

## 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>
	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.
	Certificates. Please confirm foil colour (red as image)?	Foil colours vary dependant on the design. The 4 colours we currently use are Blue, Bronze, Silver and Gold.
	Certificates. The paper specified is only available in B1 size which is quite wasteful. Would client consider Olin Regular Absolute White SRA2 150gsm as alternative which would be more economical?	Please quote accordingly and include a sample of this paper with your brochure sample. The paper will be reviewed as an alternative option.
	IIP A4 Certificates: Are these certificates generically printed or are they personalised?	All certificates are personalised with the organisation name, accreditation level and accreditation date.

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	IIP Framework: Delivery to 7 U.K addresses, is there a preference on the delivery e.g. tracked?	No preferred delivery option at this stage
	For the event brochure and IIP Framework, can an equivalent material be used for this as they are not named by brand?	As long as it is of an identical quality and style
	In addition, could you confirm the finish of the Vision Superior?	Unfortunately we can't, as the project manager is currently on holiday. Please quote for what you think will a) look best and b) be most cost effective.
	What is the deadline for questions about this tender?	The deadline for questions has now passed and therefore no further questions will be answered.