OPEN TENDER

UK Med
Elliott House
Manchester Chamber of Commerce
151, Deansgate
MANCHESTER
M3 3WD

Date: 04 April 2024

INVITATION TO TENDER (ITT) for Temperature Controlled Packaging, UK-Med

1. UK-Med invites your organisation, along with others, to offer a tender for provision of temperature-controlled packaging, to the specification outlined in the attached documents. Using the Selection process outlined, UK-Med will award a non-fixed prices Framework agreement for a period of 1 year with the option to extend on a plus 1 basis for a further 4 years, which will be renewed automatically unless terminated by either party giving the other at least 3 months written notice. 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.

2. Enclosed are:

<table>
<thead>
<tr>
<th>Document 1:</th>
<th>Instructions and information on the tendering procedures.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document 2:</td>
<td>Details of the work</td>
</tr>
<tr>
<td>Document 3:</td>
<td>Selection process</td>
</tr>
<tr>
<td>Document 4:</td>
<td>Declaration</td>
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<tr>
<td>Document 5:</td>
<td>Bidder Response Document</td>
</tr>
<tr>
<td>Document 6:</td>
<td>Supplier Due Diligence form</td>
</tr>
<tr>
<td>Document 7:</td>
<td>UK-Med Framework Agreement Template</td>
</tr>
</tbody>
</table>
All documents will be made available on [https://www.uk-med.org/tender-opportunities/](https://www.uk-med.org/tender-opportunities/)

3. This requirement is being procured using the open tender 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.

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

5. Your tender submission should be emailed to the following email address [procurement@uk-med.org](mailto:procurement@uk-med.org) no later than 1700 GMT on 24th April 2024. All parts of your tender must arrive by the deadline stated. Late tenders will not be considered.

6. All bidders will be advised by 7th May 2024 whether they have been successful at winning the tender or if further meetings are required for clarifications.

7. If you have any questions about the tendering procedure, please contact [procurement@uk-med.org](mailto: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/](https://www.uk-med.org/tender-opportunities/)

We look forward to your response.

Yours sincerely,

UK-Med
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
3. This time frame 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>Tender publication date</th>
<th>4th April 2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last date for submission of supplier questions to UK-Med</td>
<td>1000 GMT on 11th April 2024</td>
</tr>
<tr>
<td>Deadline for UK-Med to respond to supplier questions</td>
<td>1700 GMT 16th April 2024</td>
</tr>
<tr>
<td><strong>Submission deadline for receipt of bids</strong></td>
<td><strong>1700 GMT 24th April 2024</strong></td>
</tr>
<tr>
<td>Bid Evaluation and Contract award decision</td>
<td>By 7th May 2024</td>
</tr>
<tr>
<td>Contract commences</td>
<td>TBC on signing of contracts</td>
</tr>
</tbody>
</table>

Tendering process
4. You are invited to tender for providing temperature-controlled packaging. Please note that in this document references to ‘Contract’ will mean the non-fixed price Framework Agreement.
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 using the deadlines listed in the table above (point 3). UKMed will aim to post responses to questions by the deadlines provided above and bidders should regularly check www.uk-med.org/tenderopportunities.

Returning Tenders
8. All tenders must be received from bidders by 1700 on 24th April 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 return the following completed Documents:

<table>
<thead>
<tr>
<th>Document 4:</th>
<th>Declaration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document 5:</td>
<td>Bidder Response Document</td>
</tr>
<tr>
<td>Document 6:</td>
<td>Supplier Due Diligence form</td>
</tr>
<tr>
<td>Other</td>
<td>Two References</td>
</tr>
</tbody>
</table>

Copies can be found here www.uk-med.org/tenderopportunities
No other documentation submitted will be assessed by the tender committee.

Tender Clarification Meetings
10. 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
11. 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
12. 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
13. 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
14. 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
15. Following the award of contract, debriefing will be available to unsuccessful bidders on request.

Tender Period
16. UK-Med requires tenders to remain valid for the contract period.

Legal Compliance
17. In putting together their tenders, tenderers should adhere to all appropriate legislative requirements.
Conclusion

18. 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 delivers rapid, quality emergency medical interventions for populations caught up in natural disasters, conflict, and disease outbreaks. UK-Med holds stock in a warehouse in the United Kingdom and the goods are required to be deployed rapidly in emergencies. In order to facilitate this, we require high performance temperature-controlled packaging systems for the transport of pharmaceutical products.

**Packaging requirements:**
- ambient (15°C - 25°C)
- refrigerated (2°C - 8°C)
- minimum 120 hours transport time
- validated for exterior temperatures between -10°C and 40°C
- qualified in accordance with ISTA 7D Summer and Winter standards
- training of our team in set-up/use of the packaging (onsite or online)
- variety of sizes ranging from 7L to 6000L
- reusable rather than single use

**Questions to answer:**
- time required for preconditioning 2-8°C
- time required for preconditioning 15-25°C
- external dimensions for storage
- prebuilt or flatpack
- stackable for shipping
- shelf-life
- lead time

**Possible Options:**
- Rental
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>Capability Criteria</td>
<td>Scoring of responses in accordance with Non-Price Scoring</td>
<td>60%</td>
</tr>
<tr>
<td>Pricing</td>
<td>Comparison of Costs in accordance with Price Elements Scoring</td>
<td>40%</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.

**Non-Pricing scoring**

Unless otherwise stated, each selection criteria or question will be judged on a score from 0 to 100, which shall be subjected to a multiplier to reflect the percentage of the evaluation criteria allocated to that question. Weighted Score = \{weighting percentage\} x \{score\}

The 0-100 score shall be based on (unless otherwise stated within the question):

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>The Question is not answered, or the response is completely unacceptable</td>
</tr>
<tr>
<td>10</td>
<td>Extremely poor response – they have completely missed the point of the question.</td>
</tr>
<tr>
<td>20</td>
<td>Very poor response and not wholly acceptable. Requires major revision to the response to make it acceptable. Only partially answers the requirement, with major deficiencies and little relevant detail proposed.</td>
</tr>
<tr>
<td>40</td>
<td>Poor response only partially satisfying the question requirements with deficiencies apparent. Some useful evidence provided but response falls well short of expectations. Low probability of being a capable supplier</td>
</tr>
<tr>
<td>60</td>
<td>Response is acceptable but remains basic and could have been expanded upon.</td>
</tr>
</tbody>
</table>
Response is sufficient but does not inspire.

80  Good response which describes their capabilities in detail which provides high levels of assurance consistent with a quality provider. The response includes a full description of techniques and measurements currently employed.

100  Response is exceptional and clearly demonstrates they are capable of meeting the requirement. No significant weaknesses noted. The response is compelling in its description of techniques and measurements currently employed, providing full assurance consistent with a quality provider.

All questions will be scored based on the above mechanism unless otherwise stated.

**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.

Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50.

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