INVITATION TO TENDER (ITT) for Supply of;
Camping, Office, Kitchen, Cleaning and Mobile Furniture Supplies

OPEN TENDER

1. UK-Med is a humanitarian charity that has been responding to disasters for over thirty years. We prepare and equip medical teams, both in the UK and worldwide, so they are ready to respond when epidemics, conflict and natural disasters hit. We are core partners, providing the clinical component of the UK Emergency Medical Team (UK EMT) in line with WHO standards. The world is experiencing an unprecedented level of humanitarian need. Natural disasters, disease outbreaks and conflict can hit at any time. The people affected are often the poorest and most vulnerable and the health problems they experience post-disaster are long-lasting. We believe that they deserve the highest quality emergency healthcare. We seek to save lives, but also to build resilient health systems so that people can lead healthy lives in the future.

2. UK-Med invites your organisation, along with others, to tender for the provision of the following Lots 1 to 5:
   1. Office Supplies
   2. Mobile Furniture
   3. Kitchen items
   4. Cleaning Items
   5. Camping Items

   All Lots are to the specification outlined in the attached documents. Suppliers may bid for just one or multiple Lots.

3. Using the Selection process outlined, UK-Med will award a non-fixed price Framework agreement for a period of 5 years for all successful Lots. Should a need for these goods
arise, UK-Med will contact Suppliers on the Framework in the first instance. During the Term of this Agreement, the Supplier will use good faith, reasonable efforts to supply to UK-Med on a timely basis upon the receipt of a purchase order. However, if the required Goods cannot be supplied under the Terms of this Agreement, then UK-Med reserves the right to source an alternative Supplier. The annual value of this Framework Agreement is estimated at £250,000 per annum, however, this is dependent on the number of deployments made.

4. Enclosed are:

| Document 1: | Instructions and information on the tendering procedures. |
| Document 2: | Details of the work |
| Document 3: | Selection process |
| Document 4: | Supplier Declaration |
| Document 5: | Bidder Response Document |
| Document 7: | Supplier Due Diligence Form |

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

6. Your tender submission should be emailed to the following email address procurement@uk-med.org no later than 0900 GMT on 4th March 2024. All parts of your tender must arrive by the deadline stated. Late tenders will not be considered.

7. All bidders will be advised week commencing 11th March 2024 whether they have been successful.

8. 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.

DOCUMENT 1

INSTRUCTIONS 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@ukmed.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
This timeframe is provisional, UK-Med will do our best to follow this timetable. Any substantial changes will be updated on www.uk-med.org/tenderopportunities.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>UK-Med Issue of Invitation To Tender (ITT)</td>
<td>6th February 2024</td>
</tr>
<tr>
<td>Last date for submission of supplier questions to UK-Med</td>
<td>10.00 GMT on 16th February 2024</td>
</tr>
<tr>
<td>Deadline for UK-Med to respond to supplier questions and clarification meetings if required.</td>
<td>17.00 GMT 20th February 2024</td>
</tr>
<tr>
<td>Submission deadline for receipt of hard and electronic copies of bid proposals</td>
<td>09.00 GMT 4th March 2024</td>
</tr>
<tr>
<td>Contract award decision</td>
<td>Wc 11th March 2024</td>
</tr>
<tr>
<td>Contract commences</td>
<td>tbc</td>
</tr>
</tbody>
</table>

Tendering process
3. Please note that in this document references to ‘Contract’ will mean the non-fixed price Framework Agreement.
4. 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
5. Tenders may be rejected if the information asked for in this documentation is not provided at the time of tendering.

Queries
6. Questions relating to any aspect of the tender process should be submitted, by e-mail to procurement@uk-med.org using the deadlines listed in the table above (point 3). UK-Med will aim to post responses to questions by the deadlines provided above and bidders should regularly check www.uk-med.org/tenderopportunities.

7. 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 0900 GMT 16th February 2024.

Returning Tenders
8. All tenders must be received from bidders 0900 GMT 4th March 2024. UK-Med will only 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. All documents should be in a format readable by Microsoft Office or Adobe Suite.

Format for completed tenders
9. Bidders should complete and return the following documents:
   • Document 4 – Declaration
   • Document 5 – Bidder Response Document
   • Document 7 – Supplier Due Diligence Form
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 their decision to 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 5 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, tenderers 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.
DOCUMENT 2
DETAILS OF THE WORK

Schedule 1  Specification of Products

The full range of products fall into the following Lots:

1. Office Supplies
2. Mobile Furniture
3. Kitchen Supplies
4. Cleaning Supplies
5. Camping Equipment

Primary labelling: The Supplier shall ensure that the primary packaging contains the following minimum information (if applicable):

- Batch number
- Expiry date
- Manufacturing date, if possible
- COSHH information
- Supplier name.

Labelling of sterile Materials: The Supplier shall ensure that all sterile medical material is labelled with:

- Reference
- Batch number and date of sterilisation
- Expiry date
- Name of the manufacturer

Unless otherwise agreed by UK-Med in writing, the Supplier shall ensure that all information is in English.
Schedule 2  Specification of Services

Payment terms
30-day payment terms.

Contacts
The supplier should provide contact details such that there is someone available/assigned for UK-Med or their appointed transporters to call to arrange urgent shipments. These contacts should be available 9am-5pm local time Monday to Friday.

Warehousing
Stock rotation: the supplier shall make available stock for UK-Med such that the remaining shelf life is at least two years (in the event of a total shelf life of three years or more) or two third (66%) of their shelf life (in the event of a total shelf life shorter than three years).

Quality Assurance
UK-Med may perform an audit on UK-Med supplies held at the Supplier’s warehouse. UK-Med will provide a minimum of 8 weeks notice and will ensure this is in conjunction with The Supplier

Delivery
All deliveries will be to UK-Med warehouse facilities in Stockport UK, unless otherwise stated on the Purchase Order. Deliveries will be in accordance with the due date quoted by the Supplier.
DOCUMENT 3

SELECTION PROCESS

Suppliers will be selected based on the following selection criteria.

<table>
<thead>
<tr>
<th>Selection Criteria</th>
<th>Definition</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Criteria</td>
<td>Supplier Due Diligence Declaration and Refinitiv Check</td>
<td>Pass or Fail</td>
</tr>
<tr>
<td></td>
<td>30 day credit terms</td>
<td>Pass or Fail</td>
</tr>
<tr>
<td></td>
<td>Willingness to enter into a framework agreement with UK-Med</td>
<td>Pass or Fail</td>
</tr>
<tr>
<td></td>
<td>(copy attached for information)</td>
<td></td>
</tr>
<tr>
<td>Capability Criteria</td>
<td>Average lead times to supply products being offered</td>
<td>25%</td>
</tr>
<tr>
<td></td>
<td>Dedicated Sales Support Contact</td>
<td>25%</td>
</tr>
<tr>
<td></td>
<td>Able to respond to requests within 48 hours</td>
<td>25%</td>
</tr>
<tr>
<td></td>
<td>Comparison of Costs in accordance with Price Elements Scoring</td>
<td>25%</td>
</tr>
</tbody>
</table>

**Scoring guidance**

In the event of a Bidder failing to meet the essential requirements, then UK-Med reserves the right to disqualify the Bidder and not consider evaluation of any of the Award stage scoring methodology.

**Pricing Elements**

The lowest price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.

For example - Bid 1 £100,000 scores 100.
Bid 2 £120,000 differential of £20,000 or 20% remove 20% from price scores 80
Bid 3 £150,000 differential £50,000 remove 50% from price scores 50.
Bid 4 £175,000 differential £75,000 remove 75% from price scores 25.
Bid 5 £200,000 differential £100,000 remove 100% from price scores 0.
Bid 6 £300,000 differential £200,000 remove 100% from price scores 0.

The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.

This evaluation criteria will therefore not be subject to any averaging, as this is a mathematical scoring criterion.