



European Union

European Regional
Development Fund

Tender Specification: Design & Print Services

Tender Reference: 100216 North East Automotive Alliance Design & Print Services

Date: 10 February 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), which is part financed by the European Regional Development Fund (ERDF). As part of this programme we will support a number of SMEs growth in the North East, thus building on the NEAA's reputation as a home to a wealth of innovative and specialist automotive companies.

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. Delivery Requirements

The NEAA is looking to select a provider that will be responsible for the supply of design and printing services. Design and printing requirements will vary and demand will be on an as and when basis.

Examples of the items may include but will not be limited to the following:

- Quarterly magazine printing (possible design), including mailing fulfilment service
- Banner Stands
- Business Cards
- Datasheets

- Event Guides
- Flyers
- Annual Directory

2.2. Tender Requirements

We are now inviting companies to submit a proposal for this work. Your proposal should include:

- A brief description of your company
- Examples of previous work which is relevant
- An example breakdown of unit costs inclusive of all VAT, for example:
 - 1m wide banner stand design and print
 - x 500/ 1000 business card printing
 - x 1000 printing of 24 page A4 magazine, full colour on 170gram silk
 - Pack and mail x 400 A4 booklets in polybag
 - x 2000 double-sided flyers on 170 gsm (design itemised)
- A proposed workflow to show the interaction between yourself and NEAA from the time an order is placed to receiving the goods.

3. Contract Term

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

4. Contract Value and Payment Terms

The budget for this work will not exceed £30,000.00 ex. VAT and items will be purchased on an ad hoc basis over the contract period. The contractor will be required to make all payments to all suppliers from this budget. NEAA does not bind itself to spending the full contract value.

Tenders should quote for a breakdown of costs as per the tender requirements detailed in 2.2.

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 %
Price – value for money	30
Relevant experience and track record	40
Understanding of project requirements and ability to deliver	30

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: 25th February 2016

11. Award Date: w/c 29th February 2016