



Invitation to Tender

To Establish a Contract for the provision of

The Development of a Digital Application

Treasured Times Ltd



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1. Introduction

1.1 Who we are:

Treasured Times recognise the critical role of Life Story work in supporting helping elders to be able to tell the story of their life and help their memories of past events. People with dementia and age related memory loss sometimes need help to communicate important aspects of their identity – like background, interests, who and what is important to them. Life Story work helps the person understand their past experiences and how they have coped with events in their life.

People living with dementia sometimes need help to communicate important aspects of their identity such as their background, interests, who and what is important to them. Our experts use Reminiscing Therapy to assist loved ones in remembering their lives prior to the onset of memory loss and/or dementia. The process is also extremely beneficial as a therapeutic tool for family members in recognising and remembering their loved ones prior to the onset of dementia.

1.2 What we do:

Treasured Times understand how challenging it is for everyone involved when a loved one has Dementia and also the impact it can have on everyday lives.

Our expert Psychologist, Elly Furber, works to assess each individual situation so that through a combination of 1:1 support, Reminiscing Therapy and Life Story Work, your loved one can live a more fulfilling and meaningful life WITH Dementia.

1.3 Key service we seek to offer: Digital memory support for Dementia sufferers and those suffering with typical age-related memory loss.

1.4 USP:

1.5 Living Wage

Treasured Times Ltd supports the code of the Living Wage Foundation and does so to its entire staff. Treasured Times Ltd expects all Contractors to also support this initiative.

Treasured Times Ltd believes that Contracts can be more successfully delivered if the Provider and Treasured Times Ltd share common objectives. Tenderers must confirm their position with regards to the Living Wage Foundation as part of their Tender submission; however this question will be for information only and will not be scored.

2. Purpose and Scope of Contract

2.1. Breakdown of work to tendered for:

Treasured Times Ltd are looking for a supplier to support the development of a digital application, more details can be provided by contacting Treasured Times Ltd and signing a non-disclosure agreement. Please contact Elly Furber (elly.furber14@hotmail.co.uk). The software must be fully functioning and integrated onto a tablet of choice. The software must keep in mind GDPR to ensure that data is kept secure and protected at all times.

2.2 Full details of work to be carried out:

1. Design of interface
2. Design of final software application



3. Integration onto a tablet, including photos, videos, animations, text, images, audio
4. Build (Artwork 3D) and programming onto a tablet
5. User testing support in a care home
6. Software testing (Review of compliance with security standards and penetration testing)
7. Updates as required as a response of the user testing and software testing

2.3 Project Purpose:

To create a life book which can be used by people with dementia and their families. Using a carefully structured process, our experts enable the individual and their family to identify a person's achievements throughout their life; allowing the person with dementia to feel proud of themselves. The resources and activities trigger memories of times when an older person may have felt better about themselves – times when they were stronger and more important.

Life story work is also an invaluable resource if your loved one eventually requires a person centred/individualised care plan.

The resources and activities trigger memories of times when an older person may have felt better about themselves – times when they were stronger and more important. This engagement helps older people feel good about themselves in the present.

• Projects Aims and Objectives

3.1 Contract Aims

To support the development of a digital application, more details can be provided by contacting Treasured Times Ltd and signing a non-disclosure agreement. Please contact Elly Furber (elly.furber14@hotmail.co.uk). The software must be fully functioning and integrated onto a tablet of choice.

3.2 Contract Objectives

- Design of interface
- Design and evaluation of software application
- Integration onto a tablet, including photos, videos, animations, text, images, audio
- Building of Artwork 3D Artwork
- Programming onto a tablet
- User testing support in a care home
- Software testing and ongoing technical support during user trials in care home (Review of compliance with security standards and penetration testing)
- Updates as required as a response of the user testing and software testing

3.3 Contract Duration

The terms of the contract shall be for a period of **6 months** commencing **January 2019**. There may be an option to extend this contract based on the needs of the work being carried out. This extension can only be granted by Treasured Times Ltd.



3.4 Procurement Process

Treasured Times Ltd is carrying out the Tender process in accordance with the company's procurement process and taking into consideration the EU procurement guidance. To request copies of these documents, please contact Elly Furber (elly.furber14@hotmail.co.uk).

3.5 Key Dates

| Date | Stage |
|------------|--|
| 09/01/2019 | Invitation to Tender (ITT) issued electronically |
| 23/01/2019 | Closing date of ITT to be submitted electronically |
| 24/01/2019 | Evaluation to commence |
| 07/02/2019 | Notification of Award of Contract |
| 21/02/2019 | 10 day Standstill period |
| 22/02/2019 | Award Conclusion |
| 22/02/2019 | Contact Start |

The dates detailed above are provisional and may be subject to change. Tenderers will be notified of any changes to these dates.

Any offer which does not meet the essential requirements or that is unrealistically low in terms of quality will not be short listed.

4 Pricing

Prices must be submitted in accordance with the Tender Requirements (Schedule 2) and must remain open for acceptance by Treasured Times Ltd for a minimum of 90-calander days from the closing date for the receipt of tenders.

4.1 Budget Details

There is currently an upper budget limit of £30, 000 for the work outlined. The work to be undertaken by Treasured Times Ltd will be supported through the Smart Concept Fund (SCF) which is a European Regional Development Fund (ERDF) supported project that runs until June 2020. The SCF is a proof of concept grant scheme designed to support SME's within the Black Country, Marches and Stoke and Staffordshire LEP areas. The SCF aims to support new product development programmes at proof of concept stage (Technology Readiness Levels 3-7).

5 Conditions of Tender

Tenderers accept by responding to this ITT that, in the event their Tender is accepted, the Tenderer will enter into and execute a Contract in the form set out in this ITT document, and subject to the Terms and Conditions of Contract as stated in this ITT without amendment, deletion or addition, such Terms and Conditions of Contract being those included as Schedule 5. If Tenderers are unwilling or unable to accept any of the Terms and Conditions of Contract these must be notified in advance to Treasured Times Ltd and detailed within the Tender Submission.

All costs of Tendering will remain with the Tenderer, under no circumstances will Treasured Times Ltd be liable for Tenderer's, or any third party, costs.

Tenderers also accept that by responding to this ITT, they are accepting that the Terms and Conditions of the Tender and subsequent Contract are in all circumstances fair and reasonable in all respects and the Contractor shall be bound by the Terms and Conditions of the Contract forthwith and with effect from the Date of Award of Contract.

In consideration of Treasured Times Ltd undertaking to consider all Tenders received in response to this ITT in good faith, the Tenderer agrees and accepts that any Tender submitted by the Tenderer shall remain open for acceptance for a period of 90 days from the closing date for the receipt of



Tenders, and shall not be altered, amended, varied or withdrawn without the prior written agreement of Treasured Times Ltd.

Treasured Times Ltd does not bind itself to accept the lowest or any Tender and reserves the right to cancel the process at any stage in accordance with the Public Contracts Regulations 2015 (as amended or replaced from time to time).

Treasured Times Ltd also reserves the right to reject or disqualify any Tender or Tenderer where:

The Tenderer makes a serious misrepresentation in relation to its submission and/or the Tender process generally;

There is a change in the identity, control, financial standing or other factor impacting on the selection and/or evaluation process affecting the Tenderer;

The Tenderer has engaged in collusive tendering.

No Contract shall be in place between the Parties unless and until both Parties execute a formal written agreement, confirming all of the documentation forming the entire Agreement and therefore the Contract between the Parties. Until the receipt of a duly signed contract, no contract or understanding shall exist, or be taken to exist, between the Parties in regard to the subject matter of this Tender, irrespective of anything that may be expressed orally or in writing by Treasured Times Ltd or any representative of Treasured Times Ltd.

The Tenderer shall warrant that in the event that its Tender is accepted by Treasured Times Ltd and a Contract is awarded, the Tenderer has, and shall continue to have for the valid term of the Contract, sufficient resources, materials, finances, adequately and appropriately trained and skilled employees as are necessary in order for the Contractor to provide the Goods and/or Services in accordance with the provisions and standards set out in the Specification and the Contract by adhering to UK health and Safety Executive's guidelines for safety.

Shortlisted Tenderers (post written tender evaluation) may be required to demonstrate their ability to provide the Service and in this respect could be asked to present their Tender and proposals/provide clarifications of their Tender before an evaluation panel as part of the overall evaluation process

6 Submitting a Tender Response

Tender submissions should be submitted to Elly Furber via email: elly.furber14@hotmail.co.uk

Submit any communications (including clarification requests) in respect of this ITT and technical queries to Elly Furber as detailed above.

Treasured Times Ltd reserves the right to:

Reject any ITT response or supporting documentation that is not submitted using the details above

Decline to respond to any communications in respect of this ITT which is not submitted using the details above.

Findit In the Black country will also be used to advertise this invitation to tender. Where appropriate, returns may be made through this platform. Technical issues should be raised with Elly Furber directly: elly.furber14@hotmail.co.uk

7 Submission of Tenders

In submitting a response the Tenderer must fulfil the Tender Requirements set out in the Specification.



The Form of Tender (Schedule 4) must be signed by a duly authorised signatory of the Tenderer.

Tenders submitted utilising the email specified will be regarded by both parties as a bona fide Tender. Consequently, documents which ordinarily require signature, other than the Form of Tender, will be deemed to have been signed by a duly authorised signatory if they are submitted using email.

The Tender Requirements (Schedule 2) must be complied with in full. Treasured Times Ltd reserves the right to reject any ITT submission which:

Contains gaps, omissions or obvious errors; or

Contains amendments, exclusions or qualifications which have not been approved by Treasured Times Ltd; or the Tender is unrealistically low (in respect of Quality or Price, although this will be discussed with the Tenderer in advance of removal.);

Where samples are provided, the samples perform unsatisfactorily in respect of the requirements of this ITT.

Is received after the closing date or time specified

Tenderers may submit documents that supplement their Tender response. However, Tenderers must not include any extraneous information which has not been specifically requested (such as any sales literature and standard terms of trading). Any such information will not be evaluated by Treasured Times Ltd and will not form part of any resultant Contract. In addition all responses must be made against the relevant question, any reference to alternative questions as a means of response will not be accepted.

Tenders may be submitted at any time prior to the closing date and time specified, submissions received before this deadline will be retained unopened until the opening date. Any responses after this time may be rejected.

Treasured Times Ltd may at its own absolute discretion extend the closing date and time specified for the receipt of submissions, in which case such extension shall be communicated to all Tenderers using email. Treasured Times Ltd does not accept responsibility for the premature opening or mishandling of Tenders that are not submitted in accordance with these instructions.

8 Terms and Conditions of Contract

The Terms and Conditions that will govern this Contract are attached at **Schedule 5** and below, any Supplementary Terms and Conditions that may affect this particular Contract are included as an Appendix, if required.

9 Collusive tendering

Any Tenderer who:

Fixes or adjusts the amount of his Formal Quotation by or in accordance with any agreement or arrangement with any other person, or

Communicates to any person, other than the designated representative and via the email specified the amount or approximate amount of his proposed Quotation (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the quotation for insurance), or

Enters into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any Quotation to be submitted, or

Offers or agrees to pay or give, or does pay or gives any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done, or causing or having caused to be done in relation to any other offer or proposed offer in relation to this



Formal Quotation or any act or omission, will be disqualified (without prejudice to any other civil remedies available to the parties and without prejudice to any criminal liability which such conduct by a Tenderer may attract).

10 Information and Confidentiality

Information that is supplied to Tenderers as part of the procurement exercise is supplied in good faith. However, Tenderers must satisfy themselves as to the accuracy of such information and no responsibility is accepted for any loss or damage of whatever kind or howsoever caused arising from the use by the Tenderers of such information, unless such information has been supplied fraudulently by Treasured Times Ltd.

All information supplied to Tenderers by Treasured Times Ltd in connection with this procurement exercise shall be regarded as confidential. By submitting a Tender the Tenderer agrees to be bound by the obligation to preserve the confidentiality of all such information.

11 Freedom of Information

The Freedom of Information Act 2000 ("FOIA") applies to SME.

Tenderers should be aware of Treasured Times Ltd.'s obligations and responsibilities under the FOIA to disclose, on request, recorded information held by Treasured Times Ltd. Information provided by Tenderers in connection with this procurement exercise, or with any contract that may be awarded to Tenderers as a result of this exercise, may therefore have to be disclosed by Treasured Times Ltd in response to such a request, unless Treasured Times Ltd decides that one of the statutory exemptions under the FOIA applies.

12 Commitment to Anti-Corruption

Treasured Times Ltd is fully committed to dealing with its colleagues, business partners and Suppliers in a way that demonstrates its commitment to anti-corruption.

Treasured Times Ltd does not participate in any form of bribery, fraud or corruption. Treasured Times Ltd is committed to safeguard the proper use of Treasured Times Ltd.'s finances and resources and operates a zero tolerance policy in respect of bribery.

By submitting a Tender, Tenderers agree that it shall not, and it shall procure that its directors, officers and employees shall not, request, agree to receive or accept a financial or other advantage from Treasured Times Ltd or any person or entity in respect of its business dealings with Treasured Times Ltd, intending that, in consequence, a business function will be performed improperly or as a reward for the improper performance of a business function.

13 Sub-Contracting

Tender applicants must indicate if any of the processes, Services or Work (or any parts thereof) are to be sub-contracted and state the sub-contractors that the Tender applicant is proposing to use. Treasured Times Ltd shall have the right to require that the Tender applicant provides further commercial and technical details related to the sub-contractor(s) at the discretion of Treasured Times Ltd, and the Tender applicant shall be obliged to provide such details as may be requested prior to commencement of the Contract.

14 Contract Management

Treasured Times Ltd expects the Contractor to provide a Key Account Manager/Nominated Contact to act as the main point of contact and to oversee contractual arrangements for this service throughout the duration of the Contract. The Account Manager/Nominated Contact must be familiar with the requirements of the company and build a relationship with the Contract Manager(s) who commissions and manages the Services.



15 Dress Code and Conduct

All staff must wear appropriate attire when working on Treasured Times Ltd premises and conduct themselves in a manner that does not bring Treasured Times Ltd into disrepute directly or by association with the Contractor or any employee of the Contractor.

Schedule 1 – Scope and Specifications

1. Overview

Treasured Times Ltd is seeking to establish a Contract for the design and development of a digital application, more details can be provided by contacting Treasured Times Ltd and signing a non-disclosure agreement. Please contact Elly Furber (elly.furber14@hotmail.co.uk). The software must be fully functioning and integrated onto a tablet of choice. The software must keep in mind GDPR to ensure that data is kept secure and protected at all times.

Treasured Times Ltd is conducting an Invitation to Tender process for the Provision of the Services with the objective being to establish a contract with one (1) specialist to meet the company requirements to produce the design and development of a digital application to support dementia sufferers.

The term of the Contract shall be for a period of 6 months commencing January 2019 with an optional extension if additional work is required at the end of this process.

1.1 Scope

Support to Treasured Times Ltd is focused on the production of the prototype as outlined above. It is preferable that the successful tenderer should be able to support this programme of work and its supporting activities equally.

1.2 Knowledge and Experience

It is critical that the successful tenderers are skilled and have extensive knowledge in the areas of this project. This will ensure they are able to provide the services required and to the required standard.

It is desirable but not essential that tenderers have the following:

- Experience in designing and developing bespoke software interface and back office
- Available examples of other designs in the field of senior health care.
- Knowledge, experience and understanding of Care Home settings.
- Capacity to offer ongoing user testing support and technical support during the pilot stage in care homes.
- Capacity and availability to attend steering group meetings during evaluation periods.
- Experience in and understanding of UK/EU security standards and implementation of those features.

1.3 Service Delivery

The successful tenderers are required to support Treasured Times Ltd.'s activities which may include, but are not restricted to the following;

- Capacity to offer ongoing user testing support and technical support during the pilot stage in care homes.
- Capacity and availability to attend steering group meetings during evaluation periods.



The prototype will be established at the Treasured Times Ltd site in Location: 43, The Hobbins, Bridgnorth. Shropshire WV15 5HH. However, work can be carried out remotely as required, specifically in the case of designing.

It is anticipated that most work can be completed remotely via email and telephone; however, there may sometimes be the need for the supplier to visit Treasured Times Ltd.'s Location site for meetings.

Suppliers will be expected to acknowledge correspondence within 5 working days and agreed service(s) to be completed within the timeframe agreed.

The Supplier must sign a Non-disclosure agreement before contract commencement.

All IP created through this work will belong to Treasured Times Ltd

All equipment purchased and produced through this work will belong to Treasured Times Ltd

The supplier will have no rights over and will not be entitled to replicate the prototype or the designs produced by the project.

The Supplier must commit to provide adequate resources to ensure efficient service levels are met at all times.

The Supplier must inform Treasured Times Ltd if there are any issues with the ongoing service.

1.4 Issue Reporting

The Supplier will notify the Treasured Times Ltd.'s key contact, Elly Furber Treasured Times Ltd Director, immediately of any issues which arise, based on initial discussions, a meeting may be required to discuss further. The supplier will keep Treasured Times Ltd up to date on a monthly basis with current status of work and ongoing services.

1.5 Payment

Payments will be made after each work package has been completed to the agreed specification and standard. The supplier will be asked to invoice Treasured Times Ltd for the costs stated in the Pricing Schedule as set out on the corresponding Treasured Times Ltd Purchase Order so that payment can be made through Treasured Times Ltd.'s finance system. Payment will not be made prior to the work package being completed and received.

Entering into a contract as a supplier does not guarantee that all procurement of outlined activities and services will occur.

1.6 Account and Contract Management

The Supplier must have robust business processes for the duration of the Agreement, including but not limited to, project and account management arrangements and clear mobilisation and communication plans.

1.7 Service Levels

Treasured Times Ltd expects its Suppliers to work to an agreed Service Level Agreement (SLA) including performance to mutually pre-agreed Key Performance Indicators (KPI's) and overall have a continuous improvement ethos.

Suppliers must provide a clear Service Level Agreement (SLA) in line with the above information and a well-defined support process – including a clear account management process.

Suppliers must be proactive in resolving issues and provide clear escalation routes and resolution objectives.



1.8 Reviews

Performance review meetings are required to take place periodically throughout the course of the Agreement. It is expected that these will be held at quarterly intervals or other timeframes as agreed between the Supplier and Treasured Times Ltd representatives. However, review meetings may be requested as and when necessary.

1.9 Management Information

The Supplier will provide information as required by the key contact at SME

This should ideally be in an electronic format for the beneficiary to manipulate as required.

Information to be provided will include, but not be limited to:

- Spend data, total and forecast
- Delivery performance statistics
- Summary of available work carried out
- Resolution of complaints or other issues received
- Performance against any agreed SLA's
- General feedback on Contract performance

1.10 Economic, Social and Environmental

Treasured Times Ltd has clear policies for Sustainability; Suppliers must ensure to work to the highest levels of environmental and sustainability protocols.

Treasured Times Ltd is committed to demonstrating its commitment to behaving respectfully and ethically in all that it does, in accordance with its Corporate Social Responsibility policy. To this aim Treasured Times Ltd may require details of how you manage your supply chains; in terms of ensuring that third party suppliers/service providers are ethically compliant. SME will not condone any illegal practices through your supply chain for the delivery of this Contract i.e. child labour, etc. When requested, the supplier must be able to evidence the end to end supply chain to demonstrate adherence to best practice and quality procedures etc.

1.11 Added Value

Treasured Times Ltd encourages Tenders that are able to demonstrate high levels of Service in terms of advanced technology, and evidence where they incorporate the use of new up to date technology into their service provision (for example: different efficient / environmental methodologies / processes / materials) offering.

Treasured Times Ltd also encourages Tenders that demonstrate high levels of Service in terms of innovation. We are looking for suitable providers who can demonstrate the use of new innovative ideas within their service provision offering (for example: online processes) in particular; areas where positive outcomes can be realised whilst achieving efficiency and adherence to the agreed standards of work.

All tenders must include information that indicates the percentage mark-up or discount rates that will be applied to any materials of fabrication; specialist components; consumables; or services e.g. design engineering, that will be procured by the contractor and charged to Treasured Times Ltd.

Schedule 2 – Evaluation Criteria

2 Tender Evaluation Model

The company's aims are to complete the contract safely, to the required quality, on time, and within the required budget. The evaluation process aims to identify the most economically advantageous tender for SME using a combination of Quality/Technical and Price elements.

2.1 Assessment

Tenderers will be evaluated on the answers they provide in their tender response.

2.2 Selection Criteria

There are a number of requirements outlined as part of this tender process; Tenderers must meet as many criteria as possible. This assessment will be based on qualitative information relating to the tenderer's ability to perform the contract outlined.

2.3 Award Criteria

Award Criteria are specific to how the bidder intends to deliver the contract for example in relation to cost, quality and time.

Individual questions can be found in the separate Scoring Methodology Document. Responses will be scored by a panel and the scores will determine the successful tenderer. Weighting is as outlined below.

| Criteria | Weighting |
|-------------------|-----------|
| Quality/Technical | 80% |
| Price | 20% |

| Criteria Number | Quality/Technical Sub Criteria | Weighting |
|-----------------|---|-----------|
| 1 | Knowledge and Experience of the senior care sector, awareness of dementia related conditions, examples of other designs in the field and experience in designing bespoke software interface, 3D artwork design and back office. | 60% |
| 2 | Service Delivery | 25% |
| 3 | Accounts Management, Contract Management and Communication | 5% |
| 4 | Economic, Social and Environmental Impacts | 1% |
| 5 | Added Value | 9% |
| Total | | 100% |

The weighted scores within each sub-criteria will be added together to arrive at the Quality score. The highest Quality score is then given 100% and the other Offers are expressed pro-rata to this. The Quality weighting is applied to these scores to arrive at the Final Quality Score for each Offer.

Clarifications for the Quality elements may be sought in writing, or by presentation from the Tenderers and scores adjusted accordingly.

Offers that in the opinion of Treasured Times Ltd are unrealistically low (in terms of Quality) may be rejected i.e. scores below 50%



2.4 Scoring System

Each potential Contactor's marked questions will be assessed in accordance with the following points system:

| Score | Performance |
|--------------------|---|
| 5 (Outstanding) | The approach demonstrates a good understanding of the objectives and the requirements of the specification, and the solution has added value that SME can utilise. |
| 4 (Good) | The approach demonstrates a good understanding of the objectives and meets the requirements of the specification. This score also covers a 'yes' response to a yes/no question. |
| 3 (Average) | The solution demonstrates an adequate understanding of the requirements. |
| 2 (Weak) | The solution meets the minimum standard specification but fails to demonstrate an adequate understanding of the requirements of the specification. |
| 1 (Poor) | Significantly fails to meet the standard and lacks detail in the submission |
| 0 | 'No' response submitted for a yes/no question or response is irrelevant to the Question and does not provide relevant information. |

2.5 Award Stage - Price Assessment

Offers that in the opinion of Treasured Times Ltd are unrealistically high or low (in terms of price) may be rejected, although will be discussed with the Tenderer in advance of removal.

The lowest sustainable evaluation price will be given 100%. Other Offers will then be expressed as an inverse proportion of the lowest price. The % weighting for Price is then applied to give the Final Price Score for each Offer.

It is the responsibility of the Tenderer to ensure prices and any formulae are totalled correctly. Any errors identified will be queried with the Tenderer and those demonstrated to be genuine arithmetical errors will be corrected for evaluation purposes.

2.6 Overall Assessment

The Final Quality Score and the Final Price Score for each Offer will be added to produce a total score which will be compared and (subject to a final risk assessment) the Tenderer with the highest score offering the most economically advantageous tender will be recommended for acceptance.

2.7 Calling off from the Contract

Following completion of the evaluation process above, scores will be collated and ranked. One (1) supplier will be selected and a contract signed. All bidders will be informed of the award decisions in writing. As there is only one supplier being selected, there is no need for a calling off process.

2.8 Tender Requirements

In order to submit a bona fide Offer, the Tenderer must complete the following and submit them using the email given:

- Quality/Technical questions complete with attachments
- Pricing Schedule
- Form of Tender

Failure to complete and submit the above documents could result in your Offer being rejected.

Tenderers may submit documents that supplement their Offer response by uploading against the relevant question only.

Please note:



- Tenderers must **not** include any extraneous information which has not been specifically requested (such as any sales literature and standard terms of trading). Any such information will **not** be evaluated and will not form part of any resultant Contract

Referring to another Questions response is not sufficient and will not be classed as a response to the relevant Question.

2.9 Reasons for Rejection

Treasured Times Ltd may reject any Tenderer who fails to:

- Fully complete the information required by the deadline stated in the Contract Notice or as above.
- Meet the Mandatory Requirements, only Tenderers who have all Mandatory Requirements will be evaluated at Award Stage.
- Provide a weak response (i.e. receive a score of 2 or below) to any questions in the ITT or inadequately or incorrectly completes any question.
- Exceed a minimum threshold of 50% Quality Score as per ITT documentation.



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Schedule 3 – Pricing

- Please populate the MS Excel document entitled: **“Pricing Schedule – TT-01”** and submit with your tender through the email specified.
- Ensure you read the supporting guidance and please do not alter the template.



Schedule 4 – Form of Tender

To: Treasured Times Ltd

Contract for The provision of Intellectual Property Services for TT-01, for Treasured Times Ltd

- We the undersigned hereby certify that this is a bona fide offer, and having examined the Invitation to Tender documentation along with the Conditions of Contract, the Specification and having completed and priced this Tender hereby offer to perform as per the specification and pricing schedule.
- We agree that this offer is made in good faith and that we have not fixed or adjusted the amount of the offer by, or under, or in accordance with, any agreement, or arrangement, with any other person;
- We agree that we will not communicate to any person, other than the person inviting this Offer, the amount or approximate amount of the Offer. Except where the disclosure, (in confidence) of the approximate amount of the Offer was necessary to obtain quotations required for the preparation of the Offer, for insurance purposes, or for a contract guarantee bond;
- We agree that we will not enter in to any arrangement or agreement with any other person such that they shall refrain from making an offer or affect the amount of any offer to be submitted;
- We agree that we will not pay, give or offer, or agree to pay or to give any sum of money or other consideration, directly or indirectly to any person, for doing, or having done, or causing, or having caused to be done, any act described in this Request for Formal Quotation, in relation to any offer, or proposed offer, for the goods/services;
- We agree that the Terms or Conditions of Contract and Supplementary Conditions of Contract, included in this documentation, will apply to any Contract that may result from this competition;
- We agree that the prices quoted in this Tender submission are valid and open to acceptance by you for a period of ninety (90) days from the quotation return date specified in your Invitation to Tender.

Tendering Company: _____

Print Name: _____

Signature: _____

Position: _____

Date: _____

***THIS DOCUMENT MUST BE COMPLETED, SIGNED AND SUBMITTED
TOGETHER WITH THE TENDER RESPONSE.***



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Schedule 5 – General Conditions of Contract for the Provision of Services

Please refer to document uploaded with this Invitation to Tender