

**NORTH WEST AEROSPACE ALLIANCE
REQUEST FOR QUOTATION
Management Accountancy Services**

NWAA TENDER NUMBER TNWAA-ACC-2019

**North West Aerospace Alliance provision of Management
Accountancy Services**

29th January 2019

Northwest Aerospace Alliance™ - Northwest Aerospace Alliance, NWAA and ASCE are all Trade Marks

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1. Glossary of Terms

Management Accountancy Services	The Management Accountancy Services to be provided to the NWAA by the successful Service Provider.
Bidder	Each of the organisations to whom this RFQ is issued
Bidder Party	Any employee, consultant, advisor, agent, officer or Sub-Contractor of the Bidder
ERDF	European Regional Development Fund
Information	The information contained within this RFQ, or issued with the RFQ, or which has been made available to the Bidder in connection with this RFQ process.
NWAA	North West Aerospace Alliance
NWAS	North West Aerospace Solutions Limited (a subsidiary of NWAA)
RFQ	Request for Quotation
Service Provider	The organisation engaged by the NWAA to deliver the Management Accountancy Services
Services	The services being provided by the Service Provider as detail in section 4 of this RFQ
Quotation	A proposal submitted by a Bidder in response to this RFQ
VAT	Value Added Tax

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2. Important Notices

a. Introduction

You are invited to submit a proposal to the NW Aerospace Alliance for the provision of Management Accountancy Services. This RFQ is made available on condition that it is used in connection with the Quotation and for no other purpose.

- i. The issue of this RFQ in no way commits the NWAA to enter into any contract pursuant to the RFQ process. The NWAA is not bound to accept the lowest priced Quotation or any Quotation and also reserves the right to accept any Quotation either in whole or in part or parts.
- ii. Each Bidder will bear its own costs of submitting a Quotation. The NWAA reserves its position as to whether or not it will enter into contractual arrangements and the cost of submitting a Quotation will be entirely at the Bidder's risk.

b. Confidentiality

- i. Subject to the exceptions referred to in Paragraph ii, the Information in this RFQ is being made available by the NWAA on condition that:
 1. Bidders shall at all times treat the Information as confidential;
 2. Bidders shall not disclose, copy, reproduce, distribute or pass the Information to any other person at any time or allow any of these things to happen;
 3. Bidders shall not use the Information for any purpose other than for the purposes of making (or deciding whether to make) a Quotation;
 4. Bidders shall procure that each Bidder Party who receives any of the Information is made aware of, and complies with the provisions of, this paragraph as if it were a Bidder.
- ii. Bidders may disclose, distribute or pass Information to another person (including but not limited to, for example, the Bidder's insurers) if either:
 1. This is done for the sole purpose of enabling a Quotation to be made and the person receiving the Information undertakes in writing to keep the Information confidential on the same terms as set out in this document; or
 2. The Bidder obtains the prior written consent of the NWAA in relation to such disclosure, distribution or passing of Information.
- iii. The NWAA may disclose detailed information relating to Quotations and information provided by the Bidder during the RFQ process to the NWAA's members, directors, officers, employees, agents or advisors. The NWAA also reserves the right to disseminate information that is materially relevant to this RFQ process to all Bidders, even if the information has only been requested by one Bidder, subject to the duty to protect any Bidder's commercial confidence in its Quotation.

c. Accuracy of the Information and liability of the NWAA

- i. The Information has been prepared by the NWAA in good faith but does not purport to be comprehensive or to have been independently verified. Nothing in this RFQ shall be a promise or representation as to the future requirements of the NWAA.

Copyright

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- 1.1.1. The copyright in this RFQ is vested in the NWAA and may not be reproduced, copied or stored in any medium without the prior written consent of the NWAA.
- 1.1.2. This RFQ, and any document issued as supplementary to it, are and shall remain the property of the NWAA and must be returned (or deleted) upon demand.
- 1.2. Freedom of Information
 - 1.2.1. From time-to-time, the NWAA enters into contract with public bodies who are subject to the requirements under the Freedom of Information Act 2000. As such, the NWAA may be obliged to assist and co-operate with the requirements of the public body to meet its obligations under the Act. Accordingly, all information submitted to the NWAA may need to be disclosed to the public body in response to a request under the Act.
 - 1.2.2. If a Bidder considers that any of the information included in their Quotation is commercially sensitive, it should identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity.
 - 1.2.3. Bidders should be aware that, even where they have indicated that information is commercially sensitive, the NWAA might be required to disclose it under the Act if a request is received.
 - 1.2.4. Bidders should also note that the receipt of any material marked 'confidential' or equivalent by the NWAA should not be taken to mean that the NWAA accepts any duty of confidence by virtue of that marking.

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Background Relating to the RFQ

1.3. North West Aerospace Alliance

- 1.3.1. The NWAA is a flagship aerospace organisation representing some 700 member companies and stakeholders involved predominantly in the Northwest of England aerospace cluster and provides vital links between the prime contractors (Primes), all levels of the supply chain, academia, local government and other stakeholders in the industry.
- 1.3.2. The NWAA “shapes” the industry through strategic thinking and delivery, by driving innovation and providing supply chain excellence and other business support programmes.
- 1.3.3. Our mission is to provide a fully integrated support structure for the Northwest aerospace and defence companies and in doing so make a real contribution to the Northwest aerospace industry.
- 1.3.4. It is worth noting that the NWAA is a private company limited by guarantee and not a public sector organisation. However, from time-to-time, the NWAA is subject to EU Procurement Regulations, including the Public Contracts Regulations 2006 (as amended), under the terms of its contracts with external parties.
- 1.3.5. For further information on the NWAA, please refer to: <http://www.aerospace.co.uk/>.

2. NWAA Requirements

2.1. Scope of this Procurement

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2.1.1. The aim of this Procurement is to engage a Service Provider to provide Management Accountancy Services for the NWAA from 1st April 2019 to 31st March 2022.

2.1.1.1. The NWAA requires the successful Bidder to prepare the Management Accounts in line with the agreed timetable using the following processes-

2.1.1.2. Dial in remotely to NWAA offices to input data & retrieve reports Trial Balance etc.;

2.1.1.3. Create and input monthly Management Account Journal;

2.1.1.4. Ensure that all the Nominal Control Accounts are balanced;

2.1.1.5. Ensure Bank Reconciliations, VAT and Payroll are up to date;

2.1.1.6. Ensure all the Project information is up to date;

2.1.1.7. Work through information checklist to ensure the information required has been received; and

2.1.1.8. Liaising with NWAA Finance for clarification of any queries

2.1.2. NWAA does not expect to pay for:

2.1.2.1. Time or expenses for Service Provider staff attending meetings at the NWAA offices.

2.1.2.2. Time or expenses for Service Provider staff attending NWAA Board, AGM and Audit Committee meetings.

2.1.2.3. Telephone conversations with Service Provider staff in relation to arranging any of the above.

2.1.2.4. Corrective activity following errors on Service Provider's part or relating to addressing areas of concern due to the Service Provider's failure to undertake appropriate checks.

2.2. Service Provider Qualifications

2.2.1. The Successful Service Provider shall provide details of accreditation(s) and have experience of public funding such as RGF and ERDF.

2.3. Invoicing and Payment

2.3.1. Invoices shall be submitted in arrears. Invoices should be accompanied by a detailed statement including: a breakdown of the services provided; the names of the Service Provider's personnel involved; and the associated dates and times.

2.3.2. Payment of approved invoices shall normally be made by BACS within 30 days of the end of the month following receipt of such invoice.

3. Quotation Requirements

3.1. Content

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- 3.1.1. Bidders must include, when submitting a Quotation, all of the information set out in this Section 3.1 of this RFQ.
- 3.1.2. The Quotation should be as concise as possible, whilst providing sufficient information to enable the NWAA to evaluate the Quotation in accordance with this RFQ.
- 3.1.3. The Quotation should include:
- 3.1.3.1. Capability statement to demonstrate the Bidder's ability to deliver the NWAA requirements;
 - 3.1.3.2. Names of the Bidder's personnel, that would deliver Management Accountancy Services to the NWAA and a summary of their relevant qualifications, skills and experience;
 - 3.1.3.3. A completed Pricing Schedule in the form contained within the Appendix.

3.2. Submission Date

Quotations should be submitted by 09:00am on Friday 1st March 2019 in electronic format to:

Contact:	Sharon McDonald, Company Secretary
e mail:	sharon.mcdonald@aerospace.co.uk

3.3. Scoring

3.3.1. Quotations will be scored in accordance with the following:

Area	Weighting
Capability Evidence of the Bidder's capability to provide Management Accountancy Services in support of the NWAA's requirements. Confirmation that the Bidder has appropriate personnel with relevant skills and expertise to provide Management Accountancy Services in support of the NWAA's requirements.	40%
Cost Service Provider Rates, and Payment Terms as detailed in the Pricing Schedule (Appendix).	60%

Appendix – Pricing Schedule

Table 1 - Service Provider's Personnel

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Name	Position	Accreditation / Qualification
<i>[Add names of relevant personnel]</i>	<i>[Identify role e.g. Accountant, partner, associate and relevant area of expertise]</i>	<i>[eg CIMA, ACCA, ACA, CIPFA etc]</i>

Table 2 – Service Provider’s Experience of Public Funding

<i>[Details of public funding ie RGF, ERDF etc]</i>

Table 3 – Rates

Item	Charges
Monthly Completion of Management Accounts	
Ad hoc hourly rate	
Ad hoc daily rate	

Table 4 – Payment Terms

<p>Please confirm your acceptance of the NWAA Requirements for invoicing and payment (Section 5.2).</p> <p>If ‘No’ please provide details of your proposed payment terms below.</p>	<p>Yes / No</p>
<p>Payment Terms</p> <p><i>[Please insert details of proposed invoicing and payment terms, if applicable.]</i></p>	