OPEN TENDER

For

Prequalification onto a framework agreement

For

Opportunities with a contract value of less than £10,000 in the following areas:

- Training administration
- Training development
- Training delivery
- Copy Writing
- Building Online Learning Assets
- Designing web pages and flyers

c/o Humanitarian and Conflict Response Institute,
C1.54 Ellen Wilkinson Building,
University of Manchester,
Oxford Road,
Manchester,
M13 9PL.

Date: 15th December 2021
INVITATION TO TENDER (ITT) FOR
UNDER £10K TRAINING AND DESIGN OPPORTUNITIES FRAMEWORK AGREEMENT

1. UK-Med invite your organisation, along with others, to offer a tender for provision of the above, to the specification outlined in the attached documents. Enclosed are:

   Document 1: Instructions and information on the tendering procedures.
   Document 2: Details of the work
   Document 3: Selection process
   Document 4: Declaration
   Document 5: UK-Med Framework Agreement
   Document 6: Question sheet

All documents will be made available on https://www.uk-med.org/tender-opportunities/

2. Please read the instructions on the tendering procedures carefully. Failure to comply with these instructions may invalidate your tender.

3. Your tender should be emailed to procurement@uk-med.org no later than 9am GMT 10th January 2022. All parts of your tender application must arrive by the deadline stated. Late tenders will not be considered.

4. This requirement is being procured using the Open Procedure. The tender is a one stage process where your response to the Invitation to Tender is evaluated simultaneously against both the Selection Criteria and Award Criteria.

5. All bidders will be advised by 19th January 2022 whether they have been successful at winning the tender or if further meetings are required for clarifications.

6. If you have any questions about the tendering procedure, please contact procurement@uk-med.org. We will endeavour to answer all questions by the deadline listed in this tender and will post anonymised answers on https://www.uk-med.org/tender-opportunities/

We look forward to your response.

Yours sincerely,
UK-Med
INTRODUCTION AND INFORMATION ON TENDERING PROCEDURES

Introduction

1. These instructions are designed to ensure that all tenders are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified. Please contact UK-Med by email at procurement@uk-med.org , if you have any questions or clarifications as to what is required in the tender application or if you have any difficulty providing the information requested. Please be advised that pre-tender negotiations are not allowed.

2. Bidders should ensure they have read and fully understood the guidance set out in this document before submitting a tender.

Timeframe

3. This time frame is provisional, UK-Med will do our best to follow this timetable. Any substantial changes will be updated on http://www.uk-med.org/tender-opportunities/.

<table>
<thead>
<tr>
<th>Tender publication date</th>
<th>15th December 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last date for submission of questions from suppliers (only accepted via <a href="mailto:procurement@uk-med.org">procurement@uk-med.org</a>)</td>
<td>17:00 GMT on 21st December 2021</td>
</tr>
<tr>
<td>Deadline for UK-Med to respond to supplier questions</td>
<td>17:00 GMT on 23rd December 2021</td>
</tr>
<tr>
<td>Submission deadline for receipt of electronic copies of bid proposals</td>
<td>09:00 GMT on 10th January 2022</td>
</tr>
<tr>
<td>Evaluation of tenders by UK-Med Tender Committee</td>
<td>11-13th January 2022</td>
</tr>
<tr>
<td>Framework agreement selection decision communicated to Suppliers</td>
<td>19th January 2022</td>
</tr>
<tr>
<td>Framework agreement commences</td>
<td>1st February 2022</td>
</tr>
</tbody>
</table>

Tendering process

4. You are invited to tender for a framework agreement to prequalify suppliers for opportunities under £10k in the following areas:
   - Training administration
   - Training development
• Training delivery
• Copy Writing
• Building Online Learning Assets
• Designing web pages and flyers

Please note that in this document references to ‘Contract’ will mean the framework agreement.

This tender is for suppliers to be prequalified onto the framework agreement. Opportunities covered by this framework agreement will then be dealt with in two ways:

• Where only one supplier on the framework is appropriate for an opportunity, that supplier will be approached for a quote.
• Where more than one supplier on the framework is deemed to have the relevant skills and experience, UK-Med will undertake a mini-competition between all appropriately qualified and experienced suppliers on the framework.

This framework will be open for receipt of bids, as per the dates above, prior to the commencement of the four-year framework agreement. UK-Med reserves the right to open all or part of the specification for additional rounds during the four-year term to allow new suppliers the opportunity to be pre-qualified onto the framework agreement.

Any reopening of the framework agreement for receipt of bids will be advertised on the UK-Med website.

5. The tender process will be conducted in a manner that ensures bids are evaluated fairly to ascertain the tenders that deliver greatest value for UK-Med.

Incomplete Tender

6. Tenders may be rejected if the information asked for in this documentation is not provided at the time of tendering.

Queries

7. Questions relating to any aspect of the tender process should be submitted, by e-mail to procurement@uk-med.org. These emails must have the subject line “Question: Under £10k training and design opportunities framework agreement”. UK-Med will aim to post
responses to questions within the timeframes provided and bidders should regularly check [https://www.uk-med.org/tender-opportunities/](https://www.uk-med.org/tender-opportunities/).

8. To ensure all clarification responses are provided in time for bidders to apply to their tenders, the cut-off date for receipt of questions will be 17:00 GMT 21st December 2021.

**Returning Tenders**

9. All tenders must be received from bidders by 0900 GMT 10th January 2022. UK-Med will accept submissions from bidders by email to the following address: procurement@uk-med.org

   Please note that there is a size limit of 20MB on emails sent to this address. Your bid will not be received if it exceeds this limit.

   Tender submission emails must have the following subject line: “Bid Submission: Under £10k training and design opportunities framework agreement”.

**Format for completed tenders**

9. Bidders should include the following documents with their tender:

   - Completed Document 4: Declaration
   - Completed Document 6: Question Sheet
   - Completed Supplier Qualification Form
   - CV or Portfolio as detailed in Document 6

   **No other documentation submitted will be assessed by the tender committee.**

**Receipt of Tenders**

10. Tenders will be received up to the time and date stated in this invitation to tender. Those received before the due date will be retained unopened until then. **It is the**
responsibility of the tenderer to ensure that their tender is delivered not later than the appointed time.

Tender Clarification Meetings

11. UK-Med may need to clarify certain issues that arise from posting the tender. We may therefore invite tenderers to a clarification meeting to clarify aspects of their tender submission.

Acceptance of Tenders

12. By issuing this invitation UK-Med is not bound in any way and does not have to accept any tender. UK-Med also reserves the right to accept a portion of any tender, unless the tenderer expressly stipulates otherwise in their bid.

Inducements

13. Offering an inducement of any kind in relation to obtaining this or any other contract with UK-Med will immediately disqualify your tender from being considered.

Confidentiality of Tenders

14. Please note the following requirements. You must not:

- Tell anyone else what your tender price is or will be, before the time limit for delivery of tenders.
- Try to obtain any information about anyone else's tender or proposed tender before the time limit for delivery of tenders.
- Make any arrangements with another organisation about whether or not they should tender, or about their or your tender price.

Failure to comply with these conditions may disqualify your tender.
Costs and Expenses

15. You will not be entitled to claim from UK-Med any costs or expenses, which you may incur in preparing your tender whether or not your tender is successful.

Debriefing

16. Following the award of contract, debriefing will be available to unsuccessful bidders on request.

Tender Period

17. UK-Med requires tenders to remain valid for a period of four years.

Legal Compliance

18. In putting together their tenders, tenderers should adhere to all appropriate legislative requirements.

Conclusion

19. Whilst every endeavour has been made to give tenderers an accurate description of the UK-Meds requirement, tenders are encouraged to make their own assessment and propose their own solutions to the challenges posed by the specification, relating both to the methods and resources needed to meet those requirements. This applies both during the writing of the tender process and, if successful, after being awarded the contract.
UK-Med is launching a framework agreement of prequalified suppliers for low value contracts (under £10k) relating to the activities and topics below.

*(Please note suppliers are not expected to be able to deliver every activity or deliver across all the topics. See the Document 6: Question Sheet for more information on how to express interest in specific aspects listed here)*

**Activities**

As a part of preparing our Register members for responses to humanitarian health emergencies UK-Med design, develop and deliver a broad variety of training workshops and courses. Because of the multifaceted nature of UK-Med’s work and the high level of expertise needed in responses UK-Med often needs input from subject matter experts.

1. **Course development**
   Development of workshops and/or full training courses for humanitarian health programming purposes using the following delivery methodologies:
   - Face to face
   - Online
   - Hybrid
   This will include
   - Creating new workshops/ training courses
   - Refining / developing workshops and training courses that already exist. This could include revising, updating, condensing, and extending.

2. **Course conversion**
   Converting workshops and/or training courses from one mode of delivery to another.
   - Face to face to online
   - Face to face to hybrid
   - Online to face to face
   - Online to hybrid
   - Hybrid to face to face
   - Hybrid to online

3. **Post course administration**
   - Summarising feedback from participants and faculty
   - Writing evaluation report
• Providing recommendations for future courses based on learning

4. Course delivery
Delivery of workshops and/or training courses using the following modes of delivery.
• Live online delivery
• Face to face
• Hybrid

5. Facilitation / moderation
Development and/or facilitation/moderation of internal/ external workshops
• Workshops
• Meetings

6. Coordination during simulation exercises
Supporting larger training events, such as immersive simulation exercises and large workshops with training coordination and administration during the event.

7. Copy writing
Writing promotional copy for web pages, flyers, social media and other written materials including facilitator guides.

8. Web design
Expertise in the design, layout and build of pages in WordPress with a good knowledge of SEO.

9. Graphic Design
Design and expertise using Adobe Photoshop/Illustrator to produce well thought through and visually effective:
• Flyers
• PDFs for online training resources
• characters, props, backgrounds for e-learning assets.

10. Online asset design
Design of assets for online workshops and training
• graphic design of characters, props, backgrounds for e-learning assets
• animations
• filming and editing videos
• recording and editing podcasts
• building e-learning modules in Articulate Rise/ 360
• voice acting
Topics

UK-Med is looking for suppliers who can undertake the above activities on the following topics:

- Elearning development
- Voice acting
- Web design (Wordpress)
- Graphic Design
- Training of Trainers
- Humanitarian Principles and Practice
- Humanitarian Coordination
- Facilitation skills
- Leadership Skills
- Humanitarian Leadership
- Clinical Leadership
- Nutrition in Humanitarian settings
- Sexual and Reproductive Health
- Outbreak – Epidemiology and Surveillance
- Outbreak – Coordination
- Outbreak - Risk communication, community engagement
- Burns
- Infection Prevention Control
- Surgical
- Trauma / Mass casualty events
- Safeguarding/Protection
- Pharmacy
- Rehabilitation
- Pharmaceuticals
- Psychological First Aid
- Mental Health First Aid
- Advanced Life Saving Skills
- Basic Life Saving Skills
- Supply Chain
  - Procurement
  - Transport
  - Warehousing
  - Import/export
  - Customs
  - Dangerous goods
- Finance
- Human Resources
- Security
- WASH

Contract requirements

Please note the following standard contract requirements will be implemented under this framework agreement:

- Suppliers will be required to provide their own equipment.
- Suppliers will decide their working location with the exception of face to face training delivery.
- Invoices cannot be submitted until product is delivered to an agreed quality and all deliverables have been provided. Milestone invoicing, where relevant, will be accepted if pre agreed in writing by UK-Med.
- UK-Med reserves the right to request suppliers quote on basis of work being requested, rather than day rate, for individual pieces of work.
DOCUMENT 3

SELECTION PROCESS

Suppliers will be selected based on the following selection criteria.

For Course development, Course conversion, Post course administration, Course delivery, Facilitation / moderation, Coordination during simulation exercises, and Copy writing

<table>
<thead>
<tr>
<th>Selection Criteria</th>
<th>Definition</th>
<th>Scoring</th>
<th>Supporting documentation suggested</th>
</tr>
</thead>
<tbody>
<tr>
<td>SQF</td>
<td>Supplier Qualification Form completed and all questions answered in an acceptable manner.</td>
<td>Pass / Fail</td>
<td>Supplier Qualification form</td>
</tr>
<tr>
<td>Grid</td>
<td>Completed category and topic grid</td>
<td>Pass / Fail</td>
<td>Document 6</td>
</tr>
<tr>
<td>Core Price</td>
<td>Supplier Half Day rate and Day rate</td>
<td>20%</td>
<td>Document 6</td>
</tr>
<tr>
<td>Additional expenses</td>
<td>Expenses supplier will charge in addition to Day/Half Day rate</td>
<td>5%</td>
<td>Document 6</td>
</tr>
<tr>
<td>Question 1</td>
<td>Detail/share evidence of humanitarian experience</td>
<td>20%</td>
<td>Document 6</td>
</tr>
<tr>
<td>Question 2</td>
<td>Detailed CV/portfolio demonstrating relevant experience for all areas submitted for.</td>
<td>30%</td>
<td>Document 6</td>
</tr>
<tr>
<td>Question 3</td>
<td>Demonstrate your detailed understanding of UK-Med’s work and how it relates to the categories/topics you have expressed interest in. (using no more than 100 words in total)</td>
<td>25%</td>
<td>Document 6</td>
</tr>
</tbody>
</table>

For Web design, Graphic Design and Online asset design

<table>
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<td>5%</td>
<td>Document 6</td>
</tr>
<tr>
<td>Question 1</td>
<td>Exempt</td>
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<td>Question 2</td>
<td>Detailed CV/portfolio demonstrating relevant experience for all areas submitted for.</td>
<td>50%</td>
<td>Document 6</td>
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<td>Document 6</td>
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DECLARATION

I hereby confirm that all information contained within this tender submission is accurate and will remain valid for the duration of the Tender Period.

Signature:

Name:

Position:

Company name:

Date:
DOCUMENT 6

QUESTION SHEET

Price
Please detail:
- Half day rate
- Day rate
- Additional expenses not included in these rates (including amounts where appropriate)

Question 1
Evidence your humanitarian experience (maximum word count = 100 words).

*Please note: if you are only bidding for Web Design, Flyer Design and/or Online Asset design (across all topics) you are exempt from Question 1.*

Question 2
Share a detailed CV/portfolio demonstrating relevant experience for all activities and topics you have submitted for. Please note this can be included within Document 6 or submitted as a separate document. (Maximum page count = 10 pages of A4).

Question 3
Demonstrate your detailed understanding of UK-Med’s work and how it relates to the categories/topics you have expressed interest in. (Maximum word count = 100 words).

Grid
This tender is to pre-qualify suppliers onto the framework agreement on the basis of each activity and topic. For example you may apply for online course delivery for nutrition and online course development for nutrition, but only be successful in online course delivery for nutrition. Please complete the below grid to indicate which activities and associated topics you are bidding for.
<table>
<thead>
<tr>
<th>1 Course development</th>
<th>1.1 Face to face</th>
<th>1.2 Online</th>
<th>1.3 Hybrid</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Course conversion</td>
<td>2.1 Face to face to Online</td>
<td>2.2 Face to face to Hybrid</td>
<td>2.3 Online to Face to face</td>
</tr>
<tr>
<td>3. Post course administration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Course Delivery</td>
<td>4.1 Online</td>
<td>4.2 Face to face</td>
<td>4.3 Hybrid</td>
</tr>
<tr>
<td>5. Facilitation</td>
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</tr>
<tr>
<td>6. Coordination during simulation exercises</td>
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<td></td>
<td></td>
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<tr>
<td>7. Copy writing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Web design</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>9. Flyer design</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Online asset design</td>
<td></td>
<td></td>
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</table>