



# INVITATION TO TENDER

PROVISION OF BUSINESS CONSULTANCY SERVICES FOR THE  
ERDF FUNDED ENTERPRISE STEPS PROGRAMME

ISSUED: MAY 2020



**European Union**  
European Regional  
Development Fund

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# 1. TENDER INSTRUCTIONS

## 1.1. Overview

- **Norfolk and Waveney Enterprise Services Ltd (Nwes) invites tenders for business consultancy services for the ERDF funded project Enterprise Steps.**
- Nwes require the services of a business consultant(s) to support the delivery of the Enterprise Steps ERDF funded project to potential businesses and entrepreneurs who could benefit from the support available.
- Applications will be accepted from companies or individual consultants.
- The expected number of days required is two to three days of consultancy per week however this requirement will be subject to review during the course of the programme.
- It is your responsibility to obtain, at your own expense, all information necessary for the preparation of your tender.
- Should you be in doubt as to the interpretation of any part of the Invitation to Tender documents, please send your query to the email address below. We will endeavour to answer all written queries submitted before 15 May 2020.

Contact details are:

Email: [tom.bircham@nwes.org.uk](mailto:tom.bircham@nwes.org.uk)

- Responses to queries will be made in writing. If you would like to be included in responses made to questions, please advise the above in writing.
- The tenders will be evaluated against the criteria stated within Section 1.7 of this document.
- The tender must remain open for acceptance for a period of 90 days from the closing date.
- Tenderers will be notified during the week commencing 18 May 2020 of the decision.
- The costs quoted in the tender document should be itemised. Prices should be quoted inclusive of VAT.

## 1.2.Statement of Confidentiality

- The Invitation to Tender documents are, and shall remain the property of Norfolk and Waveney Enterprise Services Ltd and must be returned on demand.
- All information supplied by Nwes 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.
- It is appreciated that confidential information will be supplied to Nwes and two signed copies of a Confidentiality Statement are enclosed (see Section 7) which are binding on both parties.
- One copy should be signed by a director of your company/owner and returned with your submission. Electronic signatures are acceptable.
- The tenderer shall also complete the Form of Tender (see Section 9) and the Declaration as to Collusive Tendering (see Section 8) as required by Nwes. These should be attached to the end of the tender submitted. Electronic signatures are acceptable.

## 1.3.Tendering Rules

- **THE TENDER MUST BE RECEIVED NOT LATER THAN MIDDAY ON MONDAY 18 MAY 2020**
- Any tender which is received after the date for return will NOT be considered and Nwes will not consider requests for extension of the closing date and time.
- Tenders should be emailed in PDF format to [tom.bircham@nwes.org.uk](mailto:tom.bircham@nwes.org.uk) using the email subject "Tender for Business Consultancy Services – Ref: ES/3001/20". Please note that total email size, including all attachments, should not exceed 15Mb.
- Responses must be returned together with the Declaration of Collusive Tendering (see Section 8) Form of Tender (see Section 9) and Confidentiality Statement (see Section 7) completed.

Any supplier who directly or indirectly canvasses any employee of Nwes, concerning the award of the contract for the provision of the service will be disqualified.

Every tender received by Nwes 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

<b>Tender documents issued</b>	4 May 2020
<b>Queries to be answered by</b>	15 May 2020
<b>Tenders to be submitted</b>	18 May 2020
<b>Evaluation of tenders commences</b>	w/c 18 May 2020
<b>Tender awarded</b>	w/c 18 May 2020
<b>Contract Commences</b>	ASAP after the contract award, but no later than 1 June 2020
<b>Contract Ends</b>	31 December 2022

## 1.5. Scope of Service Required

- The Enterprise Steps project is described in Section 2.2
- The project team is keen to secure the services of a business consultant(s) to support the delivery of the project to eligible businesses/entrepreneurs who could benefit from the support available.
- The expected number of days that can be offered is two to three days of consultancy per week.
- The period of the contract is for approximately 31 months commencing ASAP after the contract award, but no later than 1 June 2020. Should the Enterprise Steps project be extended Nwes, at its sole discretion, reserves the right to extend this contract to match the project extension or part thereof.
- The value of the contract will depend upon the rates and experience outlined in the tender submission

## 1.6. Format of Tender

- The tender response must consist of a proposal that responds directly to all the requirements outlined in this tender document
- The response must be no more than 2 pages of A4 (not including CVs), in Arial pt12 and submitted by email to [tom.bircham@nwes.org.uk](mailto:tom.bircham@nwes.org.uk). The response presented must:
  - Give a brief introduction setting the context for the proposal
  - Provide background information about the organisation/individual – or collaborating organisations – making the proposal
  - Provide a point of contact for correspondence
  - Outline how the specification of requirements (section 3) of this tender are going to be addressed, showing why the tendering organisations/individual

- should be selected. This should be structured in line with the contract evaluation criteria
  - Detail any assumptions that have been made
  - Provide the appropriate costing on a day rate basis.
- The response must include a CV for each employee/individual of the tendering organisation that will be delivering the services outlined

## 1.7. Evaluation Criteria

The selection criteria and areas to be covered by the tender are weighted in the following areas:

Criteria	%
Price	25
Experience (outlined in Section 3.)	75

## 1.8. Notification of Outcome

- Nwes is not bound to accept the lowest priced Quotation or indeed any Quotation. Nwes also reserves the right to accept all or any part of a Quotation. A final decision on the award of contracts will be subject to the satisfactory outcome of any negotiations, or any outstanding issues being resolved.
- Successful applicants will be offered a contract with Norfolk and Waveney Enterprise Services Ltd based on the tender submitted and will be expected to deliver the activities and outputs specified. All expenditure and activity must be completed by the date stated in the tender specification.

# 2. CURRENT STATUS

## 2.1 . Norfolk and Waveney Enterprise Services Ltd

Nwes is an enterprise support organisation constituted as not for profit distribution company, specifically set up to offer consistent support to businesses that are both starting up and growing.

## 2.2 . Enterprise Steps Project

Enterprise Steps is a part ERDF funded project led by Newham College in partnership with London South Bank University and Nwes. The project will identify and engage pre-trade and early stage SMEs pan-London in areas of low enterprise activity and amongst under-represented groups to create new enterprises and help existing enterprises survive, prosper and grow by delivering a three-stage programme:

**STAGE 1:** New pre-start and fledgling enterprises receive a tailored programme to support their creation and establishment.

**STAGE 2: ENTERPRISE SUPPORT PROGRAMME:** Existing early stage enterprises, along with new enterprises created through Stage 1 will agree a tailored programme of activities including mentoring and workshops, to help them survive, flourish and grow.

**STAGE 3: FASTRACK ESCALATOR :** As part of the diagnostic assessment and action plan, new or early stage businesses with potential for growth will be identified. These will be benchmarked against a 5-point criteria for growth potential.

Eligible enterprises will be enrolled onto the Fast Track Escalator programme, which provides additional one to one support, training and intensive strategy work.

The advice delivered by Nwes will contribute the following outputs to the programme:

- 100 enterprises supported
- 60 new enterprises supported
- 12 increased employment
- 5 new to the market products

Enterprise Steps is part-funded by the European Regional Development Fund. The European Regional Development Fund (ERDF) is one of the European Union's Structural Funds which is used to tackle regional disparities across Europe. ERDF helps to stimulate economic development and growth; it provides support to businesses, encourages innovation and supports regeneration.

### 3. SPECIFICATION OF REQUIREMENTS

- In depth understanding of micro and SME businesses
- Provide general business advice to pre-start, start-up and existing businesses that assists in delivering businesses growth
- Assist clients to develop strategies, business plans and access finance
- Strong understanding of cash flow management, access to finance
- Completion of all relevant project documentation as per ERDF audit requirements
- Demonstrate a wide range of networks and contacts which will add value to the project beneficiaries
- To provide timely documentation which includes reports from all project beneficiary contact, timesheets and updating contact diary
- Establish and maintain effective relations with key individuals and organisations to promote Enterprise Steps and aid high quality referrals
- Must be available to deliver services across the London LEP area
- Understand that advice forms one part of the project and show an understanding of signposting clients to other areas of the ERDF programme such as group master classes

- Understanding of other local business support delivery
- Work in conjunction with the client to ensure the client is offered relevant master classes and signposted to other expertise to assist the company's growth
- Keeping up to date client files to ensure project outputs are reached and evidenced correctly
- Maintain client confidentiality

## 4. COSTS REQUIREMENTS

Tenders should include a detailed breakdown of costs, identifying:

- Day rates
- Any additional expenses

Prices should be inclusive of VAT.

**Tenders should not exceed a total value of £90,000 for the contract period.**

Should the Enterprise Steps project be extended Nwes, at its sole discretion, reserves the right to extend this contract to match the project extension or part thereof, leading to an overall cost in excess of £90,000.

## 5. COMPANY/INDIVIDUAL INFORMATION

You are requested to provide the following written information about your company:

- Name of company/individual
- Address for all correspondence
- Telephone number
- Email address
- Registered office
- Is the company a sole trader, partnership, private limited company, public limited company, or other (please state)?
- VAT status and registered VAT number

If your company is a limited company, please supply the following additional information as applicable:

- Date of registration and registration number under the Companies Act 1985
- Date of registration and registration number under the Industrial and Provident Societies Act 1965/1978
- If a member of a group of companies, the names and addresses of the ultimate holding company and all other subsidiaries

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 administrators order made. These details must include the person's name, company name, position in the company and date of event.

### 5.1. Insurance

Please give details of insurance for the following:

- Employer's Liability Insurance held (if applicable)
- Public Liability (Third Party) Insurance held
- Professional Indemnity

## 6. CONTRACTS

A formal contract, precise delivery requirements and agreed cost will be negotiated and formalised once the successful contractor is appointed.

# 7. CONFIDENTIALITY STATEMENT

## INVITATION TO TENDER FOR THE PROVISION OF **Business Consultancy Services for the ERDF funded Enterprise Steps Project**

### CONFIDENTIALITY STATEMENT

To be signed by the applicant, a partner or authorised representative in his/her own name and on behalf of the company. Please note that the term "company" 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 Tom Bircham, Deputy Area Manager, 40 Cumberland Road, London, N22 7SG

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



Norfolk and Waveney Enterprise Services Ltd

Date 4<sup>th</sup> May 2020

Name of Signatory Andrew Wilson

Signed on behalf of .....

Dated .....

Name of Signatory .....

## 8. DECLARATION RELATING TO COLLUSIVE TENDERING

### INVITATION TO TENDER FOR THE PROVISION OF **Business Consultancy Services for the ERDF funded Enterprise Steps Project**

#### DECLARATION RELATING TO COLLUSIVE TENDERING

1. The tender submitted herewith is a bona fide tender, intended to be competitive.
2. We have not fixed or adjusted the amount of the tender under or in accordance with any agreement or arrangement with any other person.
3. We have not done and we undertake that we will not do at any time before the hour specified for the return of the tender any of the following acts:
  - a. communicating to a person other than the person calling for these tenders the amount or approximate amount of the proposed tender (except where the disclosure in confidence, of the approximate amount of the tender was essential to obtain insurance premium quotation required for the preparation of the tender);
  - b. entering into any agreement with any other person that he shall refrain from tendering or as to the amount of any tenders to be submitted; and
  - c. offering or paying or giving or agreeing to give any sum of money or valuable consideration directly or indirectly to a person for doing or having done or causing or having caused to be done in relation to any other tenders any act or thing of the sort described above.

#### IN THIS CERTIFICATE:

- i. person includes any person and any body or association corporate or incorporate.
- ii. any agreement or arrangements includes any transaction of the sort described above, formal or informal and whether legally binding or not.

DATED this                      day of 2020

SIGNED by                      .....  
(same signatories as in Form of Tender below)

.....  
(full legal name of tender)

## 9. FORM OF TENDER

INVITATION TO TENDER FOR THE PROVISION OF **Business Consultancy Services for the ERDF funded Enterprise Steps Project**

### FORM OF TENDER

I/We .....  
(full legal name of tenderer)

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

Hereby tender for Business Consultancy Services for the ERDF funded Enterprise Steps Project at the prices shown in the attached Tender Documentation.

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

I/We acknowledge that Norfolk and Waveney Enterprise Services Ltd 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 Norfolk and Waveney Enterprise Services Ltd remains subject to contract.

Signed .....

Dated .....

Name of Signatory .....

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.