

Sunderland Software City

Branded Merchandise Tender

December 2018

November 2018

SUNDERLAND SOFTWARE CITY

Branded Merchandise

1. Tender Overview

You are invited to submit a proposal to provide Sunderland Software City (SSC) with a Service to provide branded merchandise.

2. Background

The Initiative

Sunderland Software City (SSC) is a publicly funded, privately led initiative which has the remit of encouraging economic development through the provision of support to North East based SMEs. SSC are delivery partners in the Digital Innovation Partnership project which is part financed by the European Structural and Investment Funds (ESIF), managed by the Ministry for Housing, Communities and Local Government (MHCLG)

By supporting SMEs to start and grow, the North East can build on its reputation as a home to innovation and provide career opportunities for today's and tomorrow's generations. SSC aims to ensure that the software sector in this region has the right facilities, the right business support, the right connections and crucially the world class workforce it needs to compete on a global stage.

3. Delivery Requirements

SSC is looking to select a provider that will be responsible for the supply of branded merchandise products.

The types of branded merchandise required will vary and demand will be on an as and when basis. Examples of the items may include but will not be limited to the following:

- Memory Sticks
- Pens
- Promotional Gifts
- T-shirts

4. Next Steps

We are now inviting companies to submit a proposal for this work. Your proposal should include in no more than 6 sides of A4 paper: -

- A brief description of your company

- Examples of previous work which is relevant (maximum 2 examples)
- An example breakdown of unit costs inclusive of all VAT – for example – x500 memory sticks, x1000 pens, x20 T-shirts (please also state any assumptions made during costings)
- A proposed workflow to show the interaction between yourself and SSC from the time an order is placed to receiving the goods.

5. Period of contract

This contract shall cover the period from December 2018 until 31st March 2021.

6. Pricing and budget

The budget for this work will not exceed £30,000.00 excl VAT and items will be purchased on an ad hoc basis over the contract period. The contractor will be required to make all payments to all suppliers from this budget. SSC does not bind itself to spending the full contract value.

Sunderland Software City does not bind itself to accept the lowest or any quotation and reserves the right to accept a portion of any quotation unless the supplier expressly stipulates otherwise in their quotation.

7. Selection & Indicative Milestone Process

	Date
Deadline for Receipt of Proposals	5pm 7 th January 2019
Review proposals and seek any required clarifications	w/c 7 th January 2019
Contract awarded	w/c 14 th January 2019

The following scoring criteria will be used to evaluate bids:

Criteria	Weighting %
Understanding of project requirements and ability to deliver.	30%
Relevant experience of providing branded products	35%
Value for money	35%

Electronic version of proposal must be mailed to **Laura Richards** at laura.richards@sunderlandsoftwarecity.com

Any queries on the tender should be directed to **Laura Richards** at laura.richards@sunderlandsoftwarecity.com



European Union
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