



Invitation to Tender

ITT Reference	E4E001		
Tender for	ERDF Enterprise for Everyone Evaluation		
Date issued	13th March 2019	Submission deadline	25th March 2019
Contact details	fara.sukhram@nwes.org.uk		

Invitation to Tender

London Small Business Centre invites tenders for an ERDF External Evaluation of the Enterprise for Everyone Programme. The scope of services to be provided and the way you should respond are defined in this document.

TENDERING INSTRUCTIONS

1.1 Overview

- 1.1.1 It is your responsibility to obtain, at your own expense, all information necessary for the preparation of your tender.
- 1.1.2 Should you be in doubt as to the interpretation of any part of the Invitation to Tender documents, please contact the individual, below, by email in the first instance who will endeavour to answer written queries submitted before **5pm on 20th March 2019**. Contact details are: Fara Sukhram, fara.sukhram@nwes.org.uk
- 1.1.3 Responses to queries will be made in writing. If you would like to be included in responses made to questions, please advise the above by email to fara.sukhram@nwes.org.uk
- 1.1.4 The tenders will be evaluated against the criteria stated within Section 1.8 of this document.
- 1.1.5 Suppliers will be expected to provide references, if requested.
- 1.1.6 Tenderers will be notified by **29th March 2019** of the decision.
- 1.1.7 The costs quoted in the tender document should be itemised.
- 1.1.8 Prices should be quoted inclusive and exclusive of VAT.

1.2 Statement of confidentiality

- 1.2.1 The Invitation to Tender document is and shall remain the property of LSBC and must be returned on demand.
- 1.2.2 All information supplied by LSBC shall be regarded as private and confidential and may only be disclosed on an *in-confidence* basis to those who need to know or be consulted for the purpose of preparing the response.
- 1.2.3 It is appreciated that confidential information will be supplied to LSBC and a signed Confidentiality Statement is enclosed (see Section 6) which are binding on both parties. One



copy should be signed by a Director / Owner of your business and returned to LSBC as an Appendix.

- 1.2.4 The tenderer shall also complete the Form of Tender (see Section 7). This should be submitted as Appendices.
- 1.2.5 E-signatures will be accepted including typewritten name in the signature box if no formal e-signature capacity exists.

1.3 Tendering rules

- 1.3.1 The tender proposal with all required Appendices must be submitted by email to fara.sukhram@nwes.org.uk no later than 5pm on **Monday 25th March 2019**.
- 1.3.2 Time of receipt by us will be taken as the submission time. We recommend you submit your response prior to the immediate deadline to avoid IT issues causing disqualification / anxiety. No late submissions will be allowed due to IT issues unless the issue is accepted as LSBC responsibility by our IT contractor.
- 1.3.3 Any tender response or part thereof which is received after the deadline for return will NOT be considered and LSBC will not consider requests for extension of the closing date and time except as outlined in 1.3.2.
- 1.3.4 All tender responses must be headed “Tender for E4E Evaluation – E4E001”.
- 1.3.5 Responses must be returned together with the Form of Tender (see Section 7) completed.
- 1.3.6 Every tender received by LSBC shall be deemed to have been made, subject to the terms and conditions of the Invitation to Tender documents, unless the clause heading and paragraph number of any clauses to which you object have been specified in your response, together with the reason for your objection.

1.4 Timescale

Stage	Date
Tender documents issued	Wednesday 13 th March 2019
Queries to be submitted by	5pm Monday 18 th March 2019
Queries Response by	5pm Wednesday 20 th March 2019
Tenders to be submitted	5pm Monday 25 th March 2019
Evaluation of tenders	26 th -28 th March 2019
Tender(s) awarded by	Friday 29 th March 2019
Contract(s) commences	Monday 1 st April 2019



1.5 Scope of service required

- 1.5.1 LSBC requires the services of a suitably qualified party to undertake a formal evaluation of the ERDF Enterprise for Everyone Programme. The report will need to consider the impact of the Enterprise for Everyone Programme and suggest lessons learned/good practice/opportunities which should be taken forward in subsequent delivery.
- 1.5.2 The indicative budget allocated to this activity is **£7,500 plus VAT**. This is the total budget whether one or more contactors are selected.

1.6 Form of tender

- 1.6.1 The tender response must consist of a proposal that responds directly to all the requirements outlined in this tender document, especially in relation to Sections 1, 3, 4 and 5.
- 1.6.2 The proposal must be presented in a clear and legible format in the form of MS Word or PDF document of no more than 6 pages excluding Appendices. Appendices are limited to CV's of the team that will contribute, 1 example of a previous evaluation completed if available and the Form of Tender (see Section 7),
- 1.6.3 Arial 12 Font or larger must be used in the response proposal.
- 1.6.4 The proposal should be presented in a way that is straightforward to interpret
- 1.6.5 The proposal presented must be structured to provide:
- Background information about the organisation – or collaborating organisations – making the proposal
 - Details of relevant experience that makes the organisation / delivery team suitable to complete the evaluation. Comment should include detail on experience of ERDF/ Public Sector funded contracts, Business Support, Independent Evaluation / Audit, working with SME's, working with key stakeholders such as councils / LEP's. CV's of the delivery individual / team are to be provided as an Appendix.
 - Outline the evaluation methodology i.e. how the requirements of this specification will be met to deliver the required evaluation report.
 - Detail any added value above and beyond the outlined specification.
 - Provide a costing with breakdown of costs including day rates, days allocated to the work, travel, subsistence, printing any other costs. Please specify a price including and excluding VAT.
 - Provide a point of contact for correspondence.

1.7 Evaluation of responses

- 1.7.1 LSBC reserves the right to write to or speak with tenderers for clarification of any point. Replies will be required in writing.
- 1.7.2 Tenders will be evaluated against the criteria laid down in Section 1.8 in relation to specification of requirements (see Section 3).
- 1.7.3 Tenderers will be informed of the outcome in writing/email.



1.8 Contract award criteria

1.8.1 Selection of contractors will be based on the following criteria:

Quality:	70%
Cost:	30%

2 CURRENT STATUS

2.1 London Small Business Centre

2.1.1 LSBC is a London based not-for-profit support agency for small businesses, with unrivalled experience in delivering and managing business support activities across London. Formed over 30 years ago, LSBC is recognised as a leading enterprise agency in London with experience of delivering multiple ERDF contracts.

2.2 The Enterprise for Everyone Programme

2.2.1 The Enterprise for Everyone Programme completes practical delivery at the end of June 2019.

2.2.2 Building upon the success of previous LSBC-managed projects, the Enterprise for Everyone Programme has been a Pan-London EU-funded project. The programme includes:

- a) an intensive support service for 260+ individuals seeking to unlock their enterprise potential, consisting of one-to-one advice and workshops
- b) free/confidential/impartial business advice to 150 new enterprises
- c) Support to enterprises with an aim to create 50 new jobs

3 SPECIFICATION OF REQUIREMENTS

3.1 Key requirements

3.1.1 The report will need to consider the impact of the Enterprise for Everyone Programme and suggest lessons learned/good practice/opportunities which should be taken forward in subsequent delivery.

3.1.2 The following supporting documents are provided that form part of this specification:

- Appendix 1 – Enterprise for Everyone Programme Logic Model
- Appendix 2 – ERDF Summative Assessment Guidance
- Appendix 3 – ERDF Summative Assessment Guidance Appendices

3.1.3 The following key sections should be included in the evaluation report with content of the sections answering the questions and providing analysis with comment as outlined below:

Project Context:

- What was the project seeking to do?
- What was the economic and policy context at the time that the project was designed?



- What were the specific market failures that the project was seeking to address? Was there a strong rationale for the project?
- Was it appropriately designed to achieve its objectives? Was the delivery model appropriate?
- Were the targets set for the project realistic and achievable?
- How did the context change as the project was delivered and did this exert any pressures on project delivery?
- Bearing in mind any changes in context or weaknesses in the project design / logic model, was it reasonable to expect the project to perform well against its targets?

Project Progress:

- Has the project delivered what it expected to in terms of spend and outputs?
- What are the factors which explain this performance?
- Has the project achieved what it set out to do?

Project Delivery Management:

- Was the project well managed? Were the right governance and management structures in place and did they operate in the way they were expected to?
- Has the project delivered its intended activities to a high standard?
- Could the delivery of the project have been improved in any way?
- For projects with direct beneficiaries: did the project engage with and select the right beneficiaries? Were the right procedures and criteria in place to ensure the project focused on the right beneficiaries?

Project Outcome and Impact:

- What progress has the project made towards achieving the outcome and impacts set out in its logic model?
- To what extent are the changes in relevant impact and outcome indicators attributable to project activities?
- Can these benefits be quantified and attributed to the project in a statistically robust way?
- To what extent has the project contributed to the achievement of ERDF programme result indicators?
- What are the main sources of Strategic Added Value that the project has created?

Project Value for Money:

- Provide a brief analysis of the value for money that the project has provided and, where possible, benchmarks against other similar interventions.



Conclusions and Lessons Learnt:

- Provide a brief description of the strengths and weaknesses of the project
- Use quantitative data to illustrate your conclusions

3.1.4 A draft report is required by **May 2019** with a final report by **June 2019**.

4 REQUEST FOR COMPANY INFORMATION

4.1 Company details

4.1.1 You are requested to provide the following written information about your company as an additional Appendix should any of the following points apply:

- Please provide details of any past/present employment with LSBC, of any of the directors, partners or associates. This should include details of name, department, post held and dates of employment.
- If any of the Directors, partners or associates is related to any member of staff employed by LSBC, give details of the name, department, post held, relationship and dates of employment.
- Details of any director, partner or associate who has/have been involved with any company which has: become bankrupt; made a composition with its creditors; had a winding up order made; had a resolution for voluntary winding up passed; had a proposed liquidator, receiver or manager appointed; or, had an administrator's order made. These details must include the person's name, company name, position in the company and date of event.

5 CONTRACTS

5.1 Contracting arrangements

5.1.1 A contract will be agreed once the successful contractor is appointed based on this specification and the Tenderer's response.

5.1.2 The successful contractor will be required to sign a data sharing agreement as part of the contractual arrangements.

5.1.3 All data obtained as part of the evaluation must be provided to LSBC for retention. Copies held by the evaluators must be destroyed within 3 months of the final report completion.



6 CONFIDENTIALITY STATEMENT

London Small Business Centre (LSBC)

INVITATION TO TENDER FOR THE PROVISION OF THE ENTERPRISE FOR EVERYONE PROGRAMME EVALUATION REPORT

To be signed by the applicant, a partner or authorised representative in his/her own name and on behalf of the business. Please note that the term "business" refers to: sole proprietor, partnership, incorporated company, co-operative as appropriate.

I/We accept that no part of this Invitation to Tender document may be reproduced in any material form (including photocopying or storing it in any medium by electronic means) without the written permission of the Copyright owner except in accordance with the provisions of the Copyright, Design and Patents Act 1988. Application for the Copyright owner's written permission to reproduce any part of this Invitation to Tender document should be addressed to the Individual identified in Section 1.1.2 of the Invitation to Tender

I/We accept that the information supplied in this Invitation to Tender, the draft contract, and the tender is confidential and will not be revealed to any third party except where this is necessary for the provision of the tender or the completion or operation of the contract.

SIGNED ON BEHALF OF LONDON SMALL BUSINESS CENTRE LTD (LSBC)			
Signed		Print name	
Position		Date	

SIGNED ON BEHALF OF			
Signed		Print name	
Position		Date	/ /



7 FORM OF TENDER

London Small Business Centre (LSBC)

INVITATION TO TENDER FOR THE PROVISION OF THE ENTERPRISE FOR EVERYONE PROGRAMME EVALUATION REPORT

I/we		(full legal name of tenderer)
of		(address)

(being the tenderer's principal place of business or registered office)

Hereby tender for E4E001 – Enterprise for Everyone Programme Evaluation Report and offer to perform the Service at the prices shown in the attached Tender Documentation (1.5.2).

I/We confirm that this is a Bona Fide Tender.

I/We acknowledge that LSBC is not bound to accept the lowest or any tender.

I/We understand that the successful tenderer will be required to execute a formal agreement and until the execution of the formal agreement all correspondence and negotiation between us and LSBC remains subject to contract.

Signed		Print name	
Position		Date	/ /

(to be signed on behalf of the tenderer by a partner if the tenderer is a firm or by a director or other person authorised to bind the company if the tenderer is a company)