



## INVITATION TO TENDER

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

28<sup>th</sup> October 2024

### Invitation to Tender for the Provision of Venue Space Hire

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 contracted by the UK Government to provide the UK Emergency Medical Team (UK EMT) as a civilian humanitarian emergency deployment capability, 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 Venue Hire for the purpose of training events held by UK-Med. We hope to award between 3 to 4 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 £60k per annum, based on two Deployment Courses and one SIMEX per annum, however this is not fixed. Should a need arise for venue hire, UK-Med will contact Suppliers on the Framework in the first instance. Work will be awarded based on ability to meet the brief and cost. However, if none of the Venues on the Framework are able to meet the required brief, 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



Following the evaluation of submitted tenders, a shortlist of up to 10 venues will be made using the evaluation criteria below. These venues will then receive a request to arrange a visit of the venue by UK-Med colleagues to further assess suitability. From this shortlist, 3 – 4 suppliers will be awarded the Framework Agreement.

## Types of Training

The types of events that UK-Med may host are:

- Deployment Course: Four-day residential training for deployable members. Activities during this training include presentations, group discussions, role playing, team building games, debriefs, orienteering and navigation.
- Simulation Exercise: 2 half days and 3 full days of SIMEX training in-person. Activities include presentations, role play activities, field hospital set up, complex simulation exercises for register members

For more information on a recent event, please see the below article:

[Medics tackle simulated cholera exercise in Worcestershire - BBC News](https://www.bbc.co.uk/news/articles/c7499r17l0o)

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## Tender Timeline

Event	Date/Deadline
Tender publication date	29 <sup>th</sup> October 2024
Last date for submission of questions from suppliers (only accepted via <a href="mailto:procurement@uk-med.org"><u>procurement@uk-med.org</u></a> )	17:00 GMT on 5 <sup>th</sup> November 2024
Deadline for UK-Med to respond to supplier questions	17:00 GMT on 6 <sup>th</sup> November 2024
Submission deadline for receipt of electronic copies of bid proposals	17:00 GMT on 13 <sup>th</sup> November 2024
Evaluation of tenders by UK-Med Tender Committee and visit requests communicated	By 17:00 GMT 20 <sup>th</sup> November 2024
Visits by UK-Med colleagues to shortlisted venues	Between 20 <sup>th</sup> November and 20 <sup>th</sup> December 2024 – to be mutually agreed
Contract award	By 9 <sup>th</sup> January 2025



### 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

**Please submit all bids and any questions to [procurement@uk-med.org](mailto: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
<b>Essential Criteria</b>	Supplier Due Diligence Declaration	Pass or Fail
	Indoor space – large room	Pass or Fail
	Large outdoor space for activities	Pass or Fail
	Outdoor space for camping	Pass or Fail
	Accommodation on site or near by	Pass or Fail
	Catering available	Pass or Fail
	On site car park	Pass or Fail
<b>Other Capability Criteria</b>	Cost and payment terms	50%
	Location and accessibility	25%
	Venue suitability	25%

We look forward to your response.

Yours sincerely,

UK-Med