS, UK Space etc.)
 - e. further inward investment
 - f. R&D expenditure per person employed
 - g. media wage and GVA / job
 - h. number of firms actively exporting

4.1c Final evaluation

- A Summative Assessment final report
- A final project report and executive summary with a table outlining programme delivery against both outputs and outcomes.
- A presentation outlining the key findings, lessons learned and implications for programme legacy.

The focus of the final evaluation will be on the overall impact of the programme on its beneficiaries and stakeholders. This will include an assessment of the extent to which the programme has met the output and outcome targets set out in Enclosure 1 as well as an appraisal of the strategic added value of the programme and its impact in relation to the two cross-cutting themes.

This stage of the evaluation should also include an assessment of the programme's legacy for businesses, stakeholders, and the wider Cornish economy. As a minimum the final evaluation should include assessment of:

- **The economic impact of the programme**

This should include estimates for the number of products / services brought to the market, the number of products / services new to the firm, the jobs created, the private sector match secured and the links with research.

- **The extent to which the programme aims have been achieved**

A robust assessment of whether the programme has met its original objectives and rationale, highlighting aspects of the programme that have worked well and the areas that have not worked well.

- **The outcomes and impacts that have been achieved**

Assess how outcomes have been achieved and the scale of the impact achieved through the programme.

- **Assess the approaches to programme delivery**

Evaluate the effectiveness of the programme management, administration and operational delivery.

- **Deliver an assessment of the added value**

Consider the added value that has been achieved by the programme through impacts achieved.

- **Assess the impact of cross-cutting themes**

Evaluate the impact of the programme as regards the two ERDF cross-cutting themes: Equality and Diversity & Environmental Sustainability.

It is important to ensure businesses are engaged with and not confused by the support that is available across CIOs. The evaluation should therefore assess the extent to which the AeroSpace Cornwall programme has complimented the provision of other support available.

Methodology

CDC would envisage that the final evaluation would follow a similar approach to that of the interim evaluations, including a desk-based review of existing data, consultations with stakeholders and staff and a review of R&D metrics.

The final evaluation should, however, collect more in-depth information on beneficiary impacts. This could be in the form of feedback questionnaires, surveys or interviews and should include:

- A review of the process of measuring economic impacts which have taken place during the lifetime of the programme or are anticipated in the future. While a full assessment of the economic impact of the programme will not take place until 2020, we would expect the evaluator to support the collection of economic outcome data from participatory businesses.
- The collection and analysis of more in-depth data on the impact of the project on beneficiaries to provide some contextual information around the economic impact analysis. This should include a consideration of strategic added value and any unexpected impacts the programme may have had on the businesses.

It should be noted that while much of the output information will be made available by the programme team, there may be a need for the tenderer to collect some of the outcome information. The time and cost involved will need to be taken into account in the submission of this tender.

4.2 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 this link contained in the ERDF National Publicity Guidelines at Enclosure 2. All material will normally require the use of both the AeroSpace Cornwall logos with the ERDF logo which can be found at the link in Enclosure 2.

4.3 ERDF Cross-Cutting Themes

As detailed above, this project is partly funded through ERDF and Projects qualifying for funding support must incorporate the Cross-Cutting Themes which are essential for the achievement of a well-balanced, sustainable and innovative economy. There are two themes:

- Sustainability:

Sustainable development is about achieving an appropriate balance between environmental, social and economic objectives. This means a project needs to demonstrate how any potential negative environmental impacts associated with their project will be minimised, or mitigated, and how potential positive impacts will be maximised.

- Equality and diversity:

Equality is about respect and not treating an individual or group of people unfairly. It is about giving people equality of opportunity to access services and to fulfil their potential. Equality is therefore based on the idea of fairness while recognising everyone is different.

Diversity is about all the ways in which people differ and about recognising that differences are a natural part of society. No two people are the same and this means that many different elements make up our local community – something which should be celebrated. Diversity is about treating people as individuals and making them feel respected and valued

See also Corporate Requirements in section 8 below.

5. Budget

The total maximum budget available for this commission is £35,000 (exc VAT) inclusive of all expenses.

Tenders that exceed the total budget will not be considered.

The budget will be reviewed as part of the tender evaluation detailed in Section 10 and will reflect the degree to which there is a saving on the maximum budget (if any).

6. Tender and commission timetable

The timescale of the project is from the date of signing the contract until October 2019. The anticipated timetable for submission of the Tender, completion of the project and interim tendering/contract process milestones, are set out below.

Milestone	Date
Publication of ITT	11/05/2018
Final date for receipt of clarifications	18/05/2018
Final date for response to clarifications	23/05/2018
Deadline to return the Tender to CDC	17:00 on 25/05/2018
Evaluation of Tender by CDC - commencement	01/06/2018
Successful and unsuccessful tenderers notified	05/06/2018
Signed Contract	12/06/2018
Project inception meeting	w/c 18/06/2018
Interim evaluation I	28/09/2018
Interim evaluation II	29/03/2019
Final evaluation	25/10/2019

7. Tender submission requirements

Please include the following information in your Tender submission.

7.1 Covering letter (two sides of A4 maximum) to include:

- A single point of contact for all contact 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 its timelines
- Confirmation that the tenderer accepts all the Terms and Conditions of the Contract attached (Enclosure 3)
- Confirmation that the tenderer will be able to meet the Corporate Requirements (see Section 8) to include confirmation that Equality and Diversity and 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
- Conflict of interest statement
- Please also indicate any previous experience of working with European Funding / ERDF projects

7.2 Evidence of expertise in Project Evaluation and Summative Assessment

7.2.1 Project Evaluation and Summative Assessment: relevant experience of the staff who would carry out the work based directly on the nature of the work specified within this project

7.2.2 Project Evaluation and Summative Assessment: three examples of other relevant commissions held by your organisation with contact details of referees, approximate costs and outcomes and details of the similarities between the example and the work being tendered for

7.3 Project proposal to a methodology outlining how you will approach / deliver the project.

Organisations should prepare a proposal of no more than 20 pages setting out:

- your understanding of the outlined evaluation requirements, and specific summative assessment guidelines
- the approach to meet those requirements and guidelines
- project risks and mitigations
- breakdown of research tasks, the number of days allocated to each, who will do them and a timeline

7.4 Budget

Provide a breakdown of costs for the following elements:-

- i) A **fixed fee** for this work, to exclude VAT but include all travel and other expenses
- ii) A schedule of day rates for any additional work that may be required

8. 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 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.

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 must effect 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:

- Professional indemnity insurance with a limit of liability of not less than £1 million;
- Public liability insurance with a limit of liability of not less than £5 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. The tenderer will be required to provide a copy of their insurance policies if successful in securing this contract.

In addition, the contract will be subject to the following legislation.

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.

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

Publicity

In order to comply with the necessary publicity regulations that accompany ESIF funds all promotional material, meeting invites, questionnaires and reports must at all times comply with the latest guidelines. The Secretary of State has published the National European Structural and Investment Fund Publicity Guidance to assist grant recipients to comply with the Regulations referred to in the paragraph above. The chosen contractor will be required to agree all project paperwork design with the project manager at the start of the contract to ensure that the necessary conditions have been met. The appointed contractor must comply with the publicity requirements in all activities, events, and literature developed as part of this contract. The link to the ERDF publicity requirements can be found at Enclosure 2.

Sub-contracting

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

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 CDC.

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.

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 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.

9. 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:

gail.eastaugh@cornwalldevelopmentcompany.co.uk by **18/05/18** and strictly in accordance with the Tender & Commission Timetable in section 6.

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.

10. 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 Track Record	30
7.2.1 Project Evaluation and Summative Assessment: relevant experience of the staff	15
7.2.2 Project Evaluation and Summative Assessment: examples of other relevant commissions	15
Ref 7.3 Methodology	50
Project proposal to a methodology outlining how you will approach / deliver the project.	
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 x lowest bid / bid	

Assessment of the Tender (7.2-7.4)

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.

During the tender assessment period, CDC 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 in the table above.

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.

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 3).

11. Tender returns

Please submit the Tender document by email or post or in person by 17:00 on 25th May 2018.

If submitting electronically, please send by email to tenders@cornwalldevelopmentcompany.co.uk with the following wording in the subject box: "Tender TEN425 Strictly Confidential AeroSpace Cornwall Project Evaluation and Summative Assessment"

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 TEN425 Strictly Confidential AeroSpace Cornwall Project Evaluation and Summative Assessment"

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.

12. 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.

13. Enclosures

1. Details of AeroSpace Cornwall outputs and deliverables
2. ERDF Publicity Guidelines
[https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/634288/ESIF Branding and Publicity Requirements.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/634288/ESIF_Branding_and_Publicity_Requirements.pdf)
3. Terms and Conditions of the Contract