



INVITATION TO TENDER

UK-MED
Elliot House,
151 Deansgate,
Manchester,
M3 3WD

17th July 2024

Invitation to Tender for the Provision of Graphic Design Services

UK-Med is a humanitarian charity that has been responding to disasters for over thirty years (CIO registered in England Charity Number: 1166956). 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.

UK-Med invites your organisation, along with others, to tender for the provision of Graphic Design Services. We hope to award four non-fixed price Framework Agreements for a period of 1 year with the option to extend on a plus 1 basis for a further 4 years. This will be renewed automatically unless terminated by either party giving the other at least 3 months written notice. The value of this work is estimated at approximately £20-30k per annum. Should a need for Graphic Design services arise, UK-Med will contact Suppliers on the Framework in the first instance. Work will be awarded on evaluation of ability to meet the brief, cost and lead time to complete the work. 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 Services cannot be supplied under the Terms of this Agreement then UK-Med reserves the right to source an alternative Supplier.

All Tender documents are available on <https://www.uk-med.org/tender-opportunities/>

- Supplier Due Diligence Form



- Bidder Response Document
- Walking Aids – Sample Infographic
- UK-Med Framework Agreement Template

Tender Timeline

Event	Date/Deadline
Tender publication date	22nd July 2024
Last date for submission of questions from suppliers (only accepted via procurement@uk-med.org)	17:00 GMT on 29 th July 2024
Deadline for UK-Med to respond to supplier questions	17:00 GMT on 31st July 2024
Submission deadline for receipt of electronic copies of bid proposals	09:00 GMT on 9 th August 2024
Evaluation of tenders by UK-Med Tender Committee & Contract award	By 23 rd August 2024

Format for completed tenders

Bidders should complete and return the following documents by the submission deadline above:

- Completed Bidder Response Document
- Completed Supplier Due Diligence Form
- Your Portfolio including two references
- Sample quote for creating a single A4 infographic – Walking Aids

Please submit all bids and any questions to procurement@uk-med.org

By issuing this invitation UK-Med is not bound in any way and does not have to accept any bid. You will not be entitled to claim from UK-Med any costs, or expenses, which you may incur in preparing your bid, whether or not your bid is successful.

Selection Process

Suppliers will be selected based on the following selection criteria



Selection Criteria		Weighing
Essential Criteria	Supplier Due Diligence Declaration	Pass or Fail
	Agree to UK-Med Framework Agreement	Pass or Fail
Other Capability Criteria	Core Skills	20%
	Creative Input	10%
	Technical Skills	10%
	Project Management	10%
	Specific Qualifications	5%
	Charging Mechanism	10%
	Payment Terms	5%
	Sample Quote	20%
	Pitching for Work	5%
	Delivery of Urgent Work	5%

We look forward to your response.

Yours sincerely,

UK-Med