



Invitation to Tender (ITT)

National Manufacturing Institute for Wales

Reference: IZ-NMIW-IT01

Budget: £180,000 inclusive of VAT



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Section 1

Background

The North Wales Corporate Joint Committee and Ambition North Wales

The North Wales Economic Ambition Board partnership was established in 2012 to develop a regional approach to economic growth and to address the challenges and barriers facing the North Wales economy and operated under the Ambition North Wales brand name.

The partnership covered the six local authority areas of North Wales comprising the councils of Gwynedd, Anglesey, Conwy, Denbighshire, Wrexham and Flintshire. The partnership also included Bangor University, Wrexham University, Coleg Cambria and Grŵp Llandrillo Menai.

The North Wales Growth Deal is a tri-party agreement, signed in December 2020 between Ambition North Wales, UK Government and Welsh Government and has secured funding of £240million from Governments to invest in the North Wales economy as part of the £1bn deal.

The Portfolio Management Office, established to deliver the Growth Deal, delivers the strategic and operational activity of Ambition North Wales with a team of Programme and Project Managers delivering projects across a diverse portfolio, supported by a wider team of officers / staff.

In April 2024, the Economic Ambition Board became a Corporate Joint Committee, with new responsibilities for regional transport and strategic planning as well as a responsibility to enhance and promote the economic well-being of North Wales. The Corporate Joint Committee comprises of the six local authorities and the Snowdonia National Park Authority. The Corporate Joint Committee agreed to adopt the brand of Ambition North Wales.

On 1st April 2025 the Portfolio Management Office and the North Wales Growth Deal were transferred into the North Wales Corporate Joint Committee now known as Ambition North Wales.

More information about Ambition North Wales, the CJC and the North Wales Growth Deal is available on the website - [Ambition North Wales | Home](#).

The contracting authority on behalf of Ambition North Wales will be The North Wales Corporate Joint Committee.

Section 2

Flintshire and Wrexham Investment Zone

Ambition North Wales is working in partnership with Flintshire and Wrexham councils to deliver the Flintshire and Wrexham Investment Zone – which will see an investment of up to

£160m over 10 years.

As a joint commitment by both UK and Welsh governments, the Investment Zone aims to enhance and grow a globally significant advanced manufacturing cluster.

It will unleash further potential for Flintshire and Wrexham, which are already home to high-value manufacturing operations and strategic industrial sites, by offering a unique blend of support, infrastructure and targeted incentives designed to attract and sustain businesses. Benefits will be far reaching benefits, extending across North Wales and beyond.

The significant opportunity for growth has already been recognised, with giants such as Airbus and JCB expressing support.

Project Objective

Ambition North Wales is seeking to procure a partnership of established innovation partners with industry experience to develop the feasibility of a National Manufacturing Institute for Wales.

Scope of Work

The proposal should consider how major manufacturing businesses can increase their adoption of Machine Learning and AI to increase manufacturing efficiency, increase productivity and strengthen their local supply chains.

The feasibility study should demonstrate the concept in business facilities and present a vision and necessary next steps to create a NMIC facility in NE Wales. The concept should take account of existing innovation and manufacturing engagement in the region.

The feasibility study is expected to take 12 months to deliver.

Bidding partnerships must demonstrate their prior experience, capability and manufacturing capability to be considered for this commission.

Budget

The budget for this contract is £180,000 (Inclusive of VAT) for the term of the contract.

Engagement

Proposals are expected to demonstrate the support of key industry partners and any appropriate innovation organisation support necessary to deliver the programme proposed.

Key Outputs

A feasibility study setting out the scope and opportunity for a national Manufacturing Institute in North East Wales. The feasibility study should include evidence of collaboration with industry to test and trial the approaches set out for how such an institute will operate and delivery benefit for advanced manufacturing innovation supported by the private sector the Investment Zone and other public programmes.

Section 3

Experience, skills, and any additional role requirements

Experience and knowledge

- Direct experience of innovation centre development
- Direct experience in the design and implementation of innovation programmes bringing together public, private and academic sectors
- Direct experience of working with industry to identify and solve innovation challenges

Skills

- All necessary skills aligned with the experiences set out above.

Section 4

Social Value

See Appendix 4 for information regarding the Social Value submission element.

Section 5

Timescales

It is envisioned that the timetable below will be followed:

Table 1 – Timescales

Applications open	5 th December 2025
Question & Answer period closes	18 th December 2025 - 16:00
Application closing date	6 th January 2026 - 12:00 midday
Evaluation period	6 th January 2026
Award	Week commencing 19 th January 2026

Inception meeting / contract start	Week commencing 19 th January 2026
Contract end	31 st March 2027

Tender Process and Submission Guidance

How to submit

All tenders must be submitted electronically via the Sell2Wales platform. Ambition North Wales will not accept tenders received in any other format.

1. Technical submission (**max 6x A4 pages – Font Arial 12**)
 - 55% overall score – see ‘Section 5 – Evaluation and Appointment’ for specific criteria and weightings.
 - Please use Appendix 1 – Technical Submission template to submit your technical proposal.
2. Commercial submission (**no page limit**)
 - 30% overall score – see ‘Section 5 – Evaluation and Appointment’ for specific criteria and weightings.
 - Applicants should submit prices **inclusive of VAT**.
 - The proposed costs should include all translation costs, and any associated costs and expenses expected to be included within the proposed fee.
 - Please use Appendix 2 – Commercial Submission template to submit your commercial proposal.
3. Social Value submission (**max 1 x A4 page – Font Arial 12**)
 - 15% overall score – ‘see Section 5 – Evaluation and Appointment’ for specific criteria and weightings.
 - Please refer to Appendix 4 – Social Value for information regarding the Social Value submission.
 - Please use Appendix 3 – Social Value Submission template to submit your social value proposal.
4. Appendices
 - **Limited to team CVs only.**
 - Appendices provided as part of the submission should be used to provide additional evidence and illustrative material to support bidders question response. Appendices should not be used to answer parts of the questions that have not been addressed in the main proposal submission – in such cases this information will not be considered as part of the evaluation.

- Appendices will not be scored.
- Please clearly title your appendices.

Section 6 and Appendix 11 contain a full document checklist of what you must submit as part of this tender. Please ensure you refer to this checklist throughout the process, particularly before you submit your proposal, to ensure you have completed and submitted all mandatory documents. Failure to submit mandatory documents may result in your submission being excluded from evaluation.

This opportunity is suitable for a consortium and / or an SME if evidence can be provided to demonstrate the scope can be delivered. In the case of a consortium, the main lead supplier would be expected to submit the application only (consortium member will be expected to be noted on the PQQ).

Responses, all documents and all correspondence relating to the tender must be written in English or Welsh. Tenders submitted through the medium of Welsh will be treated no less favourably than those submitted in English.

Applicants should consider only the information contained within this Invitation to Tender (ITT) and supporting documents, or otherwise formally communicated to you in writing when making your offer.

It is the responsibility of the Applicants to make sure that they have understood the ITT documents and that they complete them correctly. Applicants must seek clarification if they do not understand anything.

Ambition North Wales bears no responsibility for tender documents that are returned incorrectly completed.

Questions

You may submit, by no later than **16:00, 18th December 2025** any queries that you have relating to this ITT. Please submit such queries using the Q&A Function on Sell2Wales. As far as is reasonably possible, Ambition North Wales will respond to all reasonable requests for clarification of any aspect of this ITT and supporting documents, if made before the above deadline.

- Questions are received in an anonymous format.
- All questions and answers will be responded to and sent to all applicants.

Submissions

You must submit your response to this ITT by **12 midday, 6th January 2026** in accordance with the provisions of this ITT. Ambition North Wales reserves the right to extend the deadline. Any

extension granted will apply to all Tendering Organisations / Applicants. Ambition North Wales reserves the right to reject any responses received after the deadline.

- Submissions will only be accepted in accordance with the above instructions – no applications will be accepted by any other form.
- No tender will be considered unless submitted through the 'Postbox' Function on Sell2Wales – any tenders submitted by other means will not be considered.

Evaluation and Appointment

Representatives from Ambition North Wales will be responsible for evaluating applications and appointing the successful applicant as a result of the evaluation process.

Drawing from requirements noted in Section 2 & 3, all applications received will be evaluated on the following basis:

Table 2 – Evidence for Submission

Criteria & weighting	Criteria description	Score Available
Technical – 55%	Proposed methodology for delivering the scope of works as set out in Section 2.	50%
	Evidence of successful completion of similar work and how this knowledge, experience and skills allow the applicant to meet all contractual services.	50%
Commercial – 30% Budget: £180,000 inclusive of VAT <i>A submission over the noted price above will not be considered.</i>	Overall price for scope of work.	70%
	Demonstrated breakdown supporting cost submitted.	30%
Social Value – 15%	Social Value qualitative. See Appendix 4 for information regarding the Social Value submission.	100%

See Appendix 5 – Scoring Matrix for further details.

The Evaluation Team will score each section or response. All questions will be evaluated in line with the quality scoring methodology below and the score given will reflect the level of

confidence instilled by the response(s) being considered. The generic interpretations of the criteria for the various levels of confidence are summarised in Table 3.

Table 3 – Quality Scoring Methodology

Score	Performance	Judgement
5	Information provided excels at meeting the requirements.	Excellent
4	Information provided meets the requirements for delivering the service.	Good
3	Information provided but concerns that the company may lack certain essential requirements to achieve the required standard of service delivery.	Satisfactory
2	Brief information provided by concerns that the company lacks the knowledge or provision for the service delivery.	Doubtful
1	Information incomplete.	Poor
0	Fails to provide any information / information totally inadequate.	Fail

The scoring for the overall price for scope of work element is calculated automatically by the scoring sheet by comparing the tenderer's price to the lowest compliant price.

Rights

Ambition North Wales reserves the right to:

- Award the contract to the most advantageous proposal taking into consideration all quality aspects of the submission.
- Waive or change the requirements of this ITT from time to time without prior (or any) notice being given.
- Seek clarification or documents in respect of a Tendering Organisation's submission.
- Disqualify any Tendering Organisation that does not submit a compliant Tender in accordance with the instructions in this ITT.
- Disqualify any Tendering Organisation that is guilty of serious misrepresentation in relation to its Tender, expression of interest, the PQQ or the tender process.
- Withdraw this ITT at any time, or to re-invite Tenders on the same or any alternative basis.
- Choose not to award any Contract as a result of the current procurement process.
- Reject a tender whose price or cost proposal appear to be abnormally low.
- Make whatever changes it sees fit to the Timetable, structure or content of the procurement process, depending on approvals processes or for any other reason.

Ambition North Wales does not bind itself to accept the lowest or any submitted quotation in response to this brief.

Ambition North Wales will not reimburse any costs associated with the submission of a response to this request for a quotation.

Section 6

Checklist

Before submitting your application, please ensure you have considered and submitted all of the below mandatory documents. You can keep track of what you have completed and/or submitted using Appendix 11 – Checklist / Index of Attachments.

Please take note of the page limits and do not exceed (any limits exceeded will not be considered for evaluation). To ensure fairness and consistency in evaluation, all Applicants are asked to complete their submissions using the Technical, Commercial and Social Value templates included within the pack (Appendices 1, 2 & 3). **Arial font, size 12** must be used.

As well as the appendices listed, it is also mandatory for you to provide:

- A copy of your organisation's up-to-date certificate of Professional Indemnity Insurance £1m **or** commit to obtain if successful in award.
- A copy of your organisation's Equality / Equal Opportunities policy.

Table 4 – Submission Checklist

Checklist	Action	Required for submission
Invitation to Tender	Read only. It is advised you to read this first.	X
Appendix 1 - Technical Submission	Please use this document to complete your quality (technical submission).	✓
Appendix 2 - Commercial Submission	Please use this document to complete your Price (Commercial) submission.	✓
Appendix 3 - Social Value Submission	Please use this document to complete your Social Value submission.	✓
Appendix 4 - Social Value	Read only. It is advised you to read this before completing your social value submission.	X
Appendix 5 - Scoring Matrix	Read only.	X
Appendix 6 - Pre-Qualification Questionnaire (PQQ)	Complete & sign.	✓

Appendix 7 - Anti-Collusion Certificate	Complete & sign.	✓
Appendix 8 - Draft Terms & Conditions	Read only.	X
Appendix 9 - Guide on how to Tender & FAQs	Read only.	X
Appendix 10 - Procurement Principles - Ambition North Wales	Read only.	X
Appendix 11: Checklist / Index of Attachments	Read only.	X
Professional Indemnity Insurance	Copy of your organisation's up-to-date certificate of Professional Indemnity Insurance £1m or commit to obtain if successful in award.	✓
Equality / Equal Opportunities policy	Copy of your organisation's Equality / Equal Opportunities policy.	✓

Section 7

Additional Information

Indemnity Insurance

It will be a condition on the appointment that the applicant will hold the client indemnified against any claims arising from the commission, whether caused by negligence or otherwise. Confirmation should be given that the appointed applicant carries professional indemnity insurance to a minimum sum of £1m or commit to obtain if appointed - this is not included in the page count limit.

Equal Opportunity

Applicants invited to quote must apply an effective policy of equal opportunity - in its dealings as an employer, in its use of volunteers and in the provision of its services - regardless of language, race, sex, sexual orientation, religious belief or as is practicable, any disability. A copy of the Applicant's Equal Opportunities Policy should be included with the quotation proposal - this is not included in the page count limit.

Applicants are invited to submit in either Welsh or English and will not be treated less favourably for applying in either language.

Freedom of Information

Applicants are reminded that Ambition North Wales is subject to the provisions of the Freedom of Information Act 2000 and the Data Protection Act 1998. The applicant will need to comply with all applicable requirements of the Data Protection legislation Section 28 and Schedule 3 of Appendix 8 – Standard Terms and Conditions which sets out each party's individual and joint obligations. This does not relieve, remove, or replace, a party's obligation under the Data Protection legislation.

Confidentiality

The Applicant shall treat the Quotation Documentation as private and confidential.

The Applicant shall not disclose either:

- The fact that they have been invited to quote or release details of the Contract.

Or

- Details of their proposal in whole or in part prior to the award of the Contract by the Ambition North Wales or on receipt of notification that the Proposal has not been accepted as the case may be other than on an 'in confidence' basis to those who have a legitimate need to know or whom they need to consult for the purpose of preparing the Proposal.

In undertaking the commission, the appointed applicants will agree not to disclose any confidential information to any third party without the prior written consent of Ambition North Wales. To the extent that it is necessary for the Applicant to disclose confidential information to its staff, agents and subcontractors, the Applicant shall ensure that such staff, agents, and sub-contractors are subject to the same obligations as the Applicant in respect of all confidential information.

Conflict of Interests

To safeguard possible issues of commercial sensitivity, applicants must disclose any interests or related commissions, which may have an impact on the conduct of the proposed study. This should include any involvement in developing the scope of work. You are required to complete the attached Anti-Collusion Certificate – Appendix 7 - this is not included in the page count limit.

Terms and Conditions

The Standard Terms and Conditions of Contract are included in Appendix 8.

Consortium Submissions

Ambition North Wales recognises that consortium bids are possible. In the case that a consortium bid is proposed, the PQQ sections must be answered by the party responsible for the relevant part. In the case of financial information, suitable information must be presented

in order for Ambition North Wales to make a complete appraisal of the proposed consortium and its parts.

Data Sources

All data sources used to inform the economic modelling/appraisals undertaken by the contractor for this commission are to be shared with Ambition North Wales on completion.

Engagement with others

The successful contractor may need to engage and collaborate with existing advisors (internal and/or external) that support Ambition North Wales and Gwynedd Council to obtain relevant legal and/or financial information required to deliver the scope of works of this commission. Ambition North Wales will assist to facilitate any engagement and collaboration that is required.

Supplier Database & Equal Opportunities Questionnaire

Supplier Database

Ambition North Wales has established a secure and confidential internal supplier database, with suppliers' consent, to retain key information for procurement purposes only. This database enables us to directly notify registered suppliers whenever a procurement notice is published on Sell2Wales.

If you would like your organisation to be added to this database, then please complete [this form](#) to get registered.

Please note this is not a compulsory element and will not affect your submission if you choose to complete it or not.

Equal Opportunities

Ambition North Wales is committed to promoting equality, diversity, and inclusivity within our procurement process. To support this commitment we kindly ask suppliers to complete the [Equal Opportunities Questionnaire](#) to help us assess and enhance inclusivity within our procurement activities. The responses offer a valuable opportunity for us to identify and better understand the barriers that SMEs may be facing and enables us to explore how we can offer appropriate support and guidance to help suppliers strengthen their capabilities in these areas.

Please note this is not a compulsory element and will not affect your submission if you choose not to complete it. Completion of the Equal Opportunities Form does not, and will not, influence any supplier's eligibility or standing in relation to any tendering opportunities with us.

Attachments

Appendix 1 - Technical Submission

Appendix 2 - Commercial Submission

Appendix 3 - Social Value Submission

Appendix 4 - Social Value

Appendix 5 - Scoring Matrix

Appendix 6 - Pre-Qualification Questionnaire (PQQ)

Appendix 7 - Anti-Collusion Certificate

Appendix 8 - Draft Terms & Conditions

Appendix 9 - Guide on how to Tender & FAQs

Appendix 10 - Procurement Principles – Ambition North Wales

Appendix 11 - Checklist / Index of Attachments