



European Union

European Regional
Development Fund

Tender Specification: Stand Design and Build Tender

Tender Reference: 060116 North East Automotive Alliance Stand Design and Build Tender

Date: 6 January 2016

1. Background

The North East Automotive Alliance Limited (NEAA) is an industry-led, membership-based cluster group, formed to promote and support the economic sustainable growth of the North East region's automotive industry. We are a not-for-profit organisation, providing a single unified voice to key stakeholder groups and promoting the true value created by the North East automotive sector.

The NEAA has launched a new SME Programme, Advancing the Competitiveness of NE SMEs (ACE SME), and as part of this programme we will support a number of SMEs through various industry events, as well as the wider membership.

2. Tender Details The contracting authority for the purpose of this invitation to tender is North East Automotive Alliance Limited.

North East Automotive Alliance Limited, RTC North, 1 Hylton Park, Wessington Way, Sunderland, SR5 3HD.

This project is part funded by European Regional Development Fund. As such, the successful organisation must apply ERDF regulations, in terms of relevant branding, publicity and procurement for all activity undertaken within the project. This will involve appropriate use of logos and documentation to evidence related performance deliverables.

2.1. Tender Requirements

- 2.1.1. Stand system purchase and design to fit approx. 36sqm with the ability to support up to 8 variable member companies with change of graphics and NEAA umbrella branding. The stand design should suit both island space and space open on 3 sides. Ideally the stand should be a modular design offering flexibility of use for both larger and smaller areas. Price to include storage of frame and panels when not in use from 2016-end 2018. The stand is to incorporate a reception desk (please include), wall mounted TV (client supplied but bracket required), seating area (can hire at specific events) and product display areas (please include), and must follow the NEAA brand guidelines.
- 2.1.2. Project Management and build for Automechanika Birmingham, 36sqm (6x6m) space only to be designed to incorporate 8x (800mm wide) panels for 8 of our member companies to exhibit, including design and production of panels. The booked stand space is 9G21B, open on 3 sides

- 2.1.3. Project Management and build for the Advanced Engineering Show at NEC, 35sqm (7x5m) space only to be designed to incorporate 8 member companies each with an individually designed panels. The booked stand for 2016 is J38 and this is an island stand with 4 open sides. This show will take place in 2016 and 2017 so costs must be taken into consideration for both years with a similar stand size.
- 2.1.4. Design and production of new graphic panels for portable display stand. We expect to replace these at an average rate of 1x 1m wide panel every 2 months.
- 2.1.5. Possible shell scheme build for Meet the Buyer at North East Automotive Expo 2016 taking place at the Stadium of Light on 22nd September 2016. Requirement for 15x 2x2m shell scheme booths with open front and name boards (not to be dark as the lighting in the room isn't great). This will take place on the 3rd floor with limited lift capacity.
- 2.1.6. Design and build for other possible exhibitions taking place during the contract term which are unconfirmed to date – 2017 & 2018. Projected costs for Project Management and build, mileage etc. based on UK events of similar specification to the above.

3. Contract Term

This tender will cover the periods from 1st February 2016 to 31st December 2018.

4. Contract Value and Payment Terms

Tenders should quote for the completion of this work in full but include a breakdown of costs as per the tender requirements detailed in 2.1.

Payment to account will be made in accordance with the North East Automotive Alliance Limited general terms and conditions of contract for services.

5. Contract Management

Standard terms and conditions will apply to the successful tender(s) organisations; a copy of which is available upon request. Special terms may come into force as the contract is negotiated.

6. Quality Assurance

Tenders should describe the organisations procedures for quality assuring their work stating whether they hold a recognised quality management certification for

example BS/EN/ISO9000 or have an equivalent quality assurance/management system in place.

7. Award Criteria

The contract will be awarded to the most economically advantageous tender evaluated against the following criteria.

Criteria	Weighting %
2.1.1. – Price – overall package	60
2.1.2. – Experience and track record	40

8. Queries

To ensure a fair and transparent tender process no approach of any kind in connection with this tender should be made to any other person within, or associated with, North East Automotive Alliance Limited. Failure to comply may result in disqualification from the process.

9. Tender Return

The completed Tender and associated documents must be submitted to Laura Gage either by email to lgage@northeastautomotivealliance.com or in hard copy to the following address: Laura Gage, North East Automotive Alliance Limited, RTC North, 1 Hylton Park, Wessington Way, Sunderland, SR5 3HD.

10. Closing Date: 22nd January 2016