**Appendix F - Bidders Response**

**Tender Reference: GX03**

Bidders are asked to complete all 6 Schedules.

Please note the information in Schedule 2 will be shared with the business to help them further shortlist a potential Research Institution to work with, as part of the Call-off process.

|  |  |  |  |
| --- | --- | --- | --- |
| **SCHEDULE 1 - SELECTION**  **Mandatory Requirements** | | **Evaluation Methodology** | |
| **Grounds for Mandatory or Discretionary Exclusion**  Please answer all questions. | | | |
| **1.1** | Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in your organisation has been convicted anywhere in the world of any of the offences listed under the Mandatory Exclusion Grounds set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). | Mark with an ‘**X**’ | |
| Yes |  |
| No |  |
| If **yes**, please provide further details. | | |
|  | | |
| **1.2** | Please indicate if, within the past three years, anywhere in the world any of the following situations listed under Discretionary Exclusion Grounds set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf) have applied to you, your organisation or any other person who has powers of representation, decision or control in your organisation. | Mark with an **‘X’** | |
| Yes |  |
| No |  |
| If **yes**, please provide further details. | | |
|  | | |
| **1.3** | Please indicate that your tender is being submitted from a research organisation whose primary activity is Research & Development (R&D): (as defined by ‘Output Indicator Definitions Guidance for the European Regional Development Fund for England’ V6 2018) - this includes England Public Sector Research Establishments (PSRE) or equivalents, Research and Development Organisations (RDO’s), Research and Technology Organisations (RTO’s), Higher Education (HEI’s) and Further Education Institutions (FEI’s). A more detailed definition and further details can be found in Appendix C. | Mark with an **‘X’** | |
| Yes |  |
| No |  |
| If **no**, please provide further details. | | |
|  | | |

|  |  |
| --- | --- |
| **SCHEDULE 2 - SELECTION**  **Relevant Delivery Experience Requirements** | |
| **2.1** | **Please indicate which Smart Specialisation Sectors / area of opportunity your organisation has knowledge and experience in?** |
| |  |  | | --- | --- | | **Smart Specialisation Sector / area of opportunity** | **Please tick** | | * Passenger Vehicle Manufacture; |  | | * Subsea and Offshore Technology; |  | | * Life Sciences and Health including health innovation; |  | | * Creative, Digital, Software and Technology Based Services including immersive technologies |  | | * Building Information Modelling |  | | |
| **2.2** | **Please provide a description of the research and development strengths, industry expertise, and specific personnel your organisation has for each Smart Specialisation Sector / area of opportunity you have ticked: (20%)**  Please try to keep the overview for each area described to no more than 200 words. |
|  | |
| **2.3** | **Please tick the Types of Support your organisation can offer to an SME** |
| |  |  | | --- | --- | | **Support Type** | **Please tick** | | * Technological and applied research |  | | * Product Development |  | | * Product Design |  | | * Product Prototyping |  | | * Market Research |  | | * Coding and development of software |  | | * Product testing |  | | * Usability testing |  | | * Other please specify: |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | | |
|  |  |
| **2.4** | **Please provide a description of the specific skills, personnel available and industry experience your organisation for each Type of Support you have ticked: (20%)**  Please try to keep the overview for each area described to no more than 200 words. |
|  | |
| **2.5** | **Please provide examples of 3 projects of comparable scope, value and relevance to this contract (R&D work and/or collaborative work with private sector firms) that you have successfully delivered and/or projects where you have successfully delivered a project or event (similar scale) to a fixed deadline. Examples must be within the last three years and must be in relation to Smart Specialisation Sectors / Area of opportunity where possible. (60%)**  **Please try to keep your response to this question to 400 words per case study. Hyperlinks and images can be used for illustrative purposes (potentially in additional documents) but please ensure that files sizes are low (See Tender Submission Instructions).** |
| **Please use this format for each case study:**   |  |  | | --- | --- | | **Case study 1** | | | Description of business |  | | Smart Specialisation Area |  | | Size of business |  | | Type of support provided, |  | | Length of support period, |  | | Project value |  | | Impact of the support on the business. |  | | Other relevant information |  | |  |  |  |  |  | | --- | --- | | **Case study 2** | | | Description of business |  | | Smart Specialisation Area |  | | Size of business |  | | Type of support provided, |  | | Length of support period, |  | | Project value |  | | Impact of the support on the business. |  | | Other relevant information |  | |  |  |  |  |  | | --- | --- | | **Case study 3** | | | Description of business |  | | Smart Specialisation Area |  | | Size of business |  | | Type of support provided, |  | | Length of support period, |  | | Project value |  | | Impact of the support on the business. |  | | Other relevant information |  | |  |  | | |

|  |  |
| --- | --- |
| **SCHEDULE 3 - AWARD**  **Proposal** | |
| **3.1** | **How would your organisation manage its support of an SME through Collaborate. i.e. How will the SME be account managed and supported from introduction to delivery? What kind of support style might you deploy (mentorship, action-research, etc). Explain how you will facilitate knowledge transfer. 40%** |
|  | |
| **3.2** | **What added value does your organisation provide SMEs throughout the process, such as business networks, support for BAME or Women Entrepreneurs, or additional support? 25%** |
|  | |
| **3.3** | **How would your organisation ensure the incorporation of ERDF reporting and compliance requirements within delivery? 25%** |
|  | |
| **3.4** | **How does your organisation ensure that its projects of this type are at an affordable and achievable level for the SME audience? How would it ensure that the project was delivered within budget and did not exceed the funding available? 10%**  **Please note:** As outlined in section 4, there is a total budget of £180,000 (excluding VAT) for the Collaborate Workstream, and a maximum budget of £11,000 for each collaboration / SME supported. |
|  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **SCHEDULE 4**  **Pricing Schedule** | | | |
| **4.1** | Please could you list the daily rates of the key roles that are likely to be attributed to an SME support project. Please include overheads if/where applicable. Prices shall be submitted net of VAT. | | |
|  | | | |
| Professor | | **£ - £** |  |
| Lecturer | | **£ - £** |  |
| Researcher | | **£ - £** |  |
| University based consultant | | **£ - £** |  |
| Developer | | **£ - £** |  |
| Designer | | **£ - £** |  |
| Postgraduate | | **£ - £** |  |
| Other {insert} | | **£ - £** |  |
| Other {insert} | | **£ - £** |  |
|  | | | |

|  |  |  |
| --- | --- | --- |
| **SCHEDULE 5**  **Form of Tender** | | |
| **To:** | **NewcastleGateshead Initiative** | |
| **For the Attention of:** |  | |
| **Date:** |  | |
| Dear Sir or Madam  Tender for the Contract – GX Collaborate  I/We the undersigned, tender and offer to provide the Contract as listed below, which is more particularly referred to in the Invitation to Tender (ITT) supplied to me/us for the purpose of tendering for the provision of the Contract and upon the terms of the Contract.  Attached to this Form of Tender are the following:  Completed Bidders Response which includes:  My/our response to Schedules 1,2 and 3  Schedule 4: Pricing Schedule  Signed Certificate of Non-Collusion and Non-Canvassing (Schedule 6); | | |
| I/We confirm that:   * we accept the form of Framework as issued with the ITT; * we understand that award of a contract with a SME are part of the Framework is subject to a further mini competition; * the information supplied to you and forming part of this Tender; and * (to avoid doubt) any information that I/We supplied to you as part of my/our initial expression of interest in tendering, was true when made and remains true and accurate in all respects; * That this tender will remain valid for 90 days from the date of this Form of Tender; * That if any of such information becomes untrue or misleading that I/We shall notify you immediately and update such as information as needed; * That I/We are authorised to commit the Tenderer to the contractual obligations contained in the ITT and the Contract. | | |
| **Tenderer Contact details for queries** | | |
| Company name: | |  |
| Contact name: | |  |
| Role in Organisation: | |  |
| Phone number: | |  |
| Email Address: | |  |
| Postal Address: | |  |
|  | | |
| Signed by *(electronic signature acceptable)* | |  |
| Name(s): | |  |
| Positions: | |  |
| For and on behalf of the Tenderer: | |  |

**SCHEDULE 6: Certificate of Non-Collusion and Non-Canvassing**

The essence of the public procurement process for selective tendering for the Contract is that NGI shall receive bona fide competitive Tenders from all Tenderers.

In recognition of this principle, I/We hereby certify that this is a bona fide offer, intended to be competitive, and that I/We have not fixed or adjusted the amount of the offer or the price in accordance with any agreement or arrangement with any person (except any sub-contractor identified in this offer).

I/We also certify that I/We have not done, and undertake that I/We will not do, at any time during the Tender process or in the event of My/Our Tender being successful while the resulting Contract is in force, any of the following acts:

Enter into any agreement or agreements with any other person that they shall refrain from tendering to NGI or as to the amount of any offer submitted by them; or

Inform any person, other than NGI of the details of the Tender or the amount or the approximate amount of my/our offer except where the disclosure was in confidence and was

Cause of induce any person to enter into such an agreement as is mentioned in paragraph 1 and 2 above or to inform us of the amount or the approximate amount of any rival Tender for the Contract; or

Commit any offence under the Public Bodies Corrupt Practices Act 1889, the Prevention of Corruption Acts 1889 to 1916 nor under Section 117 of the Local Government Act 1972; or

Offer or agree to pay or give or actually pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender for the performance of the Project covered by the Tender any act or omission.

In this Certificate, the word ‘person’ includes any person, body or association, corporate or incorporate and ‘agreement’ includes any arrangement whether formal, or informal and whether legally binding or not.

|  |  |
| --- | --- |
| I/We agree that NGI may, in its consideration of the offer, and in any subsequent actions, rely upon the statements made in this certificate. | |
| **Signed: *(electronic signature acceptable)*** |  |
| **Name** |  |
| **Position** |  |
| For and on behalf of: |  |

|  |  |  |
| --- | --- | --- |
| **No.** | **Item (all contained within Bidders Response)** | **Included (mark with ‘X’)** |
| **1** | Completed copy of Schedule 1 (mandatory requirements and grounds for exclusion) |  |
| **2** | Completed copy of Schedule 2 (Relevant Delivery Experience requirements) |  |
| **3** | Completed copy of Schedule 3 (Proposal) |  |
| **4** | Completed copy of Schedule 4 (Pricing) |  |
| **5** | Completed copy of Schedule 5 (Form of tender) |  |
| **6** | Completed copy of Schedule 6 (Certificate of non-collusion and non-canvassing) |  |