

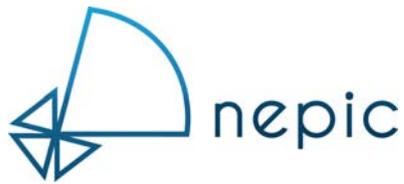


Tender Specification: Provision of Financial Services to NEPIC for Management of ERDF Programme – SME Growth via Facilitated Market Access and Energy Management

Tender Reference: NELEP-ERDF/Financial/01

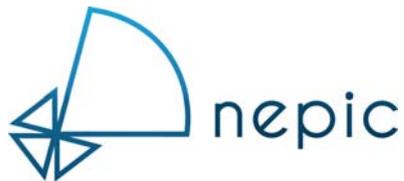
Date: April 2016

Northeast of England Process Industries Cluster Limited
RTC North
Colima Avenue
Sunderland Enterprise Park
Sunderland
Tyne & Wear
SR5 3XB



CONTENTS

Section		Page
1	INVITATION TO TENDER	3
2	BACKGROUND	3
3	SPECIFICATION OF REQUIREMENTS	4
4	OUTPUTS REQUIRED	4
5	PROJECT TEAM	5
6	CONTRACT MANAGEMENT	5
7	QUALITY ASSURANCE	5
8	CONTRACT PRICE	5
9	TENDER SUBMISSIONS	5
10	AWARD CRITERIA	6
11	QUERIES	6
12	TENDER RETURN	6



1. INVITATION TO TENDER

The Contracting Authority for the purpose of this Invitation to Tender is NEPIC, the Northeast of England Process Industries Cluster Limited (NEPIC).

NEPIC's office is RTC North, Colima Avenue, Sunderland Enterprise Park, Sunderland, Tyne & Wear, SR5 3XB

NEPIC has been commissioned by Northeast England Department for Communities and Local Government to deliver an ERDF programme entitled "SME Growth via Facilitated Market Access and Energy Management", (the Project).

NEPIC has been successful in attracting European Regional Development Fund (ERDF) support for the project. It is intended that NEPIC's industry specialists will be engaging and interacting with a significant number of Northeast SMEs in the supply chain of the process sector to deliver the agreed outputs and milestones of the programme.

This exciting project aims to help regional SMEs sell into the process industry supply chain and also improve their energy management. Via these two interventions, companies will both increase their turnover and reduce their overheads, thus stimulating their growth.

The programme is worth £1.0M over a 3 year period, 50% funded through ERDF. As part of this process NEPIC seeks to appoint an organisation to undertake the financial control and financial reporting activities as required by the ERDF rules. NEPIC requires an organisation that is experienced in the financial rules of ERDF projects and one that is immediately available to contract to assist in the delivery of the Project.

2. BACKGROUND

NEPIC is an award winning membership cluster organisation working with the chemical-using industries in the North East of England. We cover a broad sweep of chemistry focussed industries including petrochemicals, polymers & materials, fine & speciality chemicals, pharmaceuticals, biotechnology and renewables.

Together with our member companies, we work to build upon the already powerful industrial base located here and make this region one of the most competitive and successful chemical-processing locations in Europe.

We are privately-owned, led by industry and work to support cluster members to become successful and sustainable organisations, in a collaborative business environment that helps them to grow.

NEPIC occasionally uses public funds, such as ERDF, to help grow the cluster for the benefit of our members.



3. SPECIFICATION OF REQUIREMENTS

3.1 Detailed requirements

Tender submissions must include evidence of the following:

- Recent experience of ERDF project delivery, management and monitoring.
- Experience of operating a business through the use of SAGE software (SAGE Line 50).
- Experience of preparation of regular financial reports and claims for ERDF projects.
- Must possess up to date knowledge, expertise and experience of responding to third party financial audits.
- Must have experience of project audits from the Dept. of Communities and Local Government.

3.2 Deliverables

This programme must demonstrate full compliance to current ERDF project rules and deliver as a minimum:

- An appropriate project management and monitoring system that records spend, grant levels and output information collated from partners, assisted SMEs, sub-contractors etc in line with current ERDF regulations
- An appropriate system for all project claims, monitoring points and evaluation reports.
- Provide advice on ERDF eligibility and how projects such as this work to ensure appropriateness of delivery and maximise chance of success.

3.3 Contract term

The contract for provision of financial services to NEPIC for this ERDF programme will commence from April 2016 and run until the financial completion date of the project which is the end of March 2019.

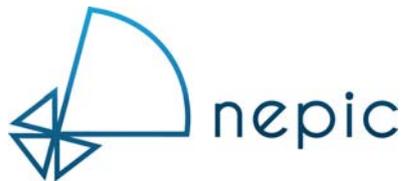
4. OUTPUTS REQUIRED

In addition to day to day financial management and liason with the NEPIC project management team, formal outputs required from the financial services provider is:

- Quarterly Claims to the European Regional Development Fund (ERDF) which is administered by the Department of Communities and Local Government
- Annual financial report
- End of programme financial report
- Interim audit
- End of programme audit

5. PROJECT TEAM

The NEPIC project team responsible for this work are Dr Stan Higgins, CEO and Philip Aldridge, Project Manager.



6. CONTRACT MANAGEMENT AND CONTRACT REQUIREMENTS

NEPIC standard Terms and Conditions will apply to the successful tenderer; a copy of which is available upon request.

7. QUALITY ASSURANCE

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

Please note that only organisations with policies in place for the management of equal opportunities, data management and data protection, anti bribery and corruption and environmental policy will be considered.

8. PAYMENT ARRANGEMENTS AND CONTRACT PRICE

Tenderers should quote for the completion of this work in full (VAT and expenses requirements should be identified separately). Payment to account will be made in accordance with NEPIC's General Terms and Conditions of Contract for Services (see appendix). It is envisaged that this contract from commencement up to its expiry date will not exceed £30K.

9. TENDER SUBMISSIONS

Tenderers should provide details within their proposals of:

How each deliverable which will be managed;

The individuals who will be responsible for implementing the various stages of work and the estimated number of hours this will require;

How their model for delivery will meet the outcomes and demonstrate any added value;

A full cost breakdown of their proposal including details of the numbers and status of staff involved, their time and associated costs. VAT and expenses should be identified separately.

Tenders will be evaluated against the award criteria as set out at clause 10 and tenderers should also demonstrate within their tender proposal their:

- Capability to meet the contract requirements;
- Quality and experience of the team delivering the contract; including evidence of a proven track-record;
- Ability and flexibility to deliver the study to the agreed timescales;
- Value for money and added value

10. AWARD CRITERIA

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



Criteria	Weighting %
Price, including added value	20
Quality and Suitability of proposed solution including the way in which they address and indicate the way in which they will meet the Specification Requirements.	30
Proven experience of providing relevant services particularly, but not limited to contracts of a like size and nature.	30
Financial Control and Management Services	20

11. 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, NEPIC. Failure to comply may result in disqualification from the process.

12. TENDER RETURN

The completed Tender and associated documents must be submitted to the NEPIC office detailed under Clause 1. Closing date for all tenders is noon on 23th May 2016.

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