

IWM LONDON

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14 July 2016

Dear Sirs

**Invitation to Tender**  
**IWM/DCM/1491– Videotape Digitisation – IWM Collection**

Thank you for your interest in this tender opportunity as advertised on Contracts Finder. This invitation to tender is subject to the conditions attached to this letter of invitation.

The tender pack consists of:

- The tender document
- The ITT letter

If you have any questions relating to the tender please refer them to me by email to [sbourne@iwm.org.uk](mailto:sbourne@iwm.org.uk). All questions received will be collated and issued as an additional document on Contracts Finder.

Please ensure that you submit two hard copies of their tender and one copy on memory stick, in English, to:

Simon Bourne  
Head of Procurement & Compliance  
Imperial War Museums  
Lambeth Road  
London  
SE1 6HZ

no later than **2pm on 4 August 2016**.

Tenderers must ensure that their submission arrives on time, and must be clearly marked as "**Tender Documents – Contract No: IWM/DCM/1491**". We regret that tenders received after this deadline cannot be considered.

Yours sincerely

Simon Bourne  
Head of Procurement & Compliance

## **Conditions for submission of tender documentation:**

In submitting your tender you must ensure that you follow the following conditions.

- **Alterations**. None of the documents may be altered by the tenderer. Any modification which you think is necessary is to be detailed in a separate section within the tender.
- **Incomplete Tender**. Tenders may not be considered if the complete information called for is **not** given at the time of tendering.
- It is the responsibility of the tenderer to ensure that their tender is delivered **no later** than the appointed date and time. The Trustees **do not** undertake to consider tenders received after that time.
- **Lowest Tender**. IWM do not bind themselves to accept the lowest or any tender, and **reserves the right to accept a portion of any tender**, unless the tenderer expressly stipulates otherwise on his tender.
- Tenders shall remain open to acceptance by the Trustees until **31 August 2016**.
- IWM will not accept any liability for any expenses incurred in the preparation of the tender.
- **Basis of Prices**. All prices must be quoted on the basis indicated in the accompanying documents, except where the tenderer proposes alternative pricing procedures, and should exclude VAT.

Please note the following requirements with reference to the Confidentiality of tenders; any breach of which will invalidate the tender:

- You **must not** tell anyone else, even approximately, what your tender price is or will be, before the date for delivery of tenders. The only exception is if you need an insurance quotation to calculate your tender price: you may give your insurance company or brokers any essential information they ask for, so long as you do so in strict confidence.
- You **must not** try to obtain any information about anyone else's tender or proposed tender before the date for delivery of tenders.
- You **must not** make any arrangements with anyone else about whether or not they should tender, or about their or your tender price.

Where invoices will be required to be made to an entity whose name differs in any respect from the title in which the tender is submitted, full details must be provided in a letter accompanying the tender.

Please ensure that your tender submission includes all documentation specified in the tender documents.

## **Freedom of Information**

IWM is subject to the provisions of the Freedom of Information Act 2000 ("FoIA"). FoIA obliges IWM to release certain information to third parties upon written request, unless subject to one of the exemptions under FoIA.

If the tenderer considers that any information which it supplies is either commercially sensitive or confidential, the tenderer must notify IWM of this at its earliest opportunity. The reasons why any information may be commercially sensitive must also be given to IWM at the earliest opportunity.

Such information must be set out in the tender under separate headings – “FoIA – Confidential Information” or “FoIA – Commercially Sensitive Information”. The reasons why the tenderer considers information to be either confidential or commercially sensitive must be recorded in the tender. IWM will liaise with the tenderer and come to a view as to whether an exemption under FoIA could apply to such information.

A statement on the status of confidential information and commercially sensitive information will be made in the final contract between IWM and the Contractor.

Upon receipt of a FoIA inquiry, IWM has to determine the validity of such a request and whether or not to disclose the information, such determination to be made with reference to the exemptions provided for under FoIA.