

INVITATION TO TENDER

The Provision of Marketing and Communications Services

6th March 2014

Contents

Page

1. Letter of Invitation	2
2. Instructions and Information for Tenderers	3
3. Background Information	5
4. Specification of Requirements	8
a) digital	9
b) graphic design	
c) PR, media and marketing	
d) copywriting	10
e) event management	
f) print production	
g) photography	
h) videography	
i) general marketing support	
6. Evaluation Criteria	11
6. Form of Contract, Budget and Timeline	12
7. Submitting a Tender	13
8. Pricing Schedule	14
9. Form of Tender	
10. Terms and Conditions	15
<i>Appendix 1 – Supplier Questionnaire</i>	
<i>Appendix 2 – GM Business Support Limited Contract Conditions</i>	

1 Letter of Invitation

4th March 2014 Dear

Sir/Madam

The provision of marketing and communications services

You are hereby invited by the High Value Manufacturing (HVM) Catapult to submit a tender for the above services.

The Invitation to Tender from HVM Catapult contains Instructions and Information for Tendering, Specification of Requirements, Supplier Questionnaire (including Form of Tender and Pricing Schedule), and HVM Catapult Contract Conditions.

If you wish to submit a tender, you are required to return **two hardcopy proposals and one electronic version on CD or DVD or USB stick** of your proposal, clearly marked as such. All bids must be send in a sealed envelope.

Tender submissions must be clearly marked “**marketing and communications services**”, and returned to the following address by 12:00pm on **M o n d a y 26th March 2014**:

Tamarin Adshead Officer Manager HVM Catapult
Oracle Building
Blythe Valley Business Park
Shirley
Solihull B90 8AD

If you have any questions about this tender or its process, please email them to:
tamarin.adshead@hvm.catapult.org.uk

We look forward to receiving your tender response. Yours faithfully

Henriette Lyttle-Breukelaar
Marketing & Communications Director
HVM Catapult

2. Instructions and Information for Tenderers

1. Tenders must be submitted in accordance with these instructions and any further instructions contained in other documentation issued by HVM Catapult.
2. Tenders may be rejected if any of the requested information is not supplied with the tender or if submission fails to meet the minimum requirements.
3. The date and time for return of tenders is shown on the Invitation Letter. Tenders will be received up to the time and date stated. It is the Tenderers' responsibility to ensure that their tender is received on time.
4. HVM CATAPULT does not acknowledge receipt of tender documents and accepts no responsibility for loss or non-receipt of applications.
5. HVM CATAPULT expressly reserves the right not to award any contract as a result of this procurement process and it shall not be liable for any costs incurred by Tenderers. HVM CATAPULT also reserves the right to accept all or any part of a tender.
6. Tenders should state explicitly which services they are offering to provide, as per the overview in section 4.3.
7. Prices shown must be inclusive of VAT.
8. The Tenderer must not inform anyone else of their tendered price. The only exception is where the Tenderer is required to obtain an insurance quotation to calculate the tender price; then the Tenderer may give details of their bid to the insurance company or brokers, if requested.
9. The Tenderer must not try to obtain any information about any other party's tender or proposed tender before the contract is awarded.
10. The Tenderer must not arrange with any other party the submission of a tender, except in the circumstances where consortia, sub-contracting and/or joint ventures are applicable.
11. Where invoices will be rendered by, or payments made to, an entity whose title differs in any respect from the title in which the tender is submitted, full details must be provided in a letter accompanying the tender. Successful Tenderers who fail to provide this will experience non-payment of their invoices.

12. Except where HVM CATAPULT considers that questions are not material to the procurement process and the fullest understanding of its objectives, such questions and their subsequent replies will be disseminated to all Tenderers. Tenderers should note, in relation to all responses to questions in connection with this Invitation to Tender, that HVM CATAPULT makes no guarantee that such information in response to questions will be made available and are not warranting its accuracy.
13. Tenderers should note that during this tender process they should not contact any of HVM CATAPULT respective Board Members, Senior Managers, employees or advisers or any third parties connected to HVM CATAPULT or any advisers to this procurement, outside of the process outlined within this section and elsewhere within this document.
14. All responses to this Invitation to Tender must be in English.
15. HVM CATAPULT reserves the right, at its discretion, to request clarification in writing, or further relevant information, from any Tenderer post submission of the tender response by such Tenderer.
16. Freedom of Information Legislation

HVM CATAPULT may be obliged to disclose information provided by Tenderers in response to this Invitation to Tender under the Freedom of Information Act 2000, all subordinate legislation made under this and the Environmental Information Regulations 2004 (“the Freedom of Information Legislation”).

Tenderers should be aware that the information they provide could be disclosed in response to a request under the Freedom of Information Legislation. HVM CATAPULT will proceed on the basis of disclosure unless an appropriate exemption applies. Tenderers should be aware that despite the availability of some exemptions, information may still be disclosed if the public interest in its disclosure outweighs the public interest in maintaining the exemption. Please note that Responses to this Tender cannot be covered by a general statement regarding confidentiality; instead any specific areas of confidential information should be highlighted as such. HVM CATAPULT accepts no liability (including for negligence) for loss as a result of any information disclosed in response to a request under the Freedom of Information legislation. Tenderers should highlight information in their responses that they consider to be commercially sensitive or confidential in nature, and should state the precise reasons for this, including any exemptions which may apply.

HVM CATAPULT will use reasonable endeavours to consult with Tenderers over the release of information that is highlighted by them as commercially sensitive or confidential. However, any decision on disclosure of information relating to this Tender will be at HVM CATAPULT’s sole discretion.

3 Background Information

3.1 Introduction

HVM CATAPULT is commissioning for support with the development and delivery of its marketing and communications activity for its „Growing the Green Economy“ (GGE) project (See below).

This document outlines the purpose and requirements of this contract and responses will be welcomed until the deadline of **12.00pm on Monday 26th March 2014**.

3.2 HVM CATAPULT

The HVM Catapult is a strategic initiative involving industry and government, that aims to revitalise the high value manufacturing industry and was implemented, following extensive independent research reports. The HVM Catapult's network consists of seven technology and innovation centres, established and overseen by the Technology Strategy Board, with over £300 million of government investment. The programme has political cross-party backing to ensure its longevity. It will enable the UK to address market needs in key areas, making the country more competitive on the global stage.

The HVM Catapult's long-term goal is to stimulate growth in the manufacturing sector and more than double the sector's contribution to UK GDP. It will do this by helping accelerate new concepts to commercial reality. More specifically, the HVM Catapult gives scientists, engineers and entrepreneurs access to a pool of expertise and experience within academia, research, industry and government. It bridges the gap between early innovation, where the UK has traditionally been strong, and industrial-scale manufacturing, where real wealth is created and the UK is relatively uncompetitive. We bridge this gap by providing businesses of all sizes access to :-

- world class open-sourced manufacturing research equipment – at full industrial scale
- the best and most relevant UK university research
- the support from skilled experts (engineers, technicians and scientists)
- opportunities for collaboration and open innovation
 - Cross sector
 - Cross technology
 - Across the whole supply chain
 - With direct competitors at the pre-competitive stage

Our 7 Centres are:

Advanced Forming Research Centre (AFRC) in Strathclyde.

The AFRC is a collaborative venture between the University of Strathclyde, leading multinational engineering firms including Rolls-Royce and Boeing, the Scottish Government and Scottish Enterprise.

The AFRC focuses on developing metal forming and forging technologies to support the design and manufacture of products, across a range of sectors including Aerospace, Automotive, Energy, Medical Devices and Marine.

Advanced Manufacturing Research Centre (AMRC) in Rotherham

The University of Sheffield AMRC with Boeing focuses on advanced machining and materials research for aerospace and other high-value manufacturing sectors.

The AMRC with Boeing identifies, researches and resolves advanced manufacturing problems on behalf of its industrial partners, including Boeing, Rolls-Royce, BAE Systems and Messier-Bugatti-Dowty, as well as local small businesses. The centre also works with

hundreds of other manufacturers on specific research projects.

Centre for Process Innovation (CPI) , Wilton and Redcar

The Centre for Process Innovation uses applied knowledge in science and engineering combined with state of the art development facilities to enable businesses to develop, prove, prototype and scale up the next generation of products and processes.

CPI covers a broad range of capabilities and technologies, which includes:

- Industrial Biotechnology
- Printable Electronics
- Anaerobic Digestion
- Thermal Technologies
- Smart Chemistry
- Sustainable Engineering

Manufacturing Technology Centre (MTC), Coventry

The MTC opened in 2011 and is housed in a 12,000 square metre purpose built facility at Ansty Park, Coventry. It is a partnership between major global manufacturers and the universities of Birmingham, Nottingham and Loughborough, and TWI Ltd. The MTC now has more than 60 industrial members representing large OEMs, Tier 1 suppliers and SMEs from across a range of industry sectors.

The MTC specialises in a range of manufacturing technologies and processes that are particularly important to the high value manufacturing sector: Intelligent Automation, Advanced Tooling and Fixturing, Electronics Manufacturing, High Integrity Fabrication, Manufacturing Simulation and Informatics, Metrology and NDT and Net Shape and Additive Manufacturing.

Nuclear AMRC (NAMRC) – Rotherham

The Nuclear Advanced Manufacturing Research Centre (Nuclear AMRC) aims to enhance the capabilities and competitiveness of the UK civil nuclear manufacturing industry, and help British manufacturing companies compete for nuclear contracts worldwide. It works with companies ranging from global reactor providers to specialist suppliers. Although the centre's capabilities are focused on the nuclear manufacturing sector, its resources and expertise can also address the large-scale manufacturing demands of other high-value industries such as oil and gas, offshore wind, chemicals and aerospace.

Warwick Manufacturing Group (WMG), Coventry

For more than 30 years WMG has engaged with industrial partners in collaborative R&D based on the successful fusion of fundamental and applied research, coupled with leading knowledge transfer expertise. The WMG centre High Value Manufacturing Catapult builds on Warwick Manufacturing Group's 30-year standing and pedigree. Through industrial collaboration the global challenge of Low Carbon Mobility is being addressed, driven by priorities in the automotive, commercial (truck and bus), off-road (agricultural and construction), rail and marine transport sectors.

WMG focuses on Lightweight Technologies and Energy Storage and Management. These are underpinned by developments in Digital Validation and Verification, with the aim of reducing time to market and the cost of prototyping new solutions.

3.3 Existing marketing and communications collateral

HVM CATAPULT recognises the value of high quality and targeted marketing and communications, and intends to build upon existing brand and marketing collateral through this Framework Agreement.

Existing marketing and communications collateral includes:

Website

<http://www.hvm.catapult.org.uk>

Print & Digital Material

Catapult brochure (available on request)

Catapult fact booklet

Case Studies

Available from the website on www.hvm.catapult.org.uk/casestudies

Social Media

@HVM_Catapult

Exhibition Stand

Pull-up banners for Catapult and its individual 7 Centres

5x2.5m pop up stand

48m2 flexible stand

4 Specification of Requirements

HVM CATAPULT wishes to select providers into a multi-supplier Framework, to support the development and delivery of the Marketing and Communications activity set out below. Individual projects will be awarded subject to a mini-competition between three or more panel members. Tenderers are requested to clearly indicate which services they are looking to offer.

4.1 Objectives

The objectives of our overall marketing and communications activity are to:

1. Raise awareness and understanding of and engagement with HVM Catapult with key stakeholders and audiences – in short put and keep HVM Catapult on the map
2. Position HVM Catapult as a key catalyst and enabler and thought leader towards the creation of a manufacturing sector representing a percentage of GDP more commensurate with the UK's leading global competitors
3. Ensure that HVM Catapult is recognised as a fully aligned initiative with a collaborative approach between the 7 centres, the different sectors and technologies and the government and private enterprise partnership, to the achievement of the mission
4. Position HVM Catapult at the vanguard of a change perception of Manufacturing in the UK
5. Promote the success of the HVM Catapult in delivering outputs, outcomes & impact

4.2 Overview

The successful tenderer will be required to:

- Support the development and implementation of a marketing and communications strategy to meet set objectives
- Provide a creative, responsive, flexible and full service marketing and communications resource, to be drawn upon as and when required, within the conditions laid out in the Framework Agreement through "call off" contracts
- Maintain the existing marketing and communications collateral and build on this as and when required
- Effectively measure and evaluate all marketing and communications activity and provide regular reports
- Display meaningful understanding of the subject matter/agenda in which HVM CATAPULT operates
- Be conversant with restrictions/requirements on marketing activities set by public funders, e.g. TSB and ERDF

4.3 Detail of Requirements

All tenderers must demonstrate their ability to effectively communicate the high value manufacturing focus of our organisation. This requires an understanding of the cutting-edge technologies and forward looking nature of the work we do, and its importance to the UK's manufacturing base and the wider UK economy.

All tenderers should also demonstrate their ability of communicating to a range of audiences including government, the general public, business and trade bodies, international audiences and academia.

The following outlines the range of requirements to be drawn down through the Framework Agreement. Tenderers must demonstrate their ability to deliver the requirements for the services they are tendering for:

- a) Digital
- b) Graphic Design
- c) PR and Media relations
- d) Copy writing
- e) Event organisation
- f) Print production
- g) Photography
- h) Videography
- i) General marketing support

a) digital

- Digital design – graphic design which can be specifically translated to websites (desktop and mobile), e-newsletters and other online/multimedia tools such as interactive PDFs, animations
- Website design, development and maintenance – building content managed websites (using Drupal), building bespoke e-newsletters (e.g. Green Intelligence e-shot linked to database), maintaining current websites and making changes as and when required
- Web hosting
- Digital and online marketing
- Monitoring and reporting of website traffic using software such as Google Analytics

b) graphic design

Design of all marketing and communications tools and materials

Branding and visual identities including output of branded tools across print and digital platforms

c) PR, media relations and marketing

- Planning and delivery: writing press releases, interviewing spokespeople, drawing up target media lists and contacts and reporting/evaluation
- Social media: strategy, copywriting, implementation
- Advertising campaigns, including strategy, design of ads, liaison with ad- buying agencies

d) copywriting

Editing and proofing, covering journalistic writing, features, marketing copy and advertising

e) event organisation

Planning and assistance

f) print Production

Recommendation of materials, liaison with suppliers, storage, print and production of a range of marketing materials such as project brochures, technical reports for non-technical audience, exhibition stands and pop-up stands

g) videography

- Developing a script based on a clear brief
- Production of videofootage and videofeatures effectively relaying the HVM Catapult messages
- Use of different technologies including animation and graphics if required

h) photography

- industrial photography relaying the technology and its applications.
- Building photography
- Event photography
- Post-photography editing and perfecting

i) general marketing support

Other services within the Marketing and Communications area that aren't covered by the above.

4.4 Method

The tender responses should detail the method proposed for delivering the selected services, including the process and procedure for strategy development, account management and agreement of "call-off" projects.

4.5 Working Arrangements

The project will be wholly managed by HVM CATAPULT.

The main point of contact is:

Henriette Lyttle-Breukelaar
Marketing & Communications Director
HVM CATAPULT
0121 5069782
Henriette.lyttle@hvm.catapult.org.uk

The second point of contact is:

Tamarin Adshead
Office Manager
HVM CATAPULT
0121 5069780
Tamarin.adshead@hvm.catapult.org.uk

HVM CATAPULT will evaluate all Tenders on the basis of the “most economically advantageous tender”.

The overall evaluation process will be conducted in a fair and equitable manner, so that HVM CATAPULT is able to consider the value for money of each proposal.

Tenderers may be required to make presentations on elements of their submission to HVM CATAPULT staff and/or to attend post-bid clarification meetings. HVM

CATAPULT may also wish to carry out site visits, to the shortlisted supplier premises or its reference sites.

Question	Title	Weighting %
1	Organisation Identity	For info
2	Bidder Status/Subcontracting	For info
3	Quality Assurance	5
4	Project Management & Delivery <i>your proposed methodology for delivering the service, including the process and procedures for strategy development, account management and agreement of “call-off” projects (see section 4.4)</i>	15
5	Sustainability	5
6	Technical Capability	45
6.1	<i>Please outline: a description of your ability and capacity to deliver the detailed requirements of the service, including a list of individuals that will be involved in the project, their relevant skills and experience (see section 4.3)</i>	10
6.2	<i>Please demonstrate your understanding of the challenges of communicating technical topics to businesses and policy makers</i>	15
6.3	<i>Please give 3 detailed examples / case studies of previous work that is relevant to this tender</i>	15
7	Financial & Economic Capacity	Pass/Fail
8	Insurances	Pass/Fail
9	References	Pass/Fail
10	Equality & Diversity	Pass/Fail
11	Conditions of Contract	Pass/Fail
	Pricing Schedule	30
	Form of Tender	Pass/Fail
	Total	100

6 Form of Contract, Budget and Timeline

6.1 Form of Contract and Budget

HVM CATAPULT wishes to appoint several suppliers of **marketing and communications services** to support the development and delivery of its marketing and communications activity from **April 2014 to April 2016**, with the potential to extend to April 2017 at a later stage.

6.2 Project Timescales

Invitation to tender sent out on	6 th March 2014
Closing date for tender responses by	12:00pm on 26 th March 2014
Final shortlisting by	w/c 7 th April 2014
Award of contract by	11 th April 2014
Contract start date	22 th April 2014
Contract end date	31 st March 2016 (see section 6.1)

7 Submitting a Tender

7.1 Structure of Proposal

Where proposals relate to 2 or more of the services specified, technical questions, references and pricing schedule should be completed separately for each of the services quoted for.

The proposal should be structured as follows:

- Introduction/covering letter
- Completed Supplier Questionnaire
- Completed Pricing Schedule
- Completed Form of Tender

7.2 Format & Presentation of Proposal

All submissions should be submitted in Arial font, size 11.

All submissions must be bound appropriately and any appendices must be clearly indexed or labelled.

7.3 Tender Responses

Please reply to each point as instructed within the Supplier Questionnaire (see Appendix 1).

Where responses are not offered or further information (e.g. a declared attachment) is missing, an evaluation rating of zero will be recorded.

All tenders must be complete and should offer the most economically advantageous bid available to HVM CATAPULT.

If you have any questions about this tender or its process, please email them to: tamarin.adshead@hvm.catapult.org.uk. Please allow sufficient time for a response.

All tender responses must be returned by **12:00pm on 26th March 2013**.

8 Pricing Schedule

1. The Pricing Schedule (see Appendix 1) contains the Supplier's tendered prices and rates.
2. Prices will be fixed for the duration of the contract.
3. The prices in the Pricing Schedule shall include for all goods and services shown or described in the contract as a whole and for all goods and services not described but apparent as being necessary for the complete and proper execution of the provision of the contract.
4. Each item in the Pricing Schedule must be fully priced, with insertions for each item. If any item is un-priced (whether by leaving the rate and/or amount space blank or by entering "included" or otherwise), that item shall be deemed to be free of charge.
5. Applications for payment shall be made in accordance with the procedures described in the GM Business Support Limited Contract Conditions. (see Appendix 2).
6. All prices quoted shall be exclusive of Value Added Tax (VAT).
7. If figures inserted into the pricing schedule are presented as a range, HVM CATAPULT will evaluate this offer on the basis of the highest figure quoted within the range, thus attracting the lowest possible score.

9 Form of Tender

Please ensure the Form of Tender (see Appendix 1) is completed carefully and signed before returning as part of your submission.

To complete, please ensure that you delete either „Yes“ or „No“ for each statement

In the Form of Tender, the word 'person' includes any person and any association or body, corporate or unincorporated; 'any agreement or arrangement' includes any transaction, formal or informal and whether legally binding or not.

TENDERERS MUST RESPOND TO ALL QUESTIONS IN THE FORM OF TENDER, OTHERWISE THE TENDER RESPONSE WILL BE CONSIDERED INVALID.

10 Terms and Conditions

This tender constitutes a framework agreement rather than a binding contract. Success in being appointed does not guarantee that the full amount available under the tender will be spent during the term outlined, as the contractor will be engaged on a project basis within the framework agreement terms agreed through this tender process. These individual “call off” projects will constitute contracts.

Individual “call off” projects will be let by HVM CATAPULT to the successful tenderers. The contractor will be required to quote for each project and once agreed, the contractor will invoice HVM CATAPULT as agreed for each project and at the day rates initially agreed for the duration of the framework agreement, i.e. until 1st April 2016 or the extended date (see section 6.1).

The contracts will be governed by GM Business Support Limited Contract Conditions. Invoices will be settled within 30 days of being received by HVM CATAPULT if the contractor has successfully met the requirements of the project and their contract.

Reporting

The successful contractors will be required to submit detailed progress and activity reports for the projects they are being contracted to deliver at a frequency and in a format to be agreed by HVM CATAPULT.

Confidentiality

All information gathered from HVM CATAPULT and from third party organisations and companies in the course of this project must be held as confidential by the contractor and not disclosed to any third party without prior permission from HVM CATAPULT.



INVITATION TO TENDER

**The Provision of Marketing and
Communications Services**

6th March 2014

Appendix 1

Part A - Supplier Questionnaire

Part B - Pricing Schedule

Part C - Form of Tender

Part A - Supplier Questionnaire

1 ORGANISATION IDENTITY		For info
Name of the company (prime or single contractor) in whose name the tender is submitted:		
Contact name (Single point of Contact):		
Address:		
Telephone number:		
Facsimile number:		
E-mail address:		
Company Registration number, date of registration and registration address:		
VAT Registration number:		
Website address:		
Is your organisation a Small to Medium Enterprise (SME) as defined in Section 382 & 465 of the Companies Act (2006)?		Y/N

2 BIDDER STATUS		For info
-----------------	--	----------

Please answer Yes or No to each question only.

Your organisation is bidding to provide all the services required	Y/N
a) Digital	
b) Graphic Design	
c) PR and Media relations	
d) Copy writing	
e) Event organisation	
f) Print production	
g) Photography	
h) Videography	

i) General marketing support	
Your organisation is bidding in the role of Prime Contractor and intends to subcontract some of the services to third parties to deliver the services	Y/N

If your answer to (b) is Yes, please identify all intended subcontractors below (add rows as necessary):

Organisation name	Organisation address and contact details	Service provision responsibility and details of legal arrangements between partners

3 QUALITY ASSURANCE 5%

<p>Please provide details of any quality assurance certification that your company holds (e.g. ISO 9001 or equivalent standard).</p> <p>If no accreditation is held, please provide documentary evidence and a brief description of your quality assurance capabilities (e.g. your internal quality policy or manual).</p> <p>- Max 250 words -</p>	
--	--

4 PROJECT MANAGEMENT AND DELIVERY 5%

<p>Please provide details of any project management methodologies used.</p> <p>- Max 250 words -</p>	
--	--

5 SUSTAINABILITY and EQUAL OPPORTUNITIES 5%

<p>If your organisation has a formal or certified Environmental Management System, please provide details. If not, please provide a brief description of how your company addresses environmental and sustainability issues.</p>	
--	--

6	TECHNICAL CAPABILITY	45%
----------	-----------------------------	------------

	<p>(6.1) Please outline:</p> <ul style="list-style-type: none"> • a description of your ability and capacity to deliver the detailed requirements of the service, including a list of individuals that will be involved in the project, their relevant skills and experience (see section 4.3 of Invitation to Tender) <p>(Weighting: 15%)</p>	
	<p>(6.2) Please demonstrate your understanding of the challenges of communicating environmental and climate change issues to businesses and policy makers</p> <p>(1000 words max)</p> <p>(Weighting: 15%)</p>	
	<p>(6.2) Please give 3 detailed examples / case studies of previous work that is relevant to this tender</p> <p>(500 words each max)</p> <p>(Weighting: 15%)</p>	

7	FINANCIAL & ECONOMIC CAPACITY	Pass/Fail
----------	--	------------------

The following financial information is required:

	<p>(7.1) A copy of the most recent audited accounts for your organisation that cover the last two years of trading or for the period that is available if trading for less than two years.</p>	
	<p>(7.2) A statement of the organisation’s turnover, Profit & Loss and cash flow position for the most recent full year of trading (or part year if full year not applicable) and an end period balance sheet, where this information is not available in an audited form at (7.1).</p>	
	<p>(7.3) Where (7.2) cannot be provided, a statement of the organisation’s cash flow forecast for the current year and a bank letter outlining the current cash and credit facility position.</p>	

8	INSURANCES	Pass/Fail
----------	-------------------	------------------

Please confirm that your organisation’s insurance cover meets the requirements as specified within the Contract Conditions (Appendix 2).	Y/N
If not, please indicate that you will arrange for this insurance cover if successful in this tender.	Y/N

9	EQUALITY AND DIVERSITY	Pass/Fail
----------	-------------------------------	------------------

If your company has an Equal Opportunities Policy, please provide a copy of this. If it doesn’t have such a Policy, please provide a brief description of how your company addresses Equal Opportunities.	
---	--

10 REFERENCES**Pass/Fail**

Please provide details of 3 contracts you have been awarded in the last 5 years for the provision of services similar to those required by HVM Catapult.

Customer name and address	Contact name and Telephone number	Date awarded & duration	Brief description of contract: volumes, value, lead times etc
1.			
2.			
3.			

Please note that HVM Catapult will evaluate the compliance and calibre (relevance, value, current state) of the above references for shortlisting purposes.

HVM Catapult may elect to contact any of the above-given organisations for a reference and any references received (or declined) will be taken into account during the evaluation. Your permission for HVM Catapult to seek a reference from the contacts provided above at any stage during the tender process is assumed.

10 TERMS AND CONDITIONS OF CONTRACT**Pass/Fail**

<p>Your organisation agrees to carry out all contracts and/or other awards of business in accordance with the Contract Conditions (Appendix 2).</p> <p><i>Failure to accept our Contract Conditions may result in Suppliers being disqualified from taking any further part in this process.</i></p> <p><i>You are advised to take legal advice on the Contract Conditions before answering this question. If you respond with a "Y", no amendments will be allowed to the Contract terms at any later stage of this process.</i></p>	Y/N
---	-----

Part B - Pricing Schedule (please complete for each service you tender for)

Service tendered for:

Provider Costs

Person/Function	Day rate (£)
<i>Name of individual or service function</i>	£ <input type="text"/> day rate
TOTAL:	

Ancillary Costs

Item or Service	Price of Item/Service (or Estimate) (£)
TOTAL	

Part C - Form of Tender

The Provision of Marketing and Communications Services

26th March 2014

1.	I/We agree and/or certify that this offer and any Contract arising from it shall be bound by the Invitation to Tender Documentation	Yes/No*
2.	I/We agree and/or certify to supply goods/services of the exact quality, sort and price specified in the Pricing Schedule(s) in such quantities and to such extent and at such times and locations as HVM CATAPULT may direct;	Yes/No*
3.	I/We agree and/or certify that this offer is made in good faith and that we have not fixed or adjusted the amount of the offer by or under or in accordance with any agreement or arrangement with any other person;	Yes/No*
4.	I/We agree and/or certify that we will not communicate to any person other than the person inviting these offers the (or approximate amount of) offer, except where the disclosure, in confidence of the approximate amount of the offer was necessary to obtain quotations required for the preparation of the offer, for insurance purposes or for a contract guarantee bond;	Yes/No*
5.	I/We agree and/or certify that we will not enter in to any arrangement or agreement with any other person that s/he shall refrain from making an offer or as to the amount of any offer to be submitted;	Yes/No*
6.	I/We agree and/or certify that we will not pay give or offer or agree to pay or to give any sum of money or other valuable considerable directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any offer or proposed offer for the goods/services any act or thing of the sort described in 3, 4, or 5 above.	Yes/No*
7.	I/We acknowledge that if I/we have acted or shall act in contravention of this Form of Tender, HVM Catapult will be entitled to cancel the contract and to recover from ourselves the amount of any loss and expense resulting from such a cancellation.	Yes/No*
8.	I/We agree that this tender and any contract which may result from it shall be based on this Form of Tender, Terms and Conditions, Specification, Pricing Schedule, and our response to this Invitation to Tender (to the extent to which HVM Catapult may determine in accepting the tender).	Yes/No*
9.	I/We agree that any other terms and conditions of contract or any general reservations, which may be printed on any correspondence, issued by us shall not be applicable to any contract resulting from this tender.	Yes/No*
10.	I/We agree to carry out all contracts and/or other awards of business in accordance with the Contract Conditions (Appendix 2).	Yes/No*
11.	I/We agree that the prices provided shall be held firm for the duration of the contract.	Yes/No*

12.	<p>Are you aware of any conflicts of interest^ between your company and HVM Catapult?</p> <p>Where there is any indication that a conflict of interest exists or may arise, then it shall be the responsibility of the Tenderer to inform HVM CATAPULT, detailing the conflict in writing as an attachment to this tender.</p> <p>HVM Catapult will be the final arbiter in cases of potential conflicts of interest. <u>Failure to notify HVM Catapult of any potential conflict of interest will invalidate any verbal or written agreement.</u></p> <p>^A Conflict of interest is where a person who is involved in the procurement or contract award has or may be perceived to have a personal interest in ensuring that a particular supplier is successful. Actual and potential conflicts of interest must be declared by a person involved in a tender process.</p>	Yes/No*
-----	--	---------

* Please delete as applicable

Signed	
Full Name (please print)	
On Behalf of (name of Company)	
Position in Company	
Date	