**Invitation to Tender**

**Tender for the provision of:**

**121 Specialist Technical Advisors**

**(Reference: NCC 252)**

**On behalf of**

**Advance Northumberland (Commercial) Ltd**

**(‘’Advance’’)**

# 1. Introduction

* 1. You are invited to submit a tender (“the Tender”) for the above mentioned Contract (“the Contract”) in accordance with the conditions of this Invitation to Tender (“ITT”) and any Schedules or Appendices hereto.
  2. Please read the information in this ITT including all of the Schedules or Appendices carefully as it explains what you must do. Failure to complete the documentation as instructed may result in your Tender not being considered.

**2. Instructions and Details of Contract**

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| **ITEM** | **CONTRACT DETAILS** |
| Pro-Contract Reference | DN429807 |
| Contract Description: | To appoint a supplier that can provide a pool of Technical Advisors to work alongside the Rural Business Growth Service (RBGS) 2019-22 project. The selected supplier will facilitate the provision of 1-2-1 advice to eligible businesses identified by the project and accepted onto the RBGS Programme.  In order to deliver the 1-2-1 specialist support effectively, we wish to appoint a supplier that can provide a pool of Technical Advisors in the following areas of specialist knowledge;  • Cashflow and financial forecasting  • Taxation and exemptions  • International trading – practices and law  • Market opportunities and demand  • Supply chain efficiencies and requirements  • State Aid guidance  • Procurement advice  • Sales strategies and work winning  • Funding requirements  Please note: award of this contract is **subject to Ministry of Housing, Communities and Local Government (MHCLG) approval of the project.** Should the funding not be approved, no contract will be awarded. |
| Contracting Authority: | Advance Northumberland (Commercial) Ltd “Advance”, is the Contracting Authority.  Advance Northumberland is a unique economic regeneration company, newly established by Northumberland County Council with a clear remit to improve prosperity, quality of life and increase business activity throughout the communities of Northumberland. Advance Northumberland is Northumberland County Council’s primary regeneration delivery vehicle. It employs a wide range of investment, development and regeneration capabilities to shape places and promote economic growth and prosperity in Northumberland.  The contract is being undertaken under the Rural Business Growth Service (RBGS) 2019-2022 Project, part funded by the European Regional Development Fund. |
| Public Contract Type and Process: | Services contract following an open process as outlined by the Public Procurement Regulations 2015. |
| Period of Contract | Subject to MHCLG approval, the project will run from 1st October 2019 to the 30th September 2022, and therefore the contract will coincide with the project timescales. These dates are subject to change. |
| Insurance Requirements: | The successful Tenderer will need to provide the following insurance cover per 12 month period:   1. **Employers Liability:** £10,000,000 [for any one occurrence or series of occurrences out of one event] 2. **Public Liability:** £5,000,000 [for any one occurrence or series of occurrences out of one event] 3. **Professional Indemnity:** £2,000,000[where applicable – for each and every claim]   All risk insurance must be included as standard in the tendered prices. |
| Terms | Tenders to be fixed price until September 2022. |
| Procuring Officer: | Any queries must be addressed to Graeme Reid via the Pro-Contract E-tendering Portal. |
| Tender Submission Instructions: | Tenders and all associated documentation must be submitted via the Pro-Contract E-tendering Portal by the date and time detailed below.  Tenders **MUST NOT** be returned by any other means. |
| Date/Time for Tender Return: | 12noon 23rd September 2019 |

**3. ITT Requirements**

Below you will find a table containing all schedules of the ITT. Those that you must complete and return are provided in the form of an MS Word or MS Excel document, those which you must simply refer to are provided in PDF form.

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| **Part A – Information that you will need to prepare your Tender response.** | | |
| Schedule No. | Item | Schedule |
| A1. | Suitability Questionnaire |  |
| A2. | Specification |  |
| A3. | Evaluation Criteria |  |
| A4. | Terms and Conditions |  |
| A5. | ITT Information and Guidance |  |

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| **Part B Documents that you will need to complete and return as part of your tender response.** | | |
| B1. | Commercial Form of Tender |  |
| B2. | Certificate of Bona Fide Tender |  |
| B3. | Certificate of Non-Collusion and Non-Canvassing |  |
| B4. | Commercially Sensitive Information |  |
| B5. | Tenderers Response Document |  |
| B6. | Price Schedule |  |

**PLEASE NOTE**: Failure to provide any of the items identified above as for completion and return may cause your Tender to be non-compliant and rejected without being considered.

**4. Timetable**

The key dates for this procurement are currently anticipated to be as follows:

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| **Stage** | **Date(s)** |
| Issue of Invitation to Tender | 16 August 2019 |
| Deadline for Receipt of Clarifications | 12 noon 13 September 2019 |
| Deadline for Submission of Tenders | 12noon 23 September 2019 |
| Evaluation of Tenders | 24 September 2019 to 4 October 2019 |
| Standstill Period | 7 October to 17 October 2019 |
| Expected Date of Award of Contract(s) | w/c 7 October 2019 |
| Contract Commencement | October 2019 TBC |

The Contracting Authority reserves the right to change the Timetable set out above at its discretion. Any changes to the timetable shall be notified to all Tenderers as soon as practicable.