

Invitation to Tender

Design and production of stand display at Farnborough International Airshow

TEN 386



About Invest in Cornwall

Invest in Cornwall (IiC) is part of Cornwall Development Company (CDC), an arms-length economic development provision of Cornwall Council (CC). IiC is funded by the European Regional Development Fund (ERDF) and Cornwall Council (CC).

IiC exists to help and encourage companies and investors to establish businesses in Cornwall; providing relevant information, making introductions, and advising on financial assistance available. IiC focuses on key 'smart specialisation sectors' which are industries deemed as best suited to operating in Cornwall and are therefore targeted for inward investment opportunities to Cornwall.

The Aerohub Enterprise Zone (EZ) is an asset being promoted by IiC at Farnborough Airshow due to the inward investment opportunities related to aerospace and space sectors.

Background / Context

The Aerohub EZ consists of three main sites, Cornwall Airport Newquay, the adjacent Business Park, and Goonhilly Earth Station (GES).

To broaden its delivery strategy, the focus on the Airport's strategy has shifted from a purely passenger driven business, to encompassing other aerospace activity. To further support this diversification, in 2011 the Government announced that Cornwall Airport Newquay would be awarded Enterprise Zone status. The Airport's Enterprise Zone, entitled Aerohub EZ, launched in 2012 and has been receiving a large amount of industry interest.

Aerohub EZ's target markets are:

- Unmanned Aerial Systems (UAS)
- Flight Training providers, including search and rescue, rotary-wing and fixed-wing
- Maintenance Repair and Overhaul (MRO)
- Space

Adjacent to the airport is a 35 Ha (87 acres) Business Park development site; 21 hectares (53 acres) have been fully serviced, and plots are currently available. The site will aim to capture aerospace supply chain activities, Cornwall Airport Newquay related demand, as well as companies in the following sectors:

- Renewable Energy
- ICT
- Advanced Engineering

In April 2016, Goonhilly Earth Station (GES) was added to the Aerohub EZ and this will be 'launched' at Farnborough Airshow 2016.

GES is famous for many reasons, but perhaps most notably, for receiving the first ever trans-Atlantic satellite TV images, broadcast by Telstar, on 11 July 1962.

GES is set for a transformation to a new Space Science centre by Goonhilly Earth Station Ltd. GES is open for commercial business, and is fully operational as a satellite communications teleport. GES carries business internet data, and also is used as a command and control centre gateway for controlling various satellite

GES target sectors include:

- Satellite communications
- ICT
- Space operations training

Tender Requirements & Objectives

The tenderer will be required to produce, plan and manage the design and build of an "Aerospace In Cornwall" stand (56m²), and graphics will be required for a small 'Space in Cornwall' pod (design only, 1m x 2m), both for Farnborough International Airshow on 12 July 2016.

The following objectives should be achieved:

- Promote opportunities at the Aerohub EZ and attract inward investment
- Promote the success of existing inward investor companies on site and support their growth
- Raise the profile of the Aerohub EZ
- Communicate key messages in each sub sector (MRO; UAS; Flight Training; Space) of the Aerohub EZ offer
- Develop effective communication material to engage with target audiences

The budget for this tender is £20,000 ex vat.

The following important branding requirements must be followed:

- Logos – use current logos and corporate identity designed for Aerohub EZ. Brand guidelines will be provided. Please see **Appendix B** for more details.
- The Invest in Cornwall project is in receipt of ERDF monies and as such it is necessary for all forms of marketing (including every accessible / viewable option) to properly accredit the key support from the European Union. Principally, this will include use of the ERDF logo as a minimum.
- The Aerohub project is funded by Cornwall Council and the LEP and all forms of marketing (including every accessible / viewable option) to properly accredit the key support from these partners.

Within the submission, the tenderer should demonstrate how the above objectives will be met by providing the following information. Score weightings are detailed against each criteria.

Criteria	Score weighting
<p><u>Covering letter</u> (2 pages maximum) stating:</p> <ul style="list-style-type: none">• Contact name for further correspondence• That the tenderer has the resources available to meet the requirements outlined in this brief – and within the tender timetable• That the tenderer accepts all the Terms and Conditions of the Contract attached in Appendix A• That the contractor holds current valid insurance policies as set out above and if they are due to expire during the course of the commission to provide renewal notices prior to their expiry dates• Any potential conflicts of interest which may occur, should your company be selected• The point of contact within the contractor organisation in relation to this tender• Confirmation and proof of Insurances, Equality, Diversity & Environmental Policies / Practices as detailed later in this document	Pass / Fail

<p><u>Design proposition</u></p> <p>“Aerospace in Cornwall” stand:</p> <ul style="list-style-type: none"> • To advise and make arrangements for stand electricity, lighting, furniture, AV equipment and meeting area facilities • To design and print graphics to be used on the stand • To build the stand before the exhibition and dismantle at the conclusion • To store graphics for subsequent exhibitions, if required • To work with the IiC / Aerohub EZ team during the course of the project • To accommodate the following requirements for a bespoke design: <ul style="list-style-type: none"> • Corner stand (open on two sides) approach, with Aerohub EZ as the central offer • Lockable storage room • Central brochure racks • Central screen with built in USB facility for showing video footage • Four organisations to be housed on this one stand • Storage for each company • Each company to have counter/table, seating and power supply • Area for two models (148cm x 25cm x 39cm and 78cm x 133cm x20cm) the latter can be wall mounted) <p>“Space in Cornwall” pod:</p> <ul style="list-style-type: none"> • Design graphics for desk and backdrop to be used on the pod (shell scheme in place, <i>no build required</i>) • Provide graphics to pod producer in the required format 	60%
<p><u>Relevant Experience</u></p> <p>Provide examples of two stands you have previously created, which you consider demonstrate a track record of achievement in dealing with similar audiences.</p> <p>Each project example should be provided digitally and further details should be presented on no more than two sides of A4.</p> <p>Examples should highlight:</p> <ul style="list-style-type: none"> ○ Key similarities between these projects and the proposed commission ○ The client ○ Approximate cost ○ Outcomes 	20%
<p><u>Cost</u></p> <p>A breakdown of costs and day rates including an explanation of how you will charge for activity, e.g. hourly rate / by activity and how you propose to manage the budget.</p>	20%

Tender Returns

Tenders may be returned by email or post, or by delivery in person.

Latest date to be returned: 25th April 2016
Latest time to be returned: 12.00 Noon

If submitting by email, tenders should be sent electronically to finance@cornwalldevelopmentcompany.co.uk with the following message clearly noted in the subject box:

"Tender TEN 386 - Strictly Confidential – Design and production of stand display at Farnborough International Airshow".

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 TEN 386 - Strictly Confidential – Design and production of stand display at Farnborough International Airshow. For the attention of 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.

Tender Assessment

Each tender will be checked for completeness and compliance with all requirements.

During the evaluation period, the Company 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 detailed in the criteria table above.

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

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:

Scoring Matrix for Tender 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.

Tender Clarifications

Any clarification queries arising from these Tender Documents which may have a bearing on the offer should be raised via Contract Finder as soon as possible, and in accordance with the Tender Timetable below. There will be no negotiation on any of the substantive terms of these Tender Documents.

All requests for clarification are to be submitted by email to Nikki@investincornwall.com as soon as possible and strictly in accordance with the Tender & Commission Timetable below. Response to clarifications will be uploaded 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 contractor (s). All such correspondence shall be returned with the Tender Documents and shall form part of the Contract.

Point of Contact

Tenderers must provide a single point of contact in their organisation for all contact between the contractor and CDC during the tender selection process.

Tender and Commission Timetable

The anticipated timetable for submission of the tender, completion of the commission and interim milestones, are set out below. If delivery of the milestones can be achieved any earlier by the tenderer, this should be stated clearly in the tender return.

Milestone	Start Date	Completion Date
Dispatch of Tender Documents	11/04/2016	11/04/2016
Date for raising clarifications	11/04/2016	14/04/2016
Final date / time for response to clarifications on Contracts Finder	11/04/2016	15/04/2016
Deadline to return the Tender to IiC	25/04/2016	25/04/2016
Evaluation of Tender by IiC	27/04/2016	29/04/2016
Award of contract by IiC	02/05/2016	03/05/2016
Commencement of Service	03/05/2016	17/07/2016
Regular development updates / meetings	04/05/2016	01/06/2016
Stand / pod fully designed, services booked & graphics printed	01/06/2016	01/07/2016
Stand produced and assembled for start of Farnborough Airshow	10/07/2016	10/07/2016
Stand dismantled at end of Farnborough Airshow	17/07/2016	17/07/2016

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 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 commission.

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 commission.

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 commission, 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 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 should note that the following Corporate Requirements will also apply;

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 ("the 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

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: -

- (a) Articles 115 and Annex XII of Regulation 1303;
- (b) Chapter II and Annex II of Regulation 821.

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 and is attached for reference. The chosen contractor(s) will be required to agree all project paperwork design with the project manager at the start of the commission to ensure that the necessary conditions have been met.

The appointed contractor(s) must comply with the publicity requirements in all activities, events, and literature developed as part of this commission.

Sub-Contracting

Tenderers should note that the sub-contracting of aspects of this commission will not be considered.

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.

Tenderers shall be responsible for their own costs and expenses in connection with or arising out of their response. 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.

Appendix A

Contract Terms & Conditions

Appendix B

Logo requirements:

<p>Aerohub</p>  The Aerohub logo features the word "AER" in black, a stylized yellow and orange arrow curving upwards and to the right, and the word "HUB" in yellow.	<p>European Regional Development Fund</p>  <p>European Union European Regional Development Fund Investing in your future</p>
<p>Invest in Cornwall</p>  The logo for Invest in Cornwall features a stylized black and white flame-like symbol above the text "INVEST IN CORNWALL" in black.	<p>Cornwall Airport Newquay</p>  The logo for Cornwall Airport Newquay features a stylized grey and orange bird-like shape above the text "Cornwall Airport Newquay" in black.
<p>Enterprise Zone</p>  The logo for Enterprise Zones features a colorful circular graphic composed of red, blue, and white segments, with the text "Enterprise Zones" in blue below it.	<p>CIOS LEP</p>  <p>CORNWALL & ISLES OF SCILLY LOCAL ENTERPRISE PARTNERSHIP</p>
<p>Cornwall Council</p>  The Cornwall Council logo features a crest with a bird and a shield, with the text "CORNWALL COUNCIL" in black below it.	

ERDF & ESF Branding and Publicity Requirements v2, 22nd October 2015: