



**NORTH WEST AEROSPACE ALLIANCE
TENDER DOCUMENTS**

NWAA Tender Number: TASCE2-SS-001

**Shared Services Design, Development and Contract
Management services**

15th January 2010

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INVITATION TO TENDER

1. You are invited by The North West Aerospace Alliance (from now on referred to as NWAA) to submit a tender for the services described in the Contract – Shared Services Design, Development and Contract Management Services – 15th January 2010
Details of the services are set out in Schedule 1
2. You are must register your interest in tendering for this piece of work by e-mail. The e-mail should be sent to sally.giles@aerospace.co.uk no later than 25th January 2010.
 - 2.1. If you do not want to submit a tender, you are requested to advise by e-mail the contact as above. If you are also willing to state your reasons, it would be appreciated, though you are of course under no obligation to do so.
3. Two hard copies - one original and one copy (so marked) of your tender and proposals must be delivered by 0900hours GMT on Monday 15th February 2010. One copy must also be submitted on Compact Disc.
 - 3.1. Tenders must be returned to the NWAA as detailed in section 9.3 of the Instructions to Tenderer
4. Your Tender Price submission must comply with the requirements set out in Schedule 1, section 2.6 and completed on the Cost sheet template (Excel File name- Shared Services Tender Response Cost Sheet Template Jan10). The costs must be fixed for the period stated in Schedule 1.
5. The contract period will be as stated in Schedule 1, unless terminated or extended by NWAA.
6. Please read all the documents listed in the FORM OF TENDER (LEGF001) and seek guidance from the named contact in section 2 of this INVITATION TO TENDER (LEG005) if you have any queries. Should you be successful, these documents and any subsequent correspondence between you and NWAA will form a binding contract between you and NWAA.
7. The FORM OF TENDER must be completed and returned with your submission.
8. Any queries relating to the Tender should be relayed to sally.giles@aerospace.co.uk

INSTRUCTIONS TO TENDERERS

1. Confidentiality of Tenders

- 1.1. All tender documents are PRIVATE AND CONFIDENTIAL.
- 1.2. Please note the following requirements, any breach of which will invalidate your Tender:
 - 1.2.1. You must not tell anyone else, even approximately, what your tender price is or will be, before the date of contract award.
 - 1.2.2. You must not try to obtain any information about anyone else's tender or proposed tender before the date of contract award.
 - 1.2.3. You must not make any arrangements with another party about whether or not they should tender, or discuss details of Tender prices except where Tenderers are considering joint or team bids which will be accepted, providing all participants to the discussions surrounding the bid are clearly stated in the tender response.
 - 1.2.4. Tender documents may not be transferred to anyone other than the firm named in the invitation to tender without the prior specific approval of NWAA.

2. Form of Tender (ref LEGF001)

- 2.1. The FORM OF TENDER (Ref LEGF001) must be completed, signed and submitted in accordance with these Instructions to Tenderers together with your detailed Response to Tender. Your Response to Tender should explain in detail how you would propose to provide the services as outlined in the Specification, Schedule 1. All documents connected with the tender must be completed in English, fully priced in Pounds Sterling and totalled. The documents should either be typed or completed in ink.
- 2.2. There should be no unauthorised alterations or additions to any component of the tender documents. Prices etc. may be altered by striking through the incorrect figures and inserting the correct figures above them. All alterations must be initialled.
- 2.3. In completing the Response to Tender (PowerPoint file) reference should be made to the Information requirements specified in Schedule 1, Section 2.

3. Qualifications

- 3.1. Tenders must be submitted in accordance with the tender documents. NWAA may not consider any tender which is disqualified by any terms or conditions of contract or general reservations however expressed.

4. Incomplete Tenders

- 4.1. NWAA may not consider tenders that do not contain all information and particulars requested.

5. Performance

- 5.1. It will be assumed that performance and delivery of any reports will take place as specified in these documents. If so wished earlier performance may be offered by confirming details in your Response to Tender.

6. Alternative Tender(s)

- 6.1. Alternative tender(s) may be offered involving modifications to the specified requirements, but will only be considered if accompanied by a tender based strictly on the tender documents. Alternative tenders must be free of qualifications as stated above at paragraph 3 and be fully priced to show clearly how and where costs differ from the primary tender. Technical queries should be referred to the officer nominated in the INVITATION TO TENDER, Section 2, in order to ascertain what special criteria and requirements may apply in respect of the alternatives or modifications being contemplated. Any such approach will be treated in confidence.
- 6.2. Any alternative tender involving modifications to the specified requirements will be assessed on its merits and, if considered valid, may be accepted without recourse to re-tendering.

7. Prices

- 7.1. All unit rates and prices must be quoted in Pounds Sterling and decimal fractions of a pound. There is no restriction on the number of decimal places, but the product of multiplying the rate by the quantity must be expressed in Pounds Sterling and whole Pence. The prices quoted should be Firm for any contract expected to last less than two years and the first two years of longer contracts.

8. Value Added Tax (VAT)

- 8.1. Tendered prices must exclude VAT. Where indicated VAT should be shown separately. Invoices must show VAT separately.

9. Submission of Tenders

- 9.1. Two hard copies should arrive no later than 12 noon (GMT) on the specified date of return. One electronic copy must also be submitted to the recipient on Compact Disc.
- 9.2. The electronic copy can be submitted on Compact Disc with the hard copies before the specified date of return.
- 9.3. Tenders must be sealed in an envelope clearly marked "PRIVATE AND CONFIDENTIAL - TENDER DOCUMENTS ENCLOSED" and the TITLE OF THE TENDER – Shared Services Design, Development and Contract Management services - must be identified on the Envelope and returned to:

Miss S D Giles
Commercial Assistant
North West Aerospace Alliance
Pendle Business Centre
Commercial Road
Nelson
Lancashire
BB9 9BT
United Kingdom

- 9.4. NWAA reserves the right to reject any tender received after the Tender Deadline for whatever reason. It is recommended that tenders be sent by registered post; recorded delivery service; Datapost or delivered by hand. The envelope, including the franking, and any associated paperwork delivered with the tender envelope must not identify the sender.

10. Tender Evaluation

Pre-qualification selection and evaluation of all received tenders will take place following the closing date for submission. The shortlisted organisations will be invited for further dialogue with the selection panel about their tender submission. Discussions will take place on 2nd and 3rd March 2010 at the NWAA Offices.

The invitation to discuss tenders with the selection panel will be extended to the shortlisted organisations on Monday 22nd February 2010.

11. Tender Validity

- 11.1. Tenders should remain open for acceptance for a minimum of 60 days from the Tender Deadline or for such other period as may be specified by NWAA.

12. Right to Accept Portion of Tender; Lowest or Any Tender

- 12.1. Unless stipulated by the Tenderer, NWAA reserves the right to accept any part of the tender. NWAA is not bound to accept the lowest of any tender or part thereof.
- 12.2. The following will be considered by NWAA in the evaluation of Tenders:
- 12.2.1. 40% Daily rates and delivery of project within total budget as set out in Schedule 1, Section 1.5
- 12.2.2. 30% Experience in development of commercial models and contract management.
- 12.2.3. 20 % Availability, ability to respond quickly and flexibly to the needs of the project.
- 12.3. Tenderers should include any information that will be of assistance in the evaluation of Tenders

13. Terms of Payment

- 13.1. NWAA normally makes payment within 30 days of receipt and agreement of invoice unless otherwise stated in the documents.

14. Additional Information to be Included in Response to Tender

- 14.1. The Response to Tender must include a Signed FORM OF TENDER.

15. ERDF Procurement Regulations

- 15.1. The Tender is in-line with the Regulations set out in the following documents:

OGC/HMT Guidance on Competitive Dialogue
The Public Contract Regulations 2006

It is advisable that both the above documents be read and understood prior to submitting a Response to Tender.