

NORTH WEST AEROSPACE ALLIANCE REQUEST FOR QUOTATION

**North West Aerospace Alliance provision of
Printed Materials**

Issued: 13/02/2020

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

Contents

1. Glossary of Terms.....	3
2. Important Notices.....	3
2.1. Introduction	3
2.2. Confidentiality.....	3
2.3. Accuracy of the Information and liability of the NWAA	3
2.4. Copyright.....	4
2.5. Freedom of Information	4
3. Background Relating to the RFQ.....	4
3.1. Northwest Aerospace Alliance.....	4
4. NWAA Requirements	4
4.1. Scope of this Procurement.....	4
5. Quotation Requirements	5
5.1. Content	5
5.2. Quotation Validity.....	5
5.3. Submission Date.....	5
5.4. Amendments.....	5
Appendix 1 – NWAA Requirements	6
Should you require further details regarding the NWAA Requirements and / or samples of artwork please contact christine.martin@aerospace.co.uk	6
Appendix 2 – Pricing Schedule	7
Appendix 3 – NWAA Standard Terms & Conditions	8

1. Glossary of Terms

Bidder	Each of the organisations to whom this RFQ is issued
Contractor	The organisation engaged by the NWAA to deliver the Printed Materials.
Funders	The public bodies such as the Secretary of State for Business, Innovation and Skills (BIS) and the Department for Communities and Local Government (DCLG) that the NWAA has entered into contracts with to deliver public funded project(s).
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.
Printed Materials	The printed materials and stationery to be provided to the NWAA by the successful Contractor as detailed in Appendix 1 (NWAA Requirements).
NWAA	North West Aerospace Alliance
RFQ	Request for Quotation
Quotation	A proposal submitted by a Bidder in response to this RFQ
VAT	Value Added Tax

2. Important Notices

2.1. Introduction

- 2.1.1. You are invited to submit a proposal to the NWAA for the provision of Printed Materials. This RFQ is made available on condition that it is used in connection with the Quotation and for no other purpose.
- 2.1.2. 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.
- 2.1.3. 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.

2.2. Confidentiality

- 2.2.1. The NWAA may disclose detailed information relating to Quotations received and information provided by the Bidder(s) 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.

2.3. Accuracy of the Information and liability of the NWAA

- 2.3.1. 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.

2.4. Copyright

2.4.1. 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 (other than for the purposes of making a Quotation).

2.4.2. 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.

2.5. Freedom of Information

2.5.1. The NWAA is currently delivering a number of public funded projects. A number of NWAA Funders are subject to the requirements under the Freedom of Information Act (FOIA) and under the terms its contracts with the Funder's the NWAA is obliged to assist and co-operate with the Funders to meet their obligations under the FOIA. Accordingly, all information submitted to the NWAA by the Contractor, including Confidential Information, may need to be disclosed to the Funders in response to a request under the FOIA.

2.5.2. 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.

2.5.3. Bidders should be aware that, even where they have indicated that information is commercially sensitive, the NWAA might be required to disclose it its Funders under the FOIA if a request is received.

2.5.4. 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.

3. **Background Relating to the RFQ**

3.1. North West Aerospace Alliance

3.1.1. The NWAA is a flagship aerospace organisation representing some 700 member companies and stakeholders involved 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.

3.1.2. The NWAA "shapes" the industry through strategic thinking and delivery, by driving innovation and providing supply chain excellence and other business support programmes.

3.1.3. 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.

3.1.4. For further information on the NWAA, please refer to: <http://www.aerospace.co.uk/>.

4. **NWAA Requirements**

4.1. Scope of this Procurement

4.1.1. The aim of this Procurement is to engage a Contractor via a framework agreement to provide Printed Materials to the NWAA from 1st April 2020 to 31st March 2022.

4.1.2. Bidders should note that the NWAA's requirements for Printed Materials will vary and the NWAA cannot guarantee the quantities or type of Printed Materials that will be required by the NWAA under any resultant contract.

- 4.1.3. The scope of Printed Materials is detailed in Appendix 1 (NWAA Requirements). The Printed Materials comprises some items which will definitely be required and will be ordered at specific times throughout the year (e.g. Plane Talk) and other items which will be ordered as and when required (e.g. business cards, letter heads).
- 4.1.4. A key requirement for the NWAA is consistency of branding and colours particularly for things such as business cards which are likely to be ordered at various times throughout the year.
- 4.1.5. All artwork will be provided by the NWAA in pdf format.
- 4.1.6. Any queries regarding the NWAA Requirements should be addressed to: christine.martin@aerospace.co.uk by no later than 13th March 2020.

5. Quotation Requirements

5.1. Content

- 5.1.1. Bidders must include, when submitting a Quotation, all of the information set out in this Section 5.1 of this RFQ. Bidders should also refer to the NWAA Standard Terms & Conditions (Appendix 2) when preparing their Quotation as these will form the basis of any resultant contract.
- 5.1.2. The Quotation should include:
 - 5.1.2.1. Completed Pricing Schedule (Appendix 2). Bidders are requested to complete in full the columns headed "Total Price for Quantity" and "Lead-Time" for each item listed. Where applicable Bidders should complete the right hand column "Details of any Volume Discounts" which apply to particular items e.g. multiple quantities printed at the same time; multiple sets of business cards requested in one order etc.
 - 5.1.2.2. Estimated lead-times for each item detailed in Appendix 2.
 - 5.1.2.3. Details of any volume discounts that apply to the contract as a whole e.g. percentage price reduction if cumulative annual spend exceeds a certain threshold.
 - 5.1.2.4. Confirmation that the Bidder can supply all of the NWAA Requirements detailed in Appendix 1. If any items are to be provided through a third party / sub-contractor this must be clearly indicated in the Quotation.
 - 5.1.2.5. Confirmation that the Bidder accepts the NWAA Standard Terms & Conditions attached at Appendix 3.

5.2. Quotation Validity

- 5.2.1. The Quotation shall remain valid for a period not less than 30 days after the submission date specified in section 5.3.1 of this RFQ.

5.3. Submission Date

- 5.3.1. Quotations should be submitted no later than **12 noon, on Friday the 13th March 2020** in electronic format to christine.martin@aerospace.co.uk.

5.4. Amendments

- 5.4.1. The NWAA reserves the right to issue amendments or modifications to this RFQ at any time prior to the 13th March 2020. Any such amendments and modifications will be issued on the NWAA website. Interested parties are advised to check the NWAA website from time to time for any modifications.

Appendix 1 – NWAA Requirements

Item	Typical Quantity	Specification and notes
Plane Talk (magazine)	4 issues per year (4 x 350 copies)	24-28 pages A4 150gsm silk art
Membership Certificates	300 per annum	A4 200gsm
Business Cards	1 set of 250 per person (approx 5 sets)	300gsm Fedrigoni Serio Pearl
Letterheads	1,000	120gsm bond white
Compliments Slips	500	120gsm bond white
Miscellaneous items	Ad hoc requirement	Lanyards, Airshow Promotional Gifts etc. Exact details and specifications to be agreed.
Leaflets	Batches of 500 or 1,000	150gsm silk art Various leaflets including: <ul style="list-style-type: none"> • A4 folded to DL printed both sides full colour • A4 single sided full colour • A4 double sided full colour • A3 folded to A4 double sided full colour • A5 single sided full colour
Programmes	100 of each	For NWAA Annual Conference
Invitations & Programmes	100 of each	For NWAA Annual Aerospace Ball
Roller Banners	2	

Should you require further details regarding the NWAA Requirements and / or samples of artwork please contact christine.martin@aerospace.co.uk.

Appendix 2 – Pricing Schedule

Please refer to Appendix 1 for further details of specifications.

Item	Quantity	Total Price for Quantity (excl. VAT) [Bidder to complete]	Lead-time [Bidder to complete]	Details of any Volume Discounts [Bidder to complete]
Plane Talk (24 page magazine)	350 copies			
Membership Certificates	300			
Business Cards	1 set of 250			
Letterheads	1,000			
Compliments Slips	500			
Leaflets A4 folded to DL printed both sides full colour	500			
Leaflets A4 single sided full colour	500			
Leaflets A4 double sided full colour	500			
Leaflets A3 folded to A4 double sided full colour	500			
Leaflets A5 single sided full colour	500			
Programmes (A4 landscape, folded, 20 pages)	100 of each	For NWAA Annual Conference		
Invitations & Programmes (A4 landscape, folded, 20 pages)	100 of each	For NWAA Annual Aerospace Ball		
Roller Banners	2			

Appendix 3 – NWA Standard Terms & Conditions