

INVITATION TO QUOTE

Invitation to Quote for the Provision of Potential New Exporter Data

Date: November 2019

East Midlands Business Limited

Registered Office:

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1. Introduction

- 1.1 East Midlands Business Limited (EMB) wishes to commission a contractor to identify fresh potential export contacts.
- 1.2 EMB is a subsidiary of EMB-Group Ltd. The EMB Group is a private group of companies that provides a range of business improvement and programme management services.
- 1.3 EMB Group delivers a range of services for businesses and individuals, including the following:
 - [Investors in People](#) certification in Central England (IIP)
 - Department for International Trade [international trade service](#) in the East Midlands (DIT)
 - [ISO accreditation](#) (ISO)
 - Business Lincolnshire Growth Hub business advice service
 - European Regional Development Fund (ERDF) funded projects, including the [Internationalising SMEs](#) project and the [D2N2 Growth and Innovation Programme](#).
 - Information security.

2. Background

- 2.1 As the Department for International Trade Delivery Partner, EMB delivers a targeted programme of advice, events and financial support designed to encourage and assist SMEs and larger organisations in the East Midlands. The project aims to enhance the capability and capacity of organisations and their leaders to exploit opportunities in overseas markets by providing:
 - Expert advice and support for small and medium sized enterprises provided by International Trade Advisers to enter, establish and expand in international markets;
 - Support events, trade fairs and overseas missions to assist small and medium sized enterprises to enter, establish and expand in international markets;
 - Sector specialist advice to cover locally significant sectors, such as Advanced Manufacturing, Life Sciences/Healthcare, Food & Drink Production, High Performance Technologies, Transport Equipment Manufacturing and Environmental Technologies;
 - Joint LEP and Growth Hub engagement activities, such as workshops, export tasters or local marketing campaigns to encourage companies new to export to take the plunge;
 - Language and culture training to help businesses understand the business and social culture in their target markets, and;
 - Grant programme for SMEs designed to address financial barriers to exporting.
- 2.2 The West Midlands Chamber of Commerce (WMCC) are the Delivery Partner for the West Midlands and work closely with EMB. Together the two cover the Midlands Engine area (East & West Midlands).
- 2.3 There is a desire to identify fresh leads who are either known exporters (but not currently serviced by EMB or WMCC) or those companies that have a high propensity to export.
- 2.4 The strategic objectives of this project are:
 - To build on knowledge of the characteristics of successful exporters and provide data across the whole of the Midlands Engine area, as yet unknown to EMB & WMCC,
 - To supply a prospect file that EMB & WMCC can use to target new clients.

3. Requirement Specification

- 3.1 EMB is inviting proposals and costed quotes for the provision of data.
- 3.2 Data needs to be split evenly across the East and West Midlands coming from all constituent LEP areas (recognising there are differing business densities).
- 3.3 The ambition is to arrive at a minimum 10,000 net new records (not previously known to EMB & WMCC).
- 3.4 The total available budget for the commission is £20,000 (exclusive of VAT, if applicable).
- 3.5 The data will support a telemarketing campaign so needs to be GDPR compliant and have the necessary opt-in check.

4. Timetable for completion

- 4.1 Data needs to be supplied by the end of January 2020 at the latest.

5. Corporate Responsibility and Health & Safety Considerations

- 5.1 East Midlands Business Limited requires providers to comply with all Health and Safety legislation and to have procedures in place for ensuring the safety of its staff, as well as third party personnel involved in assignments.
- 5.2 Providers should possess and maintain public and professional indemnity insurance and employer's liability insurance (if applicable). Evidence of current insurance policies and the limits of these policies must be provided as part of your tender submission.

6. Copyright/Legal Ownership of Commissioned work

- 6.1 East Midlands Business Limited and its associated companies will have the right to use and reproduce the commissioned work without further charge or permission.

7. Budget

- 7.1 The maximum budget available for this piece of work is £20,000 (exclusive of VAT).

8. Additional Requirements

- 8.1 The above specification points are not an exhaustive list. The successful provider may therefore be required to adhere to additional requirements or may wish to suggest additional activity that would benefit the project. Such requirements will be agreed between the successful provider and East Midlands Business Limited.

9. Payment Terms

- 9.1 The fee for this commission will be payable as follows:
 - 50% on signing of contract
 - 50% on the final supply of data.

9.2 East Midlands Business Limited's normal payment terms for approved invoices is 30 days from date of receipt of invoice. EMB will be the sole contractor for this work.

10. Quotation Submission

Please outline the following in your submission:

- How you will match our data (once provided) with your business universe to ensure the records supplied are not already know to us.
- The process you will use to identify "ideal" or "exemplar" prospects for targeting.
- Your ability to concentrate on organisations with a turnover over £500,000 pa.
- The volume of records you are able to supply and the fields that will be included (contact names are preferred wherever possible).

10.1 Please also enclose the following with your submission:

- Evidence of your financial standing.
- Copies of any certificates for any standards referred to.
- Examples of previously undertaken case studies, if available.
- Price - Your proposed fees. Please show all elements of your charges. If applicable, VAT should be included in your price.

11. Evaluation of Quotations

11.1 Quotations will be evaluated by an Evaluation Panel, which will determine which of the submissions provides EMB with the most confidence that those suppliers have the relevant experience, personnel and capability to meet the requirement's objectives.

12. Instruction to Bidders

12.1 Please supply an electronic version of your proposal and costed quotation by the submission deadline to: simon.grandidge@mobile.trade.gov.uk

12.2 Submissions should be titled:

"QUOTATION FOR PROVISION OF POTENTIAL NEW EXPORTER DATA"

12.3 Bidders should note that in the event that a bid is considered to be fundamentally unacceptable on a key issue, regardless of its other merits, that bid may be rejected.

12.4 Bids submitted after the stipulated time and date advised will be rejected.

12.5 If you require further information concerning the quotation process, or the nature of the proposed contract, in the first instance please contact simon.grandidge@mobile.trade.gov.uk with the subject line "*Quotation for Provision of Potential New Exporter Data*".

13. Conditions of Bidding

13.1 Representations: A bidder may contact East Midlands Business Limited using the e-mail address simon.grandidge@mobile.trade.gov.uk to obtain any further information about the

requirements of the contract or the bidding procedures if these are not evident or clear from the documents supplied to bidders.

- 13.2 Specification: For the avoidance of doubt, the Invitation to Quote specification document shall include all requirements explicit or implied within the specification document.

EMB reserves the right to withdraw this Invitation to Quote document and all funding contained within it without notice.

- 13.3 Bids Excluded: No bid will be considered for acceptance if the bidder has indulged or attempted to indulge in any corrupt practice or canvassed an officer of East Midlands Business Limited. If a bidder has indulged or attempted to indulge in such practices and the quotation is accepted, then grounds shall exist for the termination of the contract and the claiming of damages from the successful bidder.

It is unlikely that any bid will be accepted which (a) is incomplete or inaccurately or inadequately completed or which purports to impose conditions other than those provided in the contract documents and (b) is delivered out of time or in a manner other than specified in the specification.

- 13.4 Collusive Bidding: In submitting a quotation for this contract, the bidder confirms that he/she has not fixed or adjusted the amount of the quotation by or under or in accordance with any agreement or arrangement with any other person.

The bidder also certifies that at no time, before or following the submission of the quotation, has the bidder carried out any of the following acts:

- (i) communicating to a person other than the person calling for the quotation the amount or approximate amount of the proposed quotation, except where such disclosure is required for the purpose of obtaining insurance;
- (ii) entering into any agreement or arrangement with any person that he shall refrain from bidding or as to the amount of any quotation to be submitted;
- (iii) offering or paying or giving or agreeing to give any sum of money 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 bid or proposed bid for the said work any act or thing of the sort described above. The context of this clause the word 'person' includes any persons and any body or association, corporate or unincorporated; and 'any agreement or arrangement' includes any such transaction, formal or informal, and whether legally binding or not.

- 13.5 Freedom of Information: Information in relation to this Invitation to Quote may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000.

Bidders should state if any of the information supplied by them is confidential or commercially sensitive or should not be disclosed in response to a request for information under the Act. Bidders should state why they consider the information to be confidential or commercially sensitive. This will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in the Act.

It is important to note that information may be commercially sensitive for a time (e.g. during a bidding process) but afterwards it may not be. The timing of any request for information

may be extremely important in determining whether or not information is exempt. However bidders should note that no information is likely to be regarded as exempt forever.

14. Timetable

14.1 The timetable for the procurement process is as follows:

Date:	Activity:
28 nd November 2019	Invitation To Quote issued
12 th December 2019	Quotation submission deadline
13 th December 2019	Quotation scoring commences
16 th December 2019	Decision on preferred bidder and notification to successful and unsuccessful bidders
16 th December 2018	Contract award

14.2 Bidders should note that this timetable may be subject to change.