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1. INTRODUCTION

- 1.1 The Cabinet Office (the Authority) has been tasked with facilitating the introduction of a new medal to pay tribute to the efforts of civilian and military personnel involved in the UK's response to the widespread outbreak of the Ebola disease in West Africa.

2. PURPOSE

- 2.1 The Prime Minister has announced his intention to introduce a new medal to reward civilian and military personnel who have taken part in the UK's response to the Ebola epidemic in West Africa. Her Majesty The Queen and the Honours and Decorations Committee have granted approval for the introduction of the Ebola medal. The Authority estimates that the production of approximately 3500 new medals will be required, to be delivered in tranches. The contract will operate as a call-off arrangement at the agreed fixed unit price per medal. The timescales are tight as the Prime Minister has announced his intention to have the medal in place by summer 2015. Therefore the Authority requires a fast turnaround of the medals in order to meet this deadline, including a first tranche by July.

3. BACKGROUND TO THE AUTHORITY

- 3.1 The Cabinet Office supports the Prime Minister and the Deputy Prime Minister, and ensures the effective running of Government. The Cabinet Office is also the corporate headquarters for Government, in partnership with HM Treasury, and takes the lead in certain critical policy areas.
- 3.2 The Ebola Unit is part of the National Security Secretariat and sits within the Cabinet Office. The Ebola Unit is leading on the coordination of the UK's international and domestic response to the Ebola crisis. The Ebola Unit has now been tasked with facilitating the introduction of a new medal to commemorate the efforts of military and civilian personnel who are working in West Africa as part of the government's efforts to combat Ebola.

4. SPECIFICATIONS, DESIGN AND PRODUCTION

DUE TO THE CONFIDENTIAL NATURE OF THE SPECIFICATION, DESIGN AND PRODUCTION, THIS SECTION WILL ONLY BE GRANTED TO THOSE WHO RETURN A FULLY SIGNED APPENDIX E – NON-DISCLOSURE AGREEMENT. TO BE GRANTED ACCESS TO THE FULL VERSION OF THIS DOCUMENT, PLEASE ATTACH A FULLY SIGNED VERSION OF APPENDIX E - NON-DISCLOSURE AGREEMENT TO A MESSAGE VIA THE MESSAGING TOOL ON THE ESOURCING PORTAL AS SOON AS POSSIBLE. ONCE RECEIVED, THE FULL VERSION WILL BE SENT TO YOU. QUERIES ON THE NON-DISCLOSURE AGREEMENT SHOULD BE DIRECTED TO GPSOPSSOUTH@CROWNCOMMERCIAL.GOV.UK, QUOTING PROCUREMENT REFERENCE "RM4658 L0868".

5. SCOPE OF REQUIREMENT

- 5.1 Circa 3500 medals, presentation boxes and ribbons are required. The medals should be delivered mounted and boxed. At this stage the approximate number of medals required is 3,500, however numbers are subject to amendment either up or down and 3,500 is not a firm purchase commitment from the Cabinet Office.
- 5.2 All IPR and copyright associated with the Ebola medal belongs to the Crown.

6. SERVICE LEVELS AND PERFORMANCE

- 6.1 The Authority will measure the quality of the Supplier's delivery by:
- 6.1.1 The ability to deliver at least 150 medals by **1st August 2015**, and ability to deliver the remaining 3,350 medals in tranches, when ordered by the Cabinet Office, throughout 2015.
- 6.1.2 The quality of the medal should be comparable with any samples provided during the tender process or pre-production and accepted by Cabinet Office.
- 6.1.3 Any medals delivered that fail to meet required quality standards will be rejected and replacements will be expected at no additional cost. For example Cabinet Office would expect the following: -
- Medals and ribbons should be manufactured to the agreed specifications;
 - Card boxes must be unblemished with no marks or dents;
 - Medals should be finished to high standards with no sharp edges or imperfections;
 - All medal components should be securely attached;
 - Ribbons should be produced as close to the colour design as possible with no snags or imperfections.

7. ADDITIONAL REQUIREMENTS

- 7.1 The Authority requires the medals to be delivered in tranches, when ordered by the Cabinet Office, throughout 2015. However, the first tranche of a minimum of 150 medals must be delivered by **1st August 2015**.

8. LOCATION

- 8.1 The location of the Services will be carried out at the manufacturer's premises and medals will need to be delivered to:

MOD Medal Office
Innsworth House
Imjin Barracks
Gloucester
GL3 1HW

9. SECURITY REQUIREMENTS

- 9.1 The bidders will have to demonstrate in their proposals that the medals will be securely stored on their manufacturing sites and that the medals will be delivered to the MOD Medals Office by secure means. For example Cabinet Office would expect the following: -
- Medals should be secured on premises with security and fire systems in operation as well as normal security measures such as high fences, secured doors etc;
 - Medals should be delivered in a locked vehicle secured from access to anyone but the persons delivering;
 - Whilst not a firm requirement it is desirable that 2 persons deliver the medals with one person remaining in the vehicle at all times.

10. BUDGET

- 10.1 The Cabinet Office is seeking a fixed unit price per medal including the box. If delivery costs are additional to this unit price they should be identified in your proposal. Prices should be inclusive of expenses and exclusive of VAT.
- 10.2 At this stage the approximate number of medals required is 3,500, however numbers are subject to amendment either up or down and 3,500 is not a firm purchase commitment from the Cabinet Office. The contract will operate as a call-off arrangement at the agreed fixed unit price per medal.
- 10.3 Payment will be made in arrears after successful delivery of each tranche of medals made to agreed standards.