



**Invitation to Tender**

**Media Production for Distance Learning**

**CONTRACT REFERENCE NUMBER – MAR0014**

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## 

## Introduction

Plymouth Marjon University Background:

Plymouth Marjon University sits on a green and spacious campus, with world-class facilities in a spectacular part of the world. The thing that most makes us stand out is our students. They are the inspiration and motivation for all we do.

Here, students build strong working relationships with a network of supporters, from their Personal Development Tutors to their lecturers to the Student Union, and therefore achieve more than they ever thought possible. They work side-by-side with us to improve and develop the University to make their experience as rich and rewarding as possible.

All our programmes involve work placements of some sort, and all students are trained in critical graduate-level skills such as presenting with impact, applying for jobs, managing interviews and influencing others. We work very closely with key employers on all programmes, linking our students to a network of contacts to help them in their future careers.

Our results speak for themselves: more than 95% of students find employment or move into further study within six months of graduating, and we have three courses which have scored 100% satisfaction in the National Student Survey 2017. We were also named the top University in the UK for social mobility in a one-off report in 2014, demonstrating the power of giving students both the skills to succeed and the confidence to use them.

Marjon aspires to enhance accessibility to Higher Education by offering a range of undergraduate and Master’s degree programmes by online and distance learning in the future.

Additional general information about Marjon can be found at marjon.ac.uk

## Requirements

The purpose of this tendering exercise is to implement the provision of a Contract for the production of video and animation-based teaching and learning materials in support of Marjon’s planned distance learning delivery. The services required are set out in **Schedule A Specification.**

## Value of the Contract

The costs associated with this procurement are estimated to be in the region of up to £70,000.

Details of potential expenditure are given in good faith as a guide to assist Tenderers in submitting their Tenders. Any estimated value is not an undertaking on behalf of Plymouth Marjon University to purchase the Services to this or any other particular value and shall not create a binding obligation unless specifically stated within the Agreement.

## Contract Term

Plymouth Marjon University proposes to enter-into a “Contract” for a period of 6 months. This term is subject to any termination rights contained within the Contract.

## Instructions for Tenderers

The ITT Instructions and Guidance document included in the tender pack (Attachment named - READ THIS FIRST Instructions Guidance), provides guidance to Tenderers on how to complete the Tender. The procurement process undertaken will reflect the Principles of Procurement by treating all economic operators equally and without discrimination and shall act in a transparent and proportionate manner. This document contains information about the procurement process, the Agreement, and sets out the conditions for submitting a Tender.

**The Timetable for this ITT can be found in the attachment named: - ITT Instructions and Guidance. Please read the ITT Instructions and Guidance before completing this ITT.**

## Schedule 1: Questions and Response Section

The following pages set out the sections of the ITT that require responses. Please read each section carefully before completing.

**Total weighting for this section 60%**

## Proposed design approach, look and feel of completed materials

|  |  |  |
| --- | --- | --- |
| Participants are requested to provide their take on the brief, what methods they will use and how they will respond to the University’s outlined requirements to give a realistic representation of what we can expect as a final product.  Some initial thoughts, examples, mock-ups, links, visuals and / or mood boards that would be relevant, or that demonstrate the approach would be welcome, however participants are left to determine how they feel is the best way to demonstrate their approach. | Weight: | **18%** |
| Score: |  |
| Total Score: |  |
|  | | |

## Technical media production capability

|  |  |  |
| --- | --- | --- |
| Participants are requested to provide detail on in-house capability (design and technical production), personnel, and the use of any proposed subcontractors or external facilities. Please also provide an outline of the approach intended, from the design stage through to production with Marjon Subject Matter Experts, review and final delivery.  Your response should include:   * Deliverables at each stage * Indicative timeline * Critical points of approval * Opportunities or constraints * CVs of principal people involved * Any assumptions or resource implications for the University   Participants are requested to include their approach to management of client meetings, communications, approvals, schedules and quality assurance controls | Weight: | **18%** |
| Score: |  |
| Total Score: |  |
|  | | |

## Physical production environment, facilities and equipment

|  |  |  |
| --- | --- | --- |
| Participants are requested to provide further information on where and how any filming work would be undertaken (using Plymouth Marjon University Subject Matter Experts and Academics). Please assume that there are no studio facilities available at the University. The Participant’s Covid-19 related contingency plans for filming and production will also be assessed in this section | Weight: | **15%** |
| Score: |  |
| Total Score: |  |
|  | | |

## Resilience, experience and evidential capability to meet deadlines

|  |  |  |
| --- | --- | --- |
| Participants are requested to provide a brief summary of recent projects of a related nature, and evidence of delivering to set deadlines. Further detail on organisational and project resilience, and contingency planning is also requested.  . | Weight: | **9%** |
| Score: |  |
| Total Score: |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **7 - Economic and Financial Standing** | | |
|  | | **Pass/Fail** |
| To pass; the individual company must provide all the required information and be an acceptable financial risk for the University based upon the following assessment provided by ‘Creditsafe Company Report’ for an estimated contract value equal to their proposed first year costs submitted as part of this ITT in Schedule 2.  Economic and Financial Standing:  Plymouth Marjon University reserves the right to use the services of an independent third party to assess your financial standing and offer a financial risk-based appraisal.  Within two working days of the closing date for submissions Plymouth Marjon University will undertake a credit check on your organisation which shall yield a score between 0 and 100. This score will be utilised by Plymouth Marjon University to identify the following risk factor posed to it by the organisation.   |  |  |  | | --- | --- | --- | | Score | Definition | Action | | 0-25 | Significant Risk | The organisation may not be suitable to progress with this Request for Quote and will be awarded a **Fail** and therefore eliminated from this process. | | 26-50 | High to Moderate Risk | Further evaluations of the financial information provided is required to identify the level of risk in relation to the services required. | | 51-100 | Low to Very Low Risk | Pass | | |  |
| **7.1** | Are you able to provide a copy of your audited accounts for the last two years, if requested?  If no, can you provide **one** of the following: answer with Y/N in the relevant box. | Yes ☐  No ☐ |
| (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | Yes ☐  No ☐ |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | Yes ☐  No ☐ |
|  | (c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | Yes ☐  No ☐ |
| **7.2** | Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out. | Yes ☐  No ☐ |

|  |  |
| --- | --- |
| **9. Insurance Pass/Fail** | |
| Please complete the following & attach copy certificates with your response(s). | |
| **Employers Liability Insurance** | |
| Limit of Liability |  |
| Excess |  |
| Limit for a Single Event |  |
| **Public Liability Insurance** | |
| Limit of Indemnity |  |
| Excess |  |
| Limit for a Single Event |  |
| **Professional Indemnity Insurance** |  |
| Limit of Indemnity |  |
| Excess |  |

|  |  |
| --- | --- |
| **8. Health and Safety Pass/Fail** | |
| Do you hold any formal Health and Safety accreditation(s) and certifications for example ‘SSIP Accreditation who are an umbrella body for Health and Safety accreditation schemes such as CHAS, Constructionline, Safe Contractor, SMAS, Acclaim and others - \*If yes please provide details (please note that Plymouth Marjon University will require copy certificates). | \*Yes ☐  No ☐ |
|  | |
| Do you have a policy or in less than 5 employees a statement for the management of Health and Safety? | \*Yes ☐  No ☐ |
| \*If yes, please note that Plymouth Marjon University will require a copy of the Health and Safety Policy/Statement | |
| Do you have measures that are effective in reducing and preventing health and safety incidents, occupational ill-health and accidents? | Yes ☐  No ☐ |
| Do you provide suitable health and safety training and information to their staff and workforce? | Yes ☐  No ☐ |
| Do your staff and proposed workforce allocated to Plymouth Marjon University have Health and Safety or other relevant qualifications and experience sufficient to implement and adhere to your Health and Safety policy/Statement | Yes ☐  No ☐ |
| Do you have both proactive and ongoing systems for monitoring health and safety procedures and updating the policy and arrangements as necessary? | Yes ☐  No ☐ |
| Do you have a mechanism/procedure in place as a means of consulting with your staff and workforce on health and safety matter and show how staff and workforce comments, including complaints are considered? | Yes ☐  No ☐ |
| Please provide below the accident rates of ALL RIDDOR reportable events for the last three years. Please also include (if applicable) what systems and procedures have been updated as a result of these incidents? | |
|  | |
| Please provide below your accident frequency rate; using the guidance and formula detailed in the following link:- <http://www.hse.gov.uk/statistics/adhoc-analysis/injury-frequency-rates.pdf> | |
|  | |
| Please provide below details of ALL HSE Notices (e.g. Improvement, Prohibition and or Crown Enforcement Notices) issued within the last 3 years. – If none please state none | |
|  | |

## Schedule 2: Commercial Document

**Total weighting for this section 40%**

IMPORTANT - This document must be completed with the costing information requested. Cost information provided in any different format may not be evaluated.

Participants are to complete a Pricing Schedule, covering prices for all production stages, broken down into a Modular structure, clearly indicating the cost of any proposed augmentations such as animations.

The prices (in Pound, Sterling £) are:

• to be fully compliant with the requirements of this ITT

• to be firm and fixed for the duration of the contract, unless otherwise expressly agreed between the parties

• Exclusive of VAT

Participants should clearly set out any assumptions associated with the prices set out in the Pricing Schedule, and the specific financial implication of these assumptions.

The Participant shall include for the following disbursements and expenses within their tender:

• All finalised production deliverables, suitable for upload to industry-standard LMS

• Design review and amendments, and production amendments as required

• Courier/delivery costs;

• Travel expenses

The Participant is to price for the services stated in the ITT together with any other services necessary to ensure the satisfactory completion of the project.

The prices to be inserted in the Agreement shall be those submitted in the accompanying Commercial Document.



**This document is also included as an attachment in the ITT pack.**

**Invoicing**

Invoicing will be on contract milestones to be agreed.

## Schedule 3: Specification



**This document is also included as an attachment in the ITT pack.**

## Schedule 4: Supplier Questionnaire



**This document is also included as an attachment in the ITT pack.**

## Schedule 5: FORM OF TENDER AND BONA FIDE TENDER

**Date:**

**Dear Plymouth Marjon University**

**Re: - Plymouth Marjon University – Media Production for Distance Learning**

**I/we offer to supply the services described in the said contract documents in such manner as may be required.**

**Terms and Conditions. \*I/we agree that this Tender and any Agreement which may result shall be based upon the documents provided to Plymouth Marjon University.**

**In respect of the Plymouth Marjon University obligations under the Freedom of Information Act, we have identified any information, which is commercially sensitive, which we understand Plymouth Marjon University will not disclose without prior consultation.**

**The prices quoted in this Tender are valid for 90 days from the Date of Tender and I/we confirm that the terms of the Tender will remain binding upon me/us and may be accepted by you at any time before that date.**

**\*I/we note that the Agreement shall be valid upon acceptance and signature by both parties of the Agreement Documents.**

**\*I/we agree that the construction, validity, performance and execution of any agreement that may result from this tender shall be governed by and interpreted in accordance with English Law and shall be subject to the exclusive jurisdiction of the Courts of England and Wales.**

**\*I/we agree to bear all costs incurred by me/us in connection with the preparation and submission of this Tender and to bear any further costs incurred by me/us prior to the award of any Agreement.**

**\*I/we agree that any other terms or conditions of contract or any general reservation which may be printed on any correspondence emanating from me/us in connection with this tender or with any contract resulting from this tender, shall not be applicable to this tender or to the Agreement.**

**Print name: ………………………………………… Date: ……………………………**

**Title: ………………………………………………… Duly authorised to sign/submit Tenders for and on behalf of Registered Address:**

**………………………………………………………………………………………………….**

**\*delete as applicable**

**APPENDIX (a) TO THE FORM OF TENDER**

**ADDITIONAL INFORMATION REQUIRED BY PLYMOUTH MARJON UNIVERSITY**

**Section I: Information Required for Inclusion into the Form of Contract**

**The Contractor is**

**………………………………………………**

**Address for communication**

**…………………………………..**

**…………………………………..**

**…………………………………..**

**…………………………………..**

**Address for electronic communication**

**……………………………………………**

**Contractor’s Registered Address**

**………………………………………**

**………………………………………**

**………………………………………**

**………………………………………**

**………………………………………**

**Telephone No. ……………………………….**

**Fax No. ……………………………………….**

**APPENDIX (b) – TO THE FORM OF TENDER**

**Agreement Terms and Conditions**

**The Agreement shall be made under the terms and conditions as outlined in the embedded document below. The Suppliers ITT response will form part of the Agreement.**

**EMBED THE FINAL AGREEMENT**

****

**\*I/we agree to the terms and conditions outlined in the Agreement**

**Print name: …………………………………………….**

**Date: ……………………………………………………**

**Title: ………………………………………………**

**Duly authorised to sign/submit Tenders for and on behalf of**

**IN BLOCK CAPITALS**

**Registered Address:**

**\*delete as applicable**

**APPENDIX (c) – TO THE FORM OF TENDER**

**CERTIFICATE AS TO NON-CANVASSING**

**To be completed and returned by the tenderer**

**Title: - Plymouth Marjon University – Media Production for Distance Learning**

**To Plymouth Marjon University ("Marjon")**

**\*I/We hereby certify that \*I/we have not canvassed any member, officer, employee, agent or advisor of the University in connection with the award of the Contract for the Services and Works and that no person employed by me/us or acting on my/our behalf has done any such act.**

**\*I/We hereby undertake that \*I/we will not in the future canvass or solicit any member, officer, employee, agent or advisor of the University in connection with the award of the contract for the Services and Works and that no person employed by me/us or acting on my/our behalf will do any such act.**

**\*I/We further hereby undertake that \*I/we have not and will not seek to recruit any University employee who has during the year prior to the date of this tender bid been employed on matters relating to the Contract and that no person employed by me/us or acting on my/our behalf will do any such act.**

**SIGNED .................................................................................................**

**POSITION ..................................................................................**

**On behalf of ...............................................................................**

**Date .........................................................................................**

**2. SIGNED ....................................................................................**

**POSITION .................................................................................**

**On behalf of ...............................................................................**

**Date ........................................................................................**

**Two signatures must be provided.**

**\*delete as applicable**

**APPENDIX (d) – TO THE FORM OF TENDER**

**NON-COLLUSIVE CERTIFICATE**

**To be completed and returned by the tenderer**

**Title: - Plymouth Marjon University – Media Production for Distance Learning**

**\*I/We certify that this is a bona fide application and that I/we have not:**

**entered into any agreement with any other person with the aim of preventing tenders being made or as to the amount of any tender or the conditions on which any tender is made.**

**informed any other person, other than the person calling for these application, of the amount of the approximate amount of the application, except where the disclosure, in confidence, of the amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the application;**

**caused or induced any person to enter into such an agreement as is mentioned in paragraph a) above or to inform us of the amount of the approximate amount of any rival applicant for the Contract.**

**\*I/We also undertake that we will not do any of the acts mentioned in paragraphs a), b) and c) above before the hour and date specified for the return of the application.**

**In this certificate ‘person’ includes any persons and anybody of persons corporate or unincorporated, and ‘agreement’ includes any arrangement whether formal or informal and whether legally binding or not.**

**Signed.………………………………………………………………………………**

**On behalf of………………………………………….……………………………...**

**Date…………………………**

**\*delete as appropriate**