



**PRIVATE & CONFIDENTIAL**

**INSTRUCTION DOCUMENT**

**FOR**

**REQUEST FOR PROPOSAL / TENDER**

**FOR**

**GRAPHIC DESIGN AND RELATED SERVICES**

**CLOSING DAY: Thursday**

**CLOSING DATE: 10 December 2020**

**CLOSING TIME: 12pm**

**DATED ISSUED: Thursday 26th November 2020**

## 1. INTRODUCTION

The Ulster-Scots Agency (hereafter referred to as the Contracting Authority) wishes to procure a company to **design graphics and other related services**.

The service requirements are set out in the Specification Document which is attached.

The appointment will be by a process of competitive tender.

## 2. COMPLETION OF PROPOSAL/ TENDER RESPONSE

The proposal/tender response should comprise the following:

- Signed Response Document, in the layout of the Response Document attached

## 3. CONTENTS OF THE REQUEST FOR PROPOSAL/TENDER

This Request for Proposal/Tender comprises of these Instructions and any addenda which may be issued in due course.

## 4. RETURN IF NOT TENDERING

If, after acknowledging receipt of this package, the Vendor decides not to submit a Proposal/Tender, the Request for Proposal/Tender package must be destroyed and not shared with any other party.

## 5. ENQUIRIES CONCERNING THE RESPONSE FOR PROPOSAL/ TENDER

Any query in connection with the Request for Proposal/Tender shall be submitted by e-mail to Jackie Adamson:

Email: [mccallumd@ulsterscotsagency.org.uk](mailto:mccallumd@ulsterscotsagency.org.uk)

If deemed appropriate, the response by the Contracting Authority as well as the nature of the query will be notified to all Vendors, without disclosing the name of the Vendor who initiated the query. On no account before the Proposal/Tender Closing Date is the Vendor to contact or communicate with any other person in the Contracting Authority (other than the person named above) involved in work concerning this Request for Proposal/Tender unless the Contracting Authority redirects the enquiry.

In addition, all completed Proposals/Tenders should be returned in the required format to the above, to arrive on or before the Proposal/Tender closing date.

## 6. CONTRACT MANAGEMENT

The contract will be managed by:

David McCallum  
Director of Corporate Services  
Ulster-Scots Agency  
The Corn Exchange  
31 Gordon Street  
Belfast  
BT1 2LG  
Email: [mccallumd@ulsterscotsagency.org.uk](mailto:mccallumd@ulsterscotsagency.org.uk)

## **7. INDEPENDENT PROPOSAL/TENDER**

By submission of a Proposal/Tender, the Vendor warrants that:

- (a) it has not engaged in any consultation, communication, agreement or understanding for the purpose of restricting competition, as to any matter relating to such prices, with any other Vendor or with any competitor.
- (b) Unless otherwise required by law, the prices, which have been quoted in the Proposal/Tender, have not knowingly been disclosed by the Vendor, directly or indirectly, to any other Vendor or competitor, nor will they be so disclosed.
- (c) No attempt has been made or will be made by the Vendor to induce any other person or firm to submit or not to submit a Proposal/Tender for the purpose of restricting competition.

## **8. MODIFICATION BY THE CONTRACTING AUTHORITY**

Any advice of a modification to the Request for Proposal/Tender shall be issued at least three days before the Proposal/Tender Closing Date and shall be issued as an addendum to, and shall be deemed to constitute part of, the Request for Proposal/Tender.

If necessary, the Contracting Authority shall revise the Proposal/Tender Date in order to comply with this requirement.

## **9. VALUE ADDED TAX/TAXES**

All prices must show:

- (a) Price before VAT/Taxes
- (b) VAT rate/Tax rate
- (c) Price after VAT/Taxes

## **10. COST OF PROPOSAL/TENDER**

The Contracting Authority will not be responsible for any costs or expenses incurred by the Vendor in connection with the preparation or delivery or in the evaluation of the Proposal/Tender.

## **11. VALIDITY PERIOD OF PROPOSAL/TENDER**

All details of the Proposal/Tender, including prices and rates are to remain valid for one calendar month after the closing date of the Proposal/Tender.

## **12. CURRENCY OF PROPOSAL/TENDER**

Proposal/Tender prices shall be in **£ Sterling**

## **13. DELIVERY DATE**

A copy of the Proposal / Tender Response can be **emailed/delivered by post/hand delivered no later than the date and time specified in the Specification Document (Appendix B – Timetable).**

**NOTE: Late or incomplete Tenders will not be accepted.**

**15. THE CONTRACTING AUTHORITY'S DISCRETION**

The Contracting Authority does not undertake to accept the lowest Proposal/Tender, or part or all of the Proposal/Tender and the acknowledgement of receipt of any submitted Proposal/Tender shall not constitute any actual or implied agreement between the Contracting Authority and the Vendor. The Contracting Authority reserves the right to accept any part, or all, of any Proposal/Tender or Proposal/Tenders at its sole discretion.

**16. PROPOSAL/TENDER NOT RETURNED**

No part of the Proposal/Tender submitted will be returned to the Vendor.

**17. RESULTS OF THE PROPOSAL/TENDER**

An evaluation team will consider all Proposal/Tenders correctly submitted and will select one with a view to reaching a contractual agreement subject to clarification of any outstanding matters. When the final decision on the results of the Request for Proposal/Tender has been taken all Vendors will be informed by email whether or not they have been successful.

The award criteria for evaluating the Proposal/Tender are included in the Specification Document.

**19. INVALIDATION OF TENDER & GENERAL GUIDELINES**

Tenderers are required to fully comply with the Instructions stated in this document when preparing their tender and participating in this negotiated procedure. Tenderers' particular attention is drawn to the fact that non-compliance with these instructions may invalidate their tender.

**22. CONFIDENTIALITY**

All documents issued and information given to Tenderers must be treated as strictly confidential. Tenderers should not release details of the tender documents other than on an "In Confidence" basis to those who have a legitimate need to know or whom they need to consult for the purpose of preparing their tender.

**23. ATTACHMENTS**

- a) Specification Document
- b) Response Document