18 August 2017

Dear Sir or Madam:

Invitation to Tender: **Northern Ireland Media Monitoring Service – Reference BIG001-0863**

Big Lottery Fund is running a further competition under Lot 1 of the Media Monitoring and Evaluation Related Services framework RM3708 and therefore would like to invite you to tender for theNorthern Ireland Media Monitoring Service.

The Contract Terms and Conditions that you will be required to sign up to are available to view at this link: <http://www.biglotteryfund.org.uk/index/about-uk/procurement_portal.htm>.

The Preferred Bidder will not be permitted to enter into any negotiations on the terms of the Contract. Any attempt to negotiate amendments will breach the terms of this ITT and will result in the Preferred Bidder being excluded from the tender process. In such circumstances the Fund reserves the right to invite the next highest scoring Bidder to enter into the Contract.

**You must follow all the instructions set out in this Invitation to Tender when responding to it. The deadline for submission is 12.00 (Noon) on the 4th September 2017. Failure to provide all information required will result in rejection of the tender.**

Yours faithfully,

Lucy Gollogly

**Big Lottery Fund**

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# **SECTION ONE**

# **INSTRUCTIONS TO BIDDERS**

1. **General Information** 
   1. This is an invitation only. The Big Lottery Fund reserves the right to vary any or all parts of the information contained in the Invitation to Tender.
   2. The Big Lottery Fund intends to accept the tender which scores the most marks against the criteria set out below. The Big Lottery Fund at its sole discretion, reserves the right to accept or reject any tender. The Big Lottery Fund does not bind itself to accept the lowest priced or any tender and shall not be liable for any costs incurred in the production of your submission.
   3. The Big Lottery Fund reserves the right to change the timing or any other aspect of the procurement process or to cancel the procurement process at any stage or not to proceed with the procurement for any reason whatsoever without prior notice. Under no circumstances will the Big Lottery Fund or any of its advisers be liable for any costs or expenses incurred by Bidders and/or their members in this procurement.
   4. The Big Lottery Fund reserves the right not to disclose information that it feels would put them at a commercial or unacceptable contractual disadvantage.
   5. Tenders, all documents and all correspondence relating to the tender must be written in English.
   6. The Big Lottery Fund may evaluate the financial status of the Preferred Bidder by reviewing its audited accounts for example to ensure contracting with it does not pose a risk to the Big Lottery Fund. Where the Big Lottery Fund considers the bidder does not have the financial capability to carry out the contract, it reserves the right to appoint the next highest placed bidder as Preferred Bidder (subject o the same assessment).
2. **Tender Documents**
   1. Tenders shall be submitted in accordance with the following instructions.
   2. All pages of the tender shall be sequentially numbered (including any forms to be signed and returned).
   3. The bidder is expected to examine all of the instructions, forms, Contract and specifications that comprise the tender documents. Unless the bidder provides all of the information required the tender will be rejected. If you have any queries about the information that must be submitted then you must raise them prior to the tender deadline in accordance with 3 (clarification) below.
   4. All information issued in connection with the Invitation to Tender remain the property of the Big Lottery Fund and are to be used solely for the purpose of tendering.
   5. **The Preferred Bidder will not be permitted to enter into any post tender negotiations on the terms of the Contract. Any attempt to negotiate amendments will breach the terms of this ITT and will result in the Preferred Bidder being excluded from the tender process. In such circumstances the Fund reserves the right to invite** **the next highest** **scoring bidder to enter into the Contract.**
3. **Clarification**
   1. If you require clarification with respect to the contents of this ITT or this ITT process, please email Lucy.Gollogly@biglotteryfund.org.ukQuestions or requests for clarification must be submitted prior to the closing date for the submission of questions.
   2. The Big Lottery Fund will distribute questions and responses (without identifying the author of the question) to all bidders involved in the Tender save where the Big Lottery Fund considers the question and response to be commercially sensitive.
4. **Schedule of Charges**
   1. Bidders shall complete Section Three, against each capitalised description, detailing a total and full cost for the service provision.
   2. The rates and or percentage charges entered in Section Three shall be deemed to include complete provision for full compliance with the requirements of the Contract.
   3. The rates and or percentage charges contained within Section Three are, unless otherwise expressly agreed between the parties, firm and fixed and will not be subject to any variation.
   4. The Charges must be quoted in pounds sterling and inclusive of VAT.
   5. The Big Lottery Fund reserves the right to discuss and agree with the Contractor a maximum sum for all expenses.
   6. **ANY ATTEMPT TO QUALIFY PRICING OR INCLUDE ASSUMPTIONS IN THE SCHEDULE OF CHARGES THAT YOU ARE REQUIRED TO SUBMIT WILL RESULT IN THE REJECTION OF YOUR TENDER.**
5. **Timetable**

The indicative timetable for the procurement is as follows:

| **Key Actions** | **Dates** |
| --- | --- |
| Issue of Invitation to Tender | Friday 18th August 2017 |
| Closing Date for Questions | 12.00 Noon 25th August 2017  The Fund will send all invitees clarification responses received. |
| Tender Return Deadline and initial review/evaluation of tenders | 12.00 Noon 4th September 2017 |
| Initial evaluation of tenders | 4th September 2017 |
| Clarification Meetings\* | W/C 11th September 2017 |
| Contract Award | W/C 18th September 2017 |
| Mobilisation period including training, testing and quality assurance | w/c 25th September 2017 |
| Online Media Monitoring system fully operational. | 2nd October 2017 |

\*The Big Lottery Fund may vary these dates.

\*The Fund reserves the right to carry out clarifications via email or by inviting Bidders to a clarification meeting.

In order to ensure that both the Fund’s and Bidder’s resources are used appropriately, the Fund will only invite the top two or three (depending on the closeness of scores) highest scoring bidders to attend a clarification meeting.

Scores will be moderated based on any clarifications provided during this meeting.

1. **Legal Documentation**
   1. Achieving greater transparency of public sector procurement and contracting

Government has set out the need for greater transparency across its operations to enable the public to hold public bodies and politicians to account. This includes commitments relating to public expenditure, intended to help achieve better value for money.

As part of the transparency agenda, Government has made the following commitments with regard to procurement and contracting:

* All new central government tender documents for contracts over £10,000 and Contracts over £10,000 to be published on a single website from September 2010, with this information to be made available to the public free of charge.

Bidders should be aware that if your organisation is awarded this contract, the resulting contract between you and the Big Lottery Fund will be published. In some circumstances, limited redactions will be made to some contracts before they are published in order to comply with existing law and for the protection of national security.

* 1. Bidders must complete and return all documents in Section 3
* Annex 1 Response to Tender and Evaluation Criteria
* Annex 2 Schedule of Charges
* Annex 3 Bidders Detail
* Annex 4 Form of Tender

Part 1 Declaration

* Annex 5

Part I: Transparency Requirements

Bidders shall notify The Big Lottery Fund of any errors, omissions or details contained within the documents, which precludes them from tendering for this service.

* 1. Where a group of companies are bidding jointly for this Contract, they will need to have in place a robust partnership agreement outlining the individual roles and responsibilities of each in relation to the delivery of the Contract. BIG will need to see a copy of this agreement as part of the tender process. When such consortium tenders are submitted, a lead bidder needs to be clearly identified as it will be with them that the Contract will be held and they will be the contractor and ultimately be accountable for its overall delivery.
  2. **Bidders are required to detail within their tender submission if it is their intention to sub contract any element of the services detailed in section 2, ‘Scope of Works’.**
  3. **NB: Bidders must declare any known or potential conflicts of interest.**

1. **Submission Of Tenders**
   1. Bidders must submit **an electronic copy of your tender submission in a zip folder to Lucy.Gollogly@biglotteryfund.org.uk** no later than **12.00 (Noon) on 4th September 2017.** The subject line should be as follows;

**Northern Ireland Media Monitoring Service – Reference BIG001-0863**

Tenders received after that time will not be considered and it is your responsibility to ensure the tender is submitted in a zip file and that we have received it. If you do not submit the information in this way it may be too large for our email inbox and we will not receive it.

* 1. By submitting a tender, the bidder agrees to keep that tender open for acceptance by the Big Lottery Fund for **60** days following the closing date for submission of tenders.
  2. The Big Lottery Fund does not bind itself to award a contract or contracts and shall not be liable for any costs incurred in the production or submission of ITT. Under no circumstances will the Big Lottery Fund or any of its advisers be liable for any costs or expenses incurred by Bidders and/or their members in this procurement.

1. **Notification Of Award Of Contract**
   1. The issue of a signed Contract shall constitute the Big Lottery Fund’s acceptance of the tender.

# **SECTION TWO-SCOPE OF WORK**

1. **Introduction**

The Big Lottery Fund (the Fund) is seeking to appoint a service provider to monitor and electronically deliver print, online and broadcast monitoring services for the Fund’s communications team in Northern Ireland.

1. **Background**

It is essential for the Fund to monitor and evaluate all print, broadcast and online media coverage as it forms the evidence for reporting, ensures the effectiveness of the work done, helps plan for future strategies and effectively risk manage the reputation of the organisation by rebutting and correcting damaging and inaccurate coverage. A fast, reliable electronic service is essential. The purpose of this tender is to ensure that the Fund secures the most competitive price for monitoring media activity in Northern Ireland.

The Fund tends to receive on average 200 items of print, online and broadcast coverage each month.

1. **The Requirements**

The Service Provider must electronically deliver the following print, online and broadcast monitoring services for Big Lottery Fund’s Northern Ireland Communications team and online summary of coverage which can be downloaded by the Fund for evaluation purposes.

It is essential that national newspaper coverage for N Ireland is delivered in the early morning email for that day. Online and broadcast coverage should be delivered the same day. Late and missed delivery will not be tolerated due to the impact on the Fund’s ability to respond promptly to reputation issues in the national NI media.

Online coverage from news sites including substantial blogs must be included.

Broadcast monitoring should allow the Fund to listen to radio clips with the option of buying the clip or transcript if required. It should provide a synopsis of TV coverage with the option to buy TV clips if required.

The response should include:

* Email media coverage example
* Online portal example
* Downloadable report example
* List of outlets/titles monitored.

**Print Coverage**

* It is essential that our print press coverage is identified and fed back to us for evaluation and to ensure any follow up is actioned as soon as possible.
* This covers any Big Lottery Fund and related articles which appear in national, regional, local, trade and consumer press available in Northern Ireland i.e. Belfast Telegraph, Irish News, Daily Mirror, Newsletter, Sunday Life, etc.
* Please include list of titles monitored.

**Online Monitoring**

* Online monitoring covers any Big Lottery Fund and related stories/articles which appear on online news sites and substantial blogs including BBC website, Belfast Live, View Digital, Community NI, Scope
* Please include list of titles monitored.

**Broadcast Monitoring**

* We are looking for a service provider that will allow us to listen to radio clips with the option of buying the clip or transcript if required. It should provide a synopsis of TV coverage with the option to buy TV clips if required.
* Broadcast covers any radio and TV coverage related to Big Lottery Fund and our programmes on national and regional channels.
* Please include list of outlets/programmes monitored as standard/by advance request.

**The successful bidder will be required to provide:**

**Print Monitoring**

1. Early morning email alerts sent daily to all relevant members of the NI Comms team and corporate comms colleagues. Coverage to include national, regional, local, trade and consumer press.
2. Timely delivery of coverage with national on the same day, daily regional same day or next day and local and trade within a few days of printing.
3. Provision of article/ story in a PDF file.
4. Ensure that content provided is intelligently read in accordance with our brief.
5. Information provided to include publication title, page number, date, Advertising Value Equivalent (AVE) and circulation per article.

**Online Monitoring**

1. Email alerts sent daily to all relevant members of the NI Comms team and corporate comms colleagues. Coverage from all newspaper sites, news sites or significant blogs.
2. Timely delivery of national coverage on the same day and regional same or next day.
3. Provision of article/ story in a PDF file as well as a link to the website.
4. Ensure that content provided is intelligently read in accordance with our brief.
5. Information provided to include publication title and date and if possible AVE and circulation per article.

**Broadcast Monitoring**

1. Timely email alerts sent daily to all relevant members of the NI Comms team and corporate comms colleagues with link to the clips.
2. Timely delivery of coverage with national on the same day and regional same or next day.
3. Information provided to include channel and programme title, date & time, viewer/listener figures and AVE for every clip.

**Reporting**

Ability to view coverage on a portal and export reports with standard fields already populated i.e. media outlet name, publication date, type of outlet (ie print, broadcast, internet), headline, AVE, circulation/reach, page number

Ability to produce media books/coverage reports containing print, broadcast and online content.

Please state period data is available on platform for reports etc. – timeline with basic information on coverage, press/coverage books available to download

**All coverage**

**-** Meets the keyword briefing and does not include other National Lottery distributors or organisations or the playing of the game unless specifically connected to the Big Lottery Fund keyword specifications.

1. **Required Service Levels**

**Technical Support**

The successful bidder must provide technical support within office hours (08:00 until 18:00 Monday to Friday). In addition, the successful bidder will fully setup the system and provide training to the Fund’s Press and Communications staff at the beginning of the contract and training on regular basis as agreed with the Fund.

**Contract Service Levels**

The Service Provider must comply with the following Service Level Agreements:

* Technical problems fixed within 3 hours.
* All problems fixed within 24 hours.

**The Service Provider: Skills and experience**

The bidder will be required to hold a range of technical and professional capabilities within its core operations. As a minimum, the bidder should demonstrate:

* the ability to provide national, regional, local, specialist and consumer online and broadcast coverage in Northern Ireland;
* previous experience in providing a similar service;
* the ability to understand and accurately manage our large list of keywords;
* be flexible in the removal and addition of keywords;
* have specific people responsible for the management and approval of the service provided.

**5. CONTRACT TERM**

The Contract is for a term of two years and the Fund shall have the option to extend for up to a further one year.

The value of this contract is a flat fee of **£5,000 inclusive of VAT and expenses per annum**. Purchase of transcripts and MP3s and MP4s shall be an additional charge and only on request. Bidders should detail the costs for the delivering the contract in the Schedule of Charges in **Annex 2.**

The Fund would expect that the service provider will be considerate of these budgetary limitations in designing a cost proposal in response to this tender to ensure maximum effectiveness in press monitoring.

The contract will be managed by the Communications Manager - Press and Digital in Belfast.

**6. COMMUNICATION AND ACCOUNTABILITY**

The Service Provider will maintain excellent communications with the Fund at all times ensuring that it is well informed, aware of issues and central to decision making in relation to progress. The successful bidder will:

* Identify a named contact acting as **Contract Manager**. The designated person will carry prime responsibility for the contract and will be the Accountable Officer
* Identify a named contact person as **Service Manager**. The designated person will carry prime responsibility for the delivery and implementation of services under this contract. The Service Manager and Contract Manager can be the same person, provided they have the relevant skills
* The Contract Manager/Service Manager will liaise with and take instruction from the Fund’s Contract Manager.

# **SECTION THREE**

## **ANNEX 1**

**Response to Tender & Evaluation Criteria**

You are required to respond to **ALL** of the criteria below. To assist our evaluation of your tender submission, please ensure you clearly cross-refer your responses to the assigned numbers. Any relevant supporting tender documentation must also be clearly identifiable by a criteria number.

Initially we will evaluate your tender to see if you meet our **minimum PASS/FAIL CRITERIA** set out below.

**Bidders who do not pass all the Pass/Fail criteria (A-F) below will be excluded from further consideration in the competition (i.e. their tenders will not be evaluated further and will be excluded from the competition).**

**Pass/Fail Criteria**

|  |  |
| --- | --- |
| **Pass Fail Criteria A** |  |
| Bidder has submitted a complete tender that accords with every instruction and requirement set out in this ITT. |  |
| **Pass Fail Criteria B** |  |
| The Bidder’s Total Costs in Table A do not exceed £10,000 (including VAT and expenses). Bidders whose costs exceed this amount will be excluded from further consideration in the tender process. |  |

**If you pass all of the pass/fail criteria set out above, we will evaluate your tender response using quality and price criteria which are set out below.**

Your Bid will be scored out of 100. **80% of the marks will be allocated to your response to the Quality Questions Below**. Each question will be scored using the methodology in the Table below.

Your overall score for each question will be calculated by multiplying the quality score you receive with the weighting for that question, set out below. This score will then be divided by the maximum available score for this Quality Criterion (175) and multiplied by 80 to get your final score for that question.

Example: assume Bidder A scores 3 for Question 1: the formula is **3 x 10 = 30, 30 x 70 ÷ 175 = 12% out of 100.**

**20% of the marks will be available for your Price Proposal**. The methodology for scoring price is set out further below.

Please note – Though questions are numbered, this does not relate to any order of importance.

Your responses should be supported by evidence/previous successful implementation of proposed solution for meeting our requirements.

**Please note – Though criteria are numbered, this does not relate to any order of importance**

|  |  |  |
| --- | --- | --- |
|  | **Evaluation Criteria (sample questions –please amend having regard to your particular circumstances).**  **Quality: (80%)** | **weighting** |
| Question:1 | Provide a clear and realistic project plan (including methodology) that responds to the requirements set out in Section 2. | **10** |
| Question 2 | Please identify the risk to delivering this project to time and budget and your proposals for mitigating them. | **5** |
| Question 3 | How will you ensure you have adequate resources to meet our requirements. | **10** |
| Question 4 | Demonstrate how you will monitor quality and comply with the maintenance response times on an ongoing basis. | **5** |
| Question 5 | Demonstrate how you will meet high levels of customer service standards throughout this project implementation phase, particularly given the demanding time scales. | **5** |
|  |  |  |

Responses to each question above will be allocated a score based on the methodology contained in the table below. This score will then be multiplied by the weighting in the column on the right.

**Quality Questions scoring methodology**

|  |  |  |
| --- | --- | --- |
| **0** | **Poor** | No response or partial response and poor evidence provided in support of it. Does not give the Fund confidence in the ability of the Bidder to deliver the Contract. |
| **1** | **Weak** | Response is supported by a weak standard of evidence in several areas giving rise to concern about the ability of the Bidder to deliver the Contract. |
| **2** | **Satisfactory** | Response is supported by a satisfactory standard of evidence in most areas but a few areas lacking detail/evidence giving rise to some concerns about the ability of the Bidder to deliver the Contract. |
| **3** | **Good** | Response is comprehensive and supported by good standard of evidence. Gives the Fund confidence in the ability of the Bidder to deliver the contract. Meets the Fund’s requirements. |
| **4** | **Very good** | Response is comprehensive and supported by a high standard of evidence. Gives the Fund a high level of confidence in the ability of the Bidder to deliver the contract. Exceeds the Fund’s requirements in some respects. |
| **5** | **Excellent** | Response is very comprehensive and supported by a very high standard of evidence. Gives the Fund a very high level of confidence the ability of the Bidder to deliver the contract. Exceeds the Fund’s requirements in most respects. |

**Price scoring methodology: 20% overall**

Price: The evaluation of price will be carried out on the Schedule of charges you provide in response to Annex 2 Table A.

|  |  |  |
| --- | --- | --- |
| Price Criterion  **Question** | 20 marks will be awarded to the lowest priced bid and the remaining bidders will be allocated scores based on their deviation from this figure. Your fixed and total costs figure in Table A will be used to score this question.  For example, if the lowest price is £100 and the second lowest price is £108 then the lowest priced bidder gets 20% (full marks) for price and the second placed bidder gets 27.6% and so on. (8/100 x 20 = 1.6 marks; 20-1.6 = 18.4 marks) | **%** |

## **The scores for quality and price will be added together to obtain the overall score for each Bidder. The Bidder with the highest score will be the preferred Bidder.**

**ANNEX 2**

# **Schedule of Charges**

Bidders must complete the schedule of charges table A below estimating the number of days and travel and subsistence costs associated with their bid. The total fixed price will be inclusive of VAT and inclusive of expenses and all costs to be incurred.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **TABLE A:**  **(firm and fixed costs)** | | **e.g. Project Manager/ Director** | **e.g. Senior Consultant/manager/researcher** | **Junior**  **Consultant/equivalent** | **Total days** | **Total Fees** |
|  | | ***e.g. £500*** | **e.g. £300** | **e.g. £200** |  |  |
|  | ***Quantity*** |  | | |  |  |
| Inception meeting to agree plans and finalise requirements with the Fund | *1* | *e.g. 0.5* | *1* | *1.5* | *3* | *850* |
| Other (insert additional rows to include other deliverables as per section two of the tender) |  |  |  |  |  |  |
| *[Add as necessary]* |  |  |  |  |  |  |
| Expenses |  |  |  |  |  |  |
| Travel and subsistence |  |  |  |  |  |  |
| Other (non-staff) costs –  *Please specify* |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Sub-total** | | | | | |  |
| **VAT** | | | | | |  |
| **Total Costs including VAT and expenses (this figure will be used for the purposes of allocating your score for the price criterion and must cover the cost of meeting all our requirements )** | | | | | |  |

Notes: The Fund reserves the right to reject abnormally low tenders.

**You should not submit additional assumptions with your pricing submission. If you submit assumptions you will be asked to withdraw them. Failure to withdraw them will lead to your exclusion from further participation in this competition.**

**\* The Fund reserve the right to amend this timetable where required.**

**Please note any contract awarded will be based on the Fund’s standard terms and conditions of contract and you will be required to sign up to these if successful.**

**ANNEX 3**

**Bidder’s Details**

| **Company Details** | |
| --- | --- |
| **1.** | **Registered Company Name:** |
| **2.** | **Company Registration Number:** |
| **3.** | **Main Operational address for the service:** |
|  | **Tele:** |
|  | **Fax:** |
|  | **Email:** |
|  |  |
| **4.** | **Address for all contractual correspondence –** |
|  | (If one of the above, please specify) |
|  |  |
|  |  |
|  |  |
| **5.** | **Address for all service management correspondence** |
|  | (If one of the above, please specify) |
|  |  |
|  |  |
|  |  |
| **6.** | **Contacts:** |
|  | **a. Responsible Person for the Contract** |
|  | Tele: |
|  | Fax: |
|  | Mobile: |
|  | Email: |
|  |  |
|  | **b. Responsible Person for the Service:** |
|  | (If different to the above) |
|  | Tele: |
|  | Fax: |
|  | Mobile |
|  | Email: |
|  |  |
| **7.** | **VAT registration Number (if applicable)** |
|  |  |
| **8.** | **Payment Details** |
|  | Account Name: |
|  | Bank Name: |
|  | Address: |
|  | Sort Code: |
|  | Account Number: |
|  |  |

## **ANNEX 4**

# **Form of Tender**

# **Part I – Declaration**

##### **Note: The Bidder is to type the following on its own letter headed paper**

Dear Big Lottery Fund

**CONTRACT FOR Tender Title:**  **Northern Ireland Media Monitoring Service – Reference BIG001-0863 (‘the Contract’)**

Having examined the proposed Contract comprising, we do hereby offer to enter into a Contract with THE FUND on the terms and conditions in the said Contract.

We undertake to keep the Tender open for acceptance by THE FUND for a period of thirty (30) days from the return date.

We declare that this is a bona fide Tender, intended to be competitive, and that we have not fixed or adjusted the amount of the Tender by, or under, or in accordance with, any agreement or arrangement with any other person. We further declare that we have not done, and we undertake that we will not do, any of the following acts prior to award of this Contract:

1. *Collude with any third party to fix the price of any number of Tenders for this Contract;*
2. *Offer, pay, or agree to pay any sum of money or consideration directly or indirectly to any person for doing, having done, or promising to be done, any act or thing of the sort described herein and above.*

We understand that you are not bound to accept the lowest priced, or any, Tender.

Signed:

Date:

Name:

In the capacity of:

Duly authorised to sign tenders for and on behalf of:

**ANNEX 5**

# **Part I:** **Transparency**

# Note: In compliance with the Government’s transparency agenda, all Big Lottery Fund contracts over £10,000 (net of recoverable VAT) issued on or after 1 January 2011 will be published on the Government’s Contracts Finder website. We are required to publish contracts in full, and as a minimum must publish the specification, terms and conditions and associated schedules (which may include the winning bidder’s bid).

# In limited circumstances redactions can be made prior to publication to protect certain types of information. Redactions are permitted in line with the exemptions set out by the Freedom of Information Act 2000. Examples of information which may be exempt under the FOIA include: personal data; information amounting to a trade secret; and information which if disclosed would or would be likely to prejudice the commercial interests of any person.

# If the Bidder believes redactions ought to be made, these should be identified by the Bidder in the following table on their own letter headed paper. Bidders must provide explicit justification and reasoning for each redaction requested. The Big Lottery Fund is responsible for determining in its absolute discretion whether any information is exempt from publication.

**CONTRACT FOR Tender Title: Northern Ireland Media Monitoring Service – Reference BIG001-0863**

|  |  |
| --- | --- |
| **Contract clause or section of tender to be redacted** | **Justifications for redaction** |
|  |  |