

## Questions and Answers

No.	Question	Answer
1.	Are we able to discuss the requirements of this tender with UKCES prior to submitting our proposal?	UKCES will not discuss forthcoming or live tenders with individual suppliers as this could result in unintentionally giving them an unfair advantage. We would be pleased to receive, in writing, any questions which you may have.
2.	Can we be placed on a list to be notified of future opportunities of this type?	<p>To be notified of new tenders posted please register on Contracts Finder and subscribe to the RSS / data feed.</p> <p>All suppliers are welcome to bid for our work but we do not operate any kind of preferred supplier list.</p> <p>Each tender is open to all who can fulfil the requirements; simply read the tender documents for any opportunity and respond with the information requested, details of the evaluation criteria and scoring systems are included with each Invitation to Tender.</p>
3.	What is the e-mail size limit for submissions?	<p>E-mails should be no greater than 10MB in size.</p> <p>Any emails which are bordering on the 10MB size limit MAY NOT reach <a href="mailto:tenders@ukces.org.uk">tenders@ukces.org.uk</a> and therefore cannot be considered. All submissions which reach the Tenders inbox will trigger an automated email response confirming receipt. If you do not receive this automated email response your submission has NOT been received and you should contact tenders immediately.</p> <p>Late submissions will not be considered whatever the cause of the delay.</p>
4.	Will UKCES pay for the preparation of our proposal and for expenses for attending an interview?	No – UKCES will not reimburse any costs of preparing any application or for attending an interview.
5.	Will the way we have serviced you over the last couple of years carry some weight?	Unfortunately we cannot give weight to the standard of service given by past/incumbent suppliers, as this would create an unfair advantage for the incumbent supplier.
6.	Can you give more information on the lapel badges. How many? size and design?	<p>The lapel badges will reflect the 4 levels of accreditation that Investors in People offer; Accredited, Silver, Gold and Platinum. To accommodate the logo size itself, the size of the badge should be 30mm x 11.5mm minimum.</p> <p>The designs will be 4 IIP logos that we will supply</p>

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		to the successful organisation. To see an example of the size and design please visit <a href="https://www.investorsinpeople.co.uk/shop/lapel-badge/investors-people-gold-lapel-badge">https://www.investorsinpeople.co.uk/shop/lapel-badge/investors-people-gold-lapel-badge</a>
<b>7.</b>	Lapel pins – we would suggest the laurel leaf part of the logo only on the lapel pins (is this acceptable within your brand guidelines?)	This will be a breach of the IIP brand guidelines and therefore cannot approve this. Logos will be provided for this product line.
<b>8.</b>	What are the dimensions of the window sticker and should we quote with a clear or white background?	The quote should be for the IIP logo on a clear background, and the dimensions are to be decided at the discretion of the bidding organisation to what they feel is sufficient for the B2B market.
<b>9.</b>	Executive Pen (without presentation box) – Can you provide a budget cost for this (per unit)?	A maximum of £6 per unit for the minimum order quantity.
<b>10.</b>	Platinum Range – please confirm that you require pricing for this with our submission.	Yes – pricing will be required however we will not be launching this range until 2016.
<b>11.</b>	Could you confirm quantities required for the Platinum range?	Please quote on your minimum quantity. Other specific quantities will be discussed with the successful bidder.
<b>12.</b>	Is there a budget for the items requested on the platinum range	Please supply quotes for products that you believe will be represent the achievement in gaining the highest level of Investors in People accreditation. There is no set budget and the products specified will be reviewed on quality and cost.
<b>13.</b>	What is the deadline for questions about this tender?	The deadline for questions has now passed and therefore no further questions will be answered.