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Invitation to Quote

Assessing the scale and scope of Greater Manchester's Low Carbon and Environmental Goods Sector (LCEGS).

Ref Q2023

January 2021

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1. Introduction

The aim of this document is to select and appoint a provider to support the Hub's understanding of the scale and scope of GM's LCEGS sector.

This document presents the detailed purpose and requirements of providers wishing to submit a quote for this contract.

2. About the GC Business Growth Hub

GC Business Growth Hub service helps ambitious business people to realise their growth potential by offering access to a range of practical services, from assessing growth options to unlocking finance or accessing experienced business mentors.

GC Business Growth Hub service is offered by GM Business Support Limited, which is part of The Growth Company. The group employs over 1,000 staff and delivers more than £60m of business support services annually.

For more information about Business Growth Hub, which is a trading name of GM Business Support Limited, please visit us at: <http://www.businessgrowthhub.com>

Accountable to the Greater Manchester Local Enterprise Partnership and Greater Manchester Combined Authority (GMCA), GC Business Growth Hub's challenge is to ensure that companies across Greater Manchester, and beyond in some instances, reach their full potential and are able to access the right support and services to meet their needs. These include:

- Personal support to identify and address business growth opportunities and challenges;
- Business to business networking through growth lunches and specialist events;
- Expert growth advice and planning under Growth and Scale up, Growth Start-up, Leadership and Workforce Development, Mentoring, Digital Growth, and Access to Finance, Innovation, Sector Support and Green Growth;
- Access to a wealth of public and private sector business and professional partners with a range of specialist knowledge and skills including a network of committed private providers who share our vision for supporting growth.

Complementary support is also provided by DIT Trade and Investment services and MIDAS, to attract inward investment and support re-investment by companies.

The delivery of support under ERDF requires GM Business Support Limited to comply with ERDF and public procurement guidelines. As a result this tender is designed to enable GM Business Support Limited to demonstrate compliance with these guidelines, ensure value for money and offer the opportunity to deliver the proposed support services for this project in an open and competitive way.

3. Project Scope

The successful tenderer will be required to deliver a 2019/20 sector mapping report that:

- Provides a robust understanding of the scope and scale of the LCEGS sector in the Greater Manchester.
- Compares GM's LCEGS sector at an LEP, UK and Global level.
- Identifies future trends and threats that may impact future growth of the sector.
- Assesses the diversification opportunities for key LCEGS sub-sectors

A full breakdown of the specification required is as follows:

Sector Mapping report:

1. LCEGS data² (Level 1 & 2) for Greater Manchester for the period 2019/20 to include the following metrics:
 - a. Sales (£)
 - b. Companies (no.)
 - c. Employees (no.)
 - d. GVA (£)
 - e. Historic and forecasted growth rates (%)
 - f. Sales growth rates (£)
 - g. Imports / Exports (%) including top export and import markets.
 - h. GM LCEGS with the low value-added activities of Alternative Fuels and Alternative Fuel vehicles sub-sectors removed.

2. A full comparative analysis to include the following:
 - a. GM's LCEGS sector data for 2019/20 (Level 1) against the North West of England, the UK, the EU and global. Comparisons should be made using the following metrics:
 - Sales (£)
 - Export/import (%)
 - GM Export as (£) and (%) of the North West LCEGS exports
 - Forecast growth rates (%)
 - Historical growth analysis (to include 11/12, 15/16, 19/20 data)
 - b. GM ranking within the English LEPs by sales (£), employment and no. of companies at both Level 1 and Level 2.
 - c. GM ranking with C40 cities by sales (£) and GVA (£)
 - d. Historical comparison of GM's GDP and GVA with C40 cities using 2015/16 and 2019/20 data points.
 - e. Comparison of GM LCEGS with other GM priority sectors and C40 cities using traditional SIC codes based on GVA

3. Future trends and threats to include policy and legislation developments, (BREXIT, COVID-19, Build back Better and COP26) Technology developments and future GM activities.

4. Diversification analysis to focus on the retrofit of buildings, decarbonisation of heat, carbon capture and storage and hydrogen.

A final written report containing the findings from the research will be supplied in a word document complete with any supporting documentation in an appropriate format such as Excel.

Once complete the information will be used in the following ways:

- To publish a full report on the Hub's website
- To use information contained within the report in subsequent reports, presentations and documents
- To support SME clients with business planning, sales forecasting and new product development.

4. Budget and Duration

The budget for this project is expected to be in the region of £21,000 excluding VAT. The total value of the contract will not exceed £25,000 excluding VAT

Project to be completed by 30th April 2021.

5. Evaluation

Only Quotation Forms completed in full will be considered.

Quotations will be assessed on the following criteria:

- An outline of your approach to delivery of the tasks as described above; (30%)
- Proposed timetable for delivery; (15%)
- Evidence of your availability and experience to deliver the requirements set out in the objectives including the skills and ability of the proposed personnel to be employed. (30%)
- A full detailed pricing schedule. (25%)

6. Quotation Format

Please complete the attached Quotation Part 2 including any appendices. Only Quotation Forms completed in full will be considered.

Bidders are asked to submit a proposal for the above services by creating a proposal addressing the the areas covered in the Evaluation Criteria completing the questions set in Quotation Part 2.

7. Quotation Return

Please complete the Quotation Form including any additional information by email before 1 pm on Monday 18th January 2021 to:

Nick Batty
Procurement Manager
Email: nick.batty@growthco.uk

8. Contract Conditions

The Contract/Framework Agreement and all tasks carried out under the agreement will be governed by GM Business Support Limited Contract Conditions.

9. Your Information and Data

At the Growth Company we recognise the importance of the privacy and the security of your personal information. Please see the below link to our Group Privacy Notice which explains how we process and look after your personal information and data.

<http://www.growthco.uk/privacy-policy/>

Please note that by submitting a response to one of GC Business Growth Hub's procurement opportunities, your bid (whether successful or unsuccessful in obtaining the contract) will be held and processed in accordance with our Privacy Policy. In order to demonstrate our competitive procurement procedures for future audit and contractual compliance (such as those required by our funders) your response to GC Business Growth Hub's procurement will be held and archived for a period of 25 years following the end of the contracted period.