



Supply Chain  
North East

**Tender Specification: NEAA Supply Chain North East Stand Design and Build**

**Date: 24 April 2019**



Delivered by





## CONTENTS

Section		Page
1	INVITATION TO TENDER	3
2	BACKGROUND	3
3	SPECIFICATION OF REQUIREMENTS	4
4	PROJECT TEAM	4
5	QUALITY ASSURANCE / HSE	4
6	TENDER SUBMISSIONS	5
7	AWARD CRITERIA	5
8	QUERIES	5
9	TENDER RETURN	5



## 1. INVITATION TO TENDER

The Contracting Authority for this Invitation to Tender is North East Automotive Alliance.

Their address is Loftus House, Colima Avenue, Sunderland Enterprise Park, Sunderland, SR5 3XB

North East Automotive Alliance (NEAA) is looking to procure the hire and build of

- 1) a shell scheme system for approximately 55 2x1 metre stands (2.4-metre-high) for the Supply Chain North East Zone of the North East Automotive Expo, taking place on 26 September 2019 at the Beacon of Light, Sunderland for three consecutive years (3<sup>rd</sup> week of September each year).

This contract should include the design, hire and build of the shell scheme, project management and electrical on-site support, plus individual wall panels, fascia's and nameboard, 4ft trestle table, table cloth, 1 chair and electrics to support 500w socket max + track with 2 spotlights for each stand.

- 2) Possible other stand design and build may be required throughout the duration of the tender such as project management and build of a space only stand at a national automotive event.

## 2. BACKGROUND

The NEAA is an industry-led cluster that was established to support the economic sustainable growth and competitiveness of the automotive sector in the North East of England. As the largest automotive cluster in the UK the NEAA is well placed to support the development of SMEs within the automotive sector, or who are looking to enter the automotive supply chain.

To this end, the NEAA is a delivery partner in a new SME programme, Supply Chain North East, which will see four key partners joining forces to work with over 800 businesses between 2018-2021 supporting businesses to identify opportunities in new and existing markets.

As part of this programme, the NEAA will support 55 SMEs per annum at its annual flagship automotive exhibition, the North East Automotive Expo.

Based in the Sunderland area, this is the only automotive event of its kind in the region and brings together senior figures, responsible for multiple disciplines, from the automotive sector as well as stakeholders from outside of the region. This offers a unique opportunity for SMEs to showcase products and services; increase sector knowledge; gain insight into product development requirements and develop collaborations. Thus, preparing the SMEs for the opportunities and challenges facing the automotive sector.



### 3. SPECIFICATION OF REQUIREMENTS

#### 3.1 Services/Work/Equipment to be provided:

NE Automotive Expo:

- Hire and build of a shell scheme system for approximately 55 2x1 metre stands
- Delivery to the Beacon of Light, Sunderland (exhibition site)
- Project management and electrical on-site support
- Nameboard, 4ft trestle table, table cloth, 1 chair and 500w socket max + track with 2 spotlights for each stand
- Relevant event signage

Stand Design and Build (Quote based on example requirement):

- Design and build of a 30sqm exhibition stand
  - Reception area for NEAA
  - 8 individual company stands
- Deliver – cost per mile
- Build costs, inc. labour

#### 3.2 Timescales

Deadline - 10/05/2019

Review of bids - 13/05/2019

Appointment of supplier - 16/05/2019

This tender will cover the period from 16/05/2019 to 30/09/2021

### 4. PROJECT TEAM

This is the team within North East Automotive Alliance who will work the successful bidder.

- Laura Gage, Marketing & PR Manager

### 5. QUALITY ASSURANCE

Tenderers should describe their procedures for quality assuring their work stating whether they hold a recognised quality management certification.



## 6. TENDER SUBMISSIONS

As a minimum, tenderers should provide the following details within their proposals:

- A brief description of the company, and any relevant experience
- Examples of successful delivery of similar services.
- Availability of resources required to deliver the service for the delivery period.

Tenders will be evaluated against the award criteria as set out within Section 7 and tenderers should also demonstrate within their tender proposal the following assurance that they have:

- Capability to meet the contract requirements;
- Quality and experience of the individual(s) delivering the contract; including evidence of a proven track record;
- Value for money and added value

## 7. AWARD CRITERIA

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

Criteria	Weighting %
Price of overall package	60
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. 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, Marketing & PR Manager, North East Automotive Alliance, Loftus House, Colima Avenue, Sunderland Enterprise Park, Sunderland, SR5 3XB

Submissions can also be made by email to [lgage@northeastautomotivealliance.com](mailto:lgage@northeastautomotivealliance.com)

Closing date for all tenders is 17.00 on 10/05/2019.

*This project is supported by the European Regional Development Fund as part of the European Structural and Investment Funds Growth Programme 2014-2020.*