



## INVITATION TO TENDER

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

29/11/2024

### Invitation to Tender for the Provision of Employment Law 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 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.

#### Our workforce

As an emergency response organisation UK-Med's workforce can vary significantly. In July 2024 UK-Med had the following staff working for us:

- HQ and UK Logistics – c. 70 staff including 1 CEO, 6 directors
- Ukraine - c. 8 international staff and c.70 national staff
- Gaza - c. 15 international staff and c. 500 national staff

When UK-Med launches a short-term surge response we will hire in staff from our roster. As an example, we used this approach to respond to the Earthquakes in Turkey and Syria in February 2023. In this situation we deployed 66 international responders in total over a period of approx. 10 weeks.

The scope of services to be provided would relate to: UK domiciled staff employed under UK law; UK domiciled staff on international deployment but employed under UK terms; and international staff



employed under UK law. Nationally hired staff within our emergency responses and country programmes are not in scope.

The successful bidder will be awarded a contract to supply for an initial period of 3 years with the option to extend on a plus 1 basis for a further 2 years, contract to start from 1<sup>st</sup> April 2025.

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

- Supplier Due Diligence Form
- Bidder Response Document

### Tender Timeline

Event	Date/Deadline
Tender publication date	29 <sup>th</sup> November 2024
Last date for submission of questions from suppliers (only accepted via <a href="mailto:procurement@uk-med.org">procurement@uk-med.org</a> )	09:00 9 <sup>th</sup> December 2024
Deadline for UK-Med to respond to supplier questions	09:00 10 <sup>th</sup> December 2024
Submission deadline for receipt of electronic copies of bid proposals	17:00 20 <sup>th</sup> December 2024
Evaluation of tenders by UK-Med Tender Committee & invitations to interview	By 17:00 8 <sup>th</sup> January 2025
Interviews (online via Teams)	By 17 <sup>th</sup> January 2025
Contract Finalisation and Award	By 24 <sup>th</sup> January 2025
Contract Start Date	1 <sup>st</sup> April 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
- Draft contract terms for the retainer

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
<b>Other Capability Criteria</b>	Assessment criteria requirements met by retainer	35%
	Cost	35%
	Organisation suitability	10%
	Ability to request work outside of the retainer	10%
	Reasonable contract terms <i>or</i> agreement to UK-Med terms	10%

All bids will be scored using the criteria above, and the top three scoring organisations will be invited to a video-call interview with the UK-Med Tender Committee. The purpose of this interview will be for both the Organisation and UK-Med to gain an understanding of the suitability of the Organisation for the retainer.

We look forward to your response.

Yours sincerely,

UK-Med