

19 January 2017

Dear contractor

TENDER FOR THE SUPPLY OF A MULTIMEDIA PRESENTATION

You are invited to tender in competition with others to provide the services specified above to the RSPB on behalf of the Inner Forth Landscape Initiative (IFLI).

The following documents are attached and must be, where applicable, completed and signed on behalf of the tenderer.

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| Document A | Instruction and Information |
| Document B | RSPB: A Brief Introduction |
| Document C | Specification of Goods / Services |
| Document D | Company Information |
| Document E | Form of Offer |
| Document F | Terms and Conditions |
| Document G | Sustainability in procurement |
| Document H | Certificate of Bona Fide Offer |

Your tender response should be emailed to [sue.walker@rspb.org.uk](mailto:sue.walker@rspb.org.uk) by 5pm on Fri 17rd February 2017.

Only tenders submitted in accordance with the RSPB’s Terms and Conditions will be considered. Any tenders that are incomplete, or received after the time indicated may be disregarded.

If you wish to discuss any aspect of this tender prior to tendering, please email [sue.walker@rspb.org.uk](mailto:sue.walker@rspb.org.uk). Tenderers should ensure that their tenders are clear and concise and are advised that any approaches to the RSPB following the opening of tenders could lead to disqualification. If you do not wish to tender on this occasion please let us know.

Yours sincerely

Sue Walker

IFLI Communications Officer



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| **rspblogoblacktextengrgb.jpg**IFLI_CMYK.jpg | **Document A**  **Instructions and information** |

1. This questionnaire and application is designed to be completed electronically. You are required to mark boxes, insert information or submit additional documentation in response to the questions herein. Whilst the text boxes should expand as you add text, if there is insufficient space for your response please attach a separate document clearly marked with the name of your Company, the reference number and the number(s) of the question(s) to which it relates. Please ‘sign’ this document by adding your name to the end of Document G.
2. If you are unable to comply with a request for information or provide documentation requested then a written account explaining the absence of the information must accompany the return of this questionnaire and application. Please be aware that the failure to respond to any of the questions, without a written reason, may result in a negative evaluation of that element within the overall evaluation of this questionnaire.
3. The RSPB may require supplementary information or clarification or further evidence of the information given. The RSPB may wish to visit reference sites given as evidence of relevant experience.
4. The RSPB may request interviews with all or a selection of applicants or none. Applicants will be notified in due course. The ability of tenderers may also be determined by, amongst other factors, references, certification, site visits and ‘mystery shopping’.
5. Please answer the questions specifically for your company, NOT for the group if you are part of a group of companies. Please note the term “Company” refers to: Sole proprietor, partnership, incorporated company, co-operative, or voluntary organisation as appropriate.
6. No charge will be made to the RSPB by applicants for any preparation costs accrued during the tender process, whether the applicant was successful or not.
7. You are invited to submit your best offer for the work as detailed below. The RSPB reserves the right to undertake post-tender negotiations.
8. If you require any further information or clarification regarding this tender please email <mailto:sue.walker@rspb.org.uk> . Correspondence must be received by **5pm on Tuesday 31 January 2017.** All questions and subsequent answers that are relevant to all tenderers will be collated into one document and issued to all tenderers by **5pm Monday 6 February 2017**. This will be done anonymously and no details of which tenderer asked which question will be shown.
9. It should be noted that in any formal contract that is subsequently entered into, reference will be made to the detailed information provided in the formal response to this tender document provided by the successful organisation. Thus answers and information given in your reply will become a binding part of the contractual relationship between yourselves and the RSPB.
10. Timetable

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| --- | --- |
| Invitation to Tender document sent out/ advertised | 19/01/17 |
| Deadline for all queries | 31/01/17 |
| Responses to queries released | 6/02/17 |
| Tender documents to be returned | 17/02/17 |
| Provisional interview date (if required for clarification) in Skinflats Reserve Office | 24/02/17 |
| Award of contract (latest date) | 28/02/17 |
| Submission of final product to client | 31/10/17 |

The client reserves the right to call potential contractors for interview should they feel this is necessary. An inception meeting will be organised between the contractor and client at the start of the contract.

1. The RSPB does not bind itself to accept the lowest or any Tender, and reserves the right to accept part only of a Tender.
2. Tender Evaluation Process

Tenders that fail to meet essential requirements may be excluded from consideration. These are:

* Timeframe - Suppliers can demonstrate their ability to meet the timeframe indicated.
* Health and Safety and Insurance aspects of the requirements.
* Sustainability - Suppliers can meet the sustainability in procurement requirements   
  (See Document G).
* Completeness of submission - Suppliers provide all the documentation and information requested in this Statement of Requirements document.

Tenders that fulfil essential requirements will be evaluated as below:

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| --- | --- |
| **Criterion** | **Weighting** |
| Presentation and clarity of submission - Suppliers demonstrate through their submission a high standard of written and creative presentation. | 5% |
| Suppliers demonstrate their ability to take creative approach to the multimedia presentation including consideration of community engagement. | 20% |
| Understanding of this Statement of Requirements – Suppliers demonstrate in their submission a good understanding of the Statement of Requirement, what the contract will entail and how they would propose to undertake the study. | 20% |
| Experience - Suppliers demonstrate relevant experience of similar work. | 15% |
| Schedule of Costs - RSPB will make an assessment of submissions in relation to value for money. | 40% |

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| **rspblogoblacktextengrgb.jpgIFLI_CMYK.jpg** | **Document B**  **A Brief Introduction** |

**THE INNER FORTH**

The Inner Forth landscape defies the rules. Spectacular flocks of waders and wildfowl feed against a backdrop of steel towers and chimneys. Ancient castles gaze down on factories and warehouses, while the relics of past industries are now surrounded by woodlands and wildflowers. Sadly many people only see the industry and commerce, while the area’s rich natural, cultural and historic heritage is often overlooked or neglected.

The Inner Forth Landscape Initiative was brought together to try to restore local pride in the landscape, and to celebrate, protect and improve the natural, cultural and historical landscape of the Inner Forth estuary. It is a four-year project, with a value of approximately £4m, running from 2014-2018, funded by the National Lottery through the Heritage Lottery Fund. Our vision is of an Inner Forth where local people and visitors alike value, protect and celebrate this unique landscape in the heart of Scotland.

Eight organisations now make up the Initiative – the RSPB, Clackmannanshire, Falkirk and Stirling Councils, Scottish Natural Heritage, Historic Environment Scotland, Sustrans and Central Scotland Green Network Trust. We are working together, and with a range of other organisations and community groups, to deliver 50 inspiring and intrinsically-linked projects. These include Buglife, Butterfly Conservation Scotland, Scottish Wildlife Trust, The Scape Trust, Clackmannanshire Field Studies Society, West Fife Woodlands, Falkirk Community Trust, and Forth Environment Link. These projects aim to bring lasting and positive change for the Inner Forth landscape and the people who live and work here.

Through these projects we aim to:

* Turn negative perceptions of the Inner Forth around and help more people to feel proud of where they live
* Put back together the jigsaw of habitats that make up the Inner Forth to create a landscape flourishing with wildlife
* Celebrate, protect and improve people’s access to special historical and natural places
* Train and support committed and motivated local community groups, individuals and organisations to take action to conserve their area’s heritage
* Increase people’s physical and intellectual access to the area’s important heritage.

You can find out about IFLI and our work in more detail at [www.innerforthlandscape.co.uk](http://www.innerforthlandscape.co.uk) . We also have a [Facebook](https://www.facebook.com/innerforthlandscapeinitiative/) page and a Twitter account @innerforth

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| **IFLI_CMYK.jpg** | **Document C**  **Specification** |

**INNER FORTH LANDSCAPE INITIATIVE**

**TENDER FOR THE DESIGN AND MANUFACTURE OF A SHORT FILM (AUDIO-VISUAL PRESENTATION) ON THE INNER FORTH**

1. **Introduction**

This commission will design and manufacture one film as follows as part of the Inner Forth Landscape Initiative project.

* A 5-8 minute highly immersive HD digital film for use online and in presentations at a variety of venues within the Inner Forth area and beyond. It should be created in such a way that short (30-60sec) sections of the film can be used independently of the whole.

The aim of the film is to encourage local people to feel proud of their area, and to highlight the value and importance of the Inner Forth for its natural, historic and cultural heritage.

The main aim of the multimedia presentation is to develop a wide constituency of people who are aware of the Inner Forth, who know about its importance for natural, cultural and historic heritage, in managing climate change and for global biodiversity, and who feel inspired by its landscape, nature, or its human stories. This should result not only in an increased sense of pride in the landscape for local people, but also increased knowledge about the Inner Forth’s heritage, and greater support for the heritage of the area into the future.

1. **Inner Forth Landscape Initiative**

IFLI is a landscape partnership scheme, funded by the National Lottery through the Heritage Lottery Fund, made up of RSPB Scotland (lead partner); Falkirk Council; Clackmannanshire Council; Stirling Council; Scottish Natural Heritage, Historic Environment Scotland; Sustrans and Central Scotland Green Network Trust

1. **The Inner Forth**

The Initiative covers an area of 202sq km, centred on the River Forth, and stretching from Blackness and Rosyth in the east to Stirling Old Bridge in the west. The landscape of the Inner Forth is host to nationally and internationally important flora and fauna, both coastal and land-based. It is also an important seaway linking the Central Belt with the rest of the world, and has been a major point of entry to the country throughout history. The evidence of the strategic importance of the area is present in countless features all around the Inner Forth, from the medieval battle site of Stirling Bridge to Blackness Castle, ‘the ship that never sailed’.

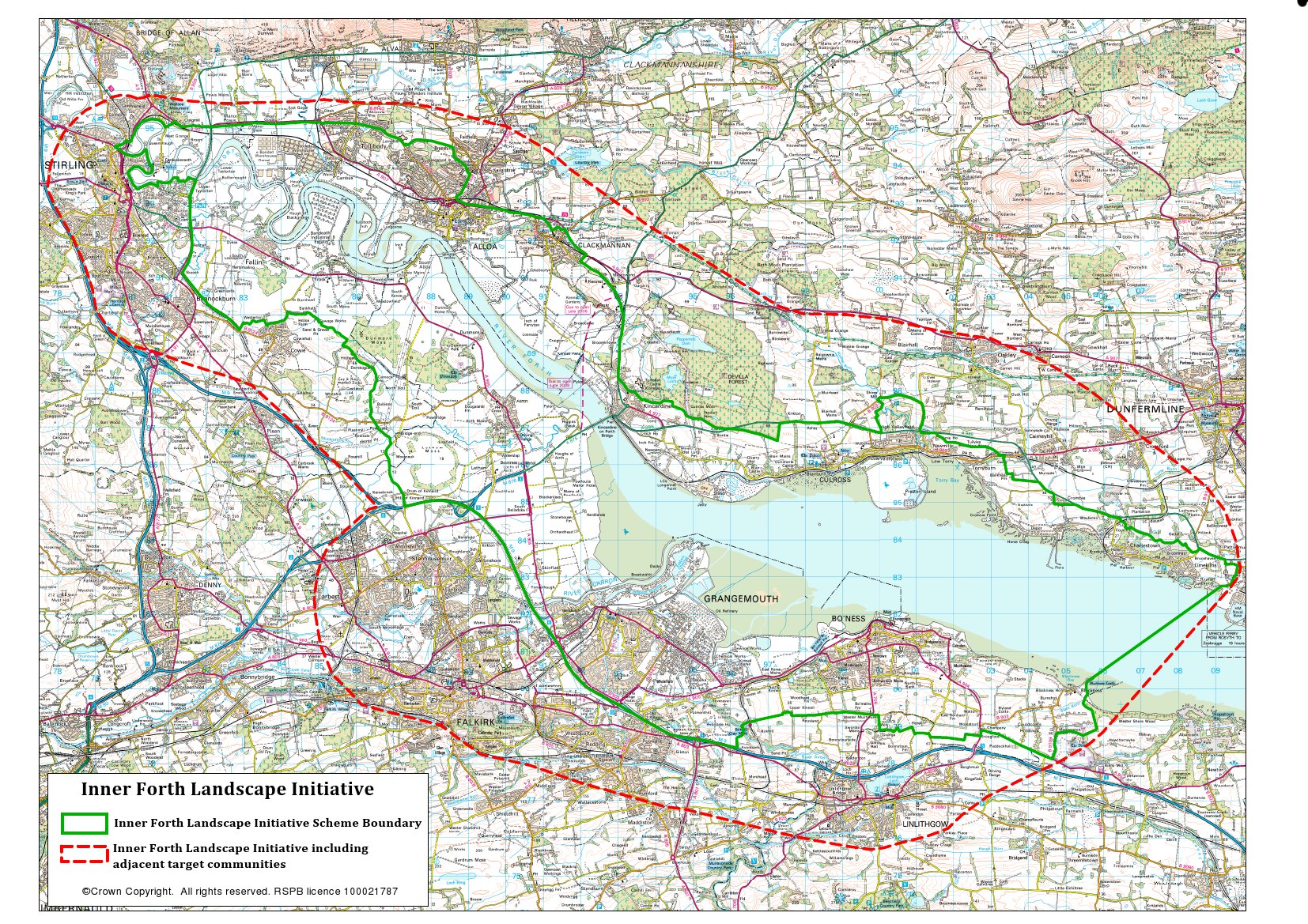
1. **What is IFLI**

Our vision is of an Inner Forth landscape where the natural, cultural and historical wealth of the area is revealed, valued, enhanced, and made accessible to both the people who live here and visitors. Its important historical and natural landscape will be in good condition, and the future will be embraced by a landscape better-able to cope with change.

Between June 2014 and April 2018, fifty discrete but inter-related [projects](http://www.innerforthlandscape.co.uk/projects/project-explorer) are taking place around the [Inner Forth area](http://www.innerforthlandscape.co.uk/component/content/?id=10&Itemid=132). Through our projects, we are;

* [Conserving and restoring the built and natural heritage features that define the Inner Forth landscape](http://www.innerforthlandscape.co.uk/projects/conserving-restoring)
* [Increasing community participation in our local heritage](http://www.innerforthlandscape.co.uk/projects/recording-celebrating)
* [Increasing access to the landscape and learning about its heritage](http://www.innerforthlandscape.co.uk/projects/exploring-learning)
* [Increasing training and development opportunities in heritage skills](http://www.innerforthlandscape.co.uk/projects/skills-training)

Together, [projects developed](http://www.innerforthlandscape.co.uk/about/project-development) and delivered through IFLI are:

* turning perceptions of the Inner Forth around and increasing local pride in this place,
* connecting disparate habitats to create a landscape flourishing with biodiversity,
* celebrating, protecting and improving access to important historical and natural features,
* training and supporting committed and motivated local community groups, individuals and organisations to take action to conserve their area’s heritage, and
* increasing physical and intellectual access to the area’s important heritage.

1. **Outputs of contract**

* A 5-8 minute highly immersive HD digital film
* A ‘chaptered’ version of the film, which allows us to select short clips for use during other presentations etc
* Master copies
* DVD copies
* Compressed/low-res versions for use on website/social media/mobile phones etc.
* Contractors to provide any additional footage that is produced but is not used in this film.
* Guidance on appropriate equipment to be used for showing the presentation at a variety of venues.

1. **Nature of the film**

The aim of the film is to encourage local people to feel proud of their area, and to highlight the value and importance of the Inner Forth for its natural, historic and cultural heritage. The theme of the film will be:

**’This is where we live’**

The story is ‘this is our place and we are very proud of it’. It should involve footage of local people of all ages in and enjoying the landscape, people taking part in activities and working together on projects, and a range of the historic and natural sites (including sites where we have created or achieved something new), new access routes, the interpretation, and our aspirations for the future. Instead of a great deal of detail about specific sites, which people can get via our other media such as website and digital app, we see the film as conveying the sense of ownership and pride which local people feel. We favour voiceovers (possibly by local people themselves) rather than a series of interviews, to maintain continuity and further reinforce the key messages.

A film which we have found and which is an example of this story, (although we would not necessarily favour it being delivered in the same style) is:

<https://www.youtube.com/watch?v=_rVp0D042VM>

We are looking for a new approach that will engage with today’s audiences in a creative and innovative way. The film should also have appropriate music or sounds.

1. **Audience**

The audience for the film comprises a number of elements. There is an audience who either live in or near the Inner Forth (including local communities of interest), or are visiting, who will see it at special showings in local venues such as community halls, museums or cinemas.

There is also a remote audience who see the film either online on the IFLI website and social media, on partner organisations’ websites and social media, or through searching YouTube.This remote audience may also include schools as it is our intention to have material available for schools through educational websites as well as through IFLI-run events with schools.

A further target audience for both remote and direct channels will be the large number of people who have a connection with the Inner Forth or have at least some existing interest in natural, built or cultural heritage and environmental issues. An important sub-group of this audience will be funders, policy-makers, decision-makers, professional advisors, land-managers, and opinion-formers with influence over natural and cultural heritage and land-use issues.

1. **Messages**

The main aim of the multimedia presentation is to develop a wide constituency of people who are aware of the Inner Forth in general, and the IFLI landscape in particular, who know about its importance for natural, cultural and historic heritage, in managing climate change and for global biodiversity, and who feel inspired by its landscape, nature, or its human stories. This should result not only in an increased sense of pride in the landscape for local people, but also increased knowledge about the Inner Forth’s heritage, and greater support for the heritage of the area into the future.

We would like people to want to find out more or to visit.

We would like people to talk to others about what they have heard or seen, actively support the heritage of the area through volunteering or otherwise getting involved, and potentially make changes to their perceptions, attitudes and lifestyles in relation to climate change.

Our five key interpretative messages of the Partnership are:

* The Inner Forth is a really valuable and special place for wildlife
* The rich and varied history of the area is a crucial part of Scotland’s story
* The natural, historical and cultural heritage of the area are inextricably linked
* The people who live and work in the Inner Forth area have a vital part to play in protecting it
* Working together as a Partnership, IFLI has achieved much more than individual organisations could have done. In the future, organisations and local people can all ensure that the Inner Forth landscape is protected, enhanced and celebrated by continuing to work together.

1. **Methods**

* Review and take into account all available background information.
* Provide a draft set of proposals/story boards and production schedules to the IFLI Communications Officer, and staff team. A formal production schedule will be agreed between the client and the contractor immediately after contract issue. The delivery date for the outputs of the contract is 31 October 2017. The clients should be shown regular updates as the film is developed and the contractor must ultimately follow any specific editorial direction given by the client (IFLI).
* Ensure that the film adheres to the project brand guidelines and to the funders’ requirements for acknowledgement, in particular the Heritage Lottery Fund (HLF).
* Engage local communities in aspects of the development of the film. Where possible, IFLI Project Staff will be able to facilitate this.
* The production may comprise a mixture of film and still photography, to be determined. Any costs for additional photography and new filming or for the licensed use of existing or third party footage, graphics, music and other audio material, including natural sound recordings, will be covered by the contractor who will also provide compliant documentation detailing the licensing status of all assets contained in the production and its variants.

The contractors must secure all permissions for use of copyright material. Consistent with this, the contractor will be obliged to clear all assets contained in the finished production and variants described in this tender document for the following rights:

All Rights, All Media (including All Online), in perpetuity.

1. **Value of contract**

The maximum funding available for this contract is £5000.

## **Copyright**

The results, all intellectual property rights and all materials produced under this contract shall be the property of the RSPB, to be used by agreement by the IFLI organisations. The RSPB, Heritage Lottery Fund (and IFLI organisations by agreement) will have the right to use these in whatever form it wishes, and determine whether the results of the project shall be exploited commercially, and if so, on what conditions.

**SCHEDULE OF SERVICES**

**Part A - Development Services**

The company will develop the production to the stage where filming and production can commence, which shall include (without limitation):

* research and development of treatments, story concepts, outlines, scripts and design documents (including but not limited to research of reference materials and personnel) in accordance with the Project Brief, in liaison with IFLI personnel;
* preparation of budget proposals for the production and, in consultation with IFLI, preparation of the production budget;
* development of a production and shooting schedule;
* development of a script for the production, in liaison with IFLI personnel;
* development of a narration script;
* casting and/or selection of narrator(s);
* sourcing of other contributors and Limited Rights Material as necessary in accordance with the Project Brief.

**Part B - Filming and Production Services**

The company will produce and film the production, which will include (without limitation):

* sourcing and provision of any and all premises, facilities and locations required to film the production (including but not limited to carrying out location research and recces and negotiating any necessary permissions, licences and facility fees), in liaison with IFLI personnel;
* sourcing and provision of any and all freelance personnel or other third parties required to assist the company in performing the filming and productionservices;
* sourcing and provision of any and all necessary equipment, tools and accessories;
* filming the production on location;
* providing transport, accommodation, catering and other sundries as required by the crew and production team during filming;
* further developing shooting scripts, storyboards and design documents as necessary during filming;
* production of viewing rushes;
* obtaining release forms from all contributors to the production identified on-screen;
* obtaining location release forms from the owners of all locations used during filming for the production;
* sourcing and providing any additional elements of the production required in accordance with the Project Brief and/or design documents (including, but not limited to, the acquisition of all visual and sound materials whether filmed on location or from archive sources);
* production of a production rough cut (including pictures, natural sound, voice-over, music, sound effects and graphics);
* production of a production fine cut (including pictures, natural sound, voice-over, music, sound effects and graphics); and
* overall management of all aspects of the production process (including but not limited to the creation and updating of the production schedule and compliance with the timescales set out there, managing the approvals process in accordance with the production schedule and liaising with IFLI and any third parties involved in the filming and production of the Production);

**Part C - Post-Production Services**

The company will edit, finish and format the production for distribution to UK broadcast standards, which shall include (without limitation):

* design and creation of all graphic elements of the production;
* picture editing;
* narration writing and recording;
* soundtrack recording;
* audio tracklaying and sound dubbing;
* picture conforming, grading, de-spotting and online mastering of the Production;
* formatting the final edit of the production in accordance with the technical specification;
* producing duplications of the final edit of the production in accordance with the technical specification;
* sourcing and provision of any and all premises, facilities and locations required to carry out the above post-productionServices;
* sourcing and provision of any and all freelance personnel or other third parties required to assist the company in performing the above post-productionservices;
* sourcing and provision of any and all necessary equipment, tools and accessories.

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| **Document D: Company Information** | |
|  |  |
| **1.0** | **General** |
|  |  |
| **1.1** | **Registered Name**    **Trading Name (if different)** |
|  |  |
| **1.2** | **Correspondence Details**  **Name of person applying on behalf of the company**    **Address:**    **Telephone:**    **Mobile:**    **Fax:**    **Email:** |
|  | **Registered office Address (if different from above)** |
|  |  |
| **1.3** | **Company Registration No (if applicable)**    **VAT registration number (if applicable)**    **Certificate of Incorporation number** |
|  |  |
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| **1.5** | **Date company was founded (if a limited company, date of incorporation)** |
|  |  |
| **1.6** | **Company structure and nature of company**  Please outline the nature of the company, whether it is a partnership, sole trader, plc etc.    Is the company proposed as party to the contract part of a larger organisation? If so please explain the relationship between the various parts of the organisation, up to the ultimate holding company.    Current number of full time equivalent staff currently employed by the company (not larger parent company) |
|  |  |
| **1.7** | **Accreditation by / Membership of Trade Association(s)**  **Is your Company registered with any industry accreditation body? YES  NO**  **If yes, please provide details:**    **Is your Company on any public sector Framework agreements? YES NO**  **If yes, please provide details:**    **Please state membership of any professional bodies/ other associations below:** |
| **1.8** | **Quality Assurance**  **Is all / part of your company ISO9001 Quality Assured? YES NO**  **Is all / part of your company ISO14001 Quality Assured? YES NO**  **If yes please provide copy of certification**  **Do you have any other Quality Assurance? If Yes, please summarise details below** |

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| **2.0** | **Financial & Business Probity** |
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| **2.1** | **Person responsible for financial matters within your company**  **Name:**    **Position:**    **Telephone:**    **Fax:**    **Email:** |
|  |  |
|  |  |
| **2.2** | | **Judgements etc.**  **Are there any judgements, claims or suits pending or outstanding against your company?**  **Yes  No** If Yes, please provide full details  **Has your company ever failed to complete a contract?**  **Yes  No** If Yes, please provide full details |
| **2.3** | | Please answer all of the following questions as they apply to your Company’s circumstances. Please confirm that:  1) being a company, no resolution has been passed or Order of the Court made for the company’s winding up otherwise than for the purposes of bona fide reconstruction or amalgamation, nor has a receiver, manager or administrator on behalf of a creditor been appointed in respect of the company’s business or any part thereof, nor is it the subject of any proceedings for any of the above procedures, nor is it the subject of similar procedures under the law of any other state.  **Confirmed  Not confirmed  Non-applicable**  2) being a partnership, it has not granted a trust deed or become otherwise apparently insolvent, or it is not the subject of a petition presented for sequestration of its estate.  **Confirmed  Not confirmed  Non-applicable**  3) being an individual, you are not bankrupt, or have not had a receiving order or administration order made against you, or have not made a composition or arrangement or trust deed with or for the benefit of your creditors, or have not made any conveyance or assignment for the benefit of your creditors, or have not had a petition presented for sequestration of your estate or do not appear to be able to pay or to have no reasonable prospect of being able to pay a debt within the meaning of the Insolvency Act or any similar procedure under the law of any EC member state.  **Confirmed  Not confirmed  Non-applicable**  4) no Directors, Partners, Associates or the Company Secretary have been involved in any Company which has been liquidated or gone into receivership.  **Confirmed  Not confirmed  Non-applicable**  5) none of the Directors, Partners, Associates or the Company Secretary have been convicted of a criminal offence relating to the conduct of their business or profession.  **Confirmed  Not confirmed  Non-applicable**  6) neither the Company nor any of the Directors, Partners, Associates or Company Secretary has committed an act of grave misconduct in the course of their business or profession.  **Confirmed  Not confirmed  Non-applicable**  7) all obligations relating to the payment of taxes under the law of any part of the United Kingdom or the EC member state in which the Company is established has been fulfilled  **Confirmed  Not confirmed  Non-applicable**  8) all obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or the EC member state in which the Company is established have been fulfilled.  **Confirmed  Not confirmed  Non-applicable**  If you have ticked **‘Not confirmed’** for any questions above please give details here |

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| **2.4** | Please list the names of any Director, Partner, Associate or Company Secretary who have been employed by the RSPB, giving department and dates.    Please give details of any Director, Partner, Associate or Company Secretary who have a relative who is employed by the RSPB at a senior level.    Please list the names of any Director, Partner, Associate or Company Secretary who have any involvement in other Companies who provide services to the RSPB    Is any work being undertaken or likely to be undertaken during the next three years by the Company or staff within it which could give rise to a conflict of interest through acting for third parties or otherwise? If yes, please explain the actual or likely circumstances and how such potential conflicts of interest would be handled. |

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| **2.5** | **Insurances (please supply a scanned copy of each certificate)** | | | | |
|  |  | **Insurer** | **Policy No** | **Value of Cover** | **Expiry Date** |
|  | Employers Liability |  |  |  |  |
|  | Public Liability |  |  |  |  |
|  | Prof. Indemnity |  |  |  |  |
|  | All Risks  (if applicable) |  |  |  |  |

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| **2.6** | **Has your company (or any project you have undertaken) won any awards, accolades or recognition?**  **YES  NO** If yes please provide full details. |

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| **3.0** | **Health & Safety and Environment** |
|  |  |
| **3.1** | Has your company been served with any enforcement or prohibition notices or been prosecuted in the past 5 years for breaches of health & safety legislation?  **YES**  **NO** If yes please provide full details. |
| **3.2** | Has your company been served with any enforcement or prohibition notices or been prosecuted in the past 5 years for breaches of environmental legislation?  **YES  NO** If yes please provide full details. |
| **3.3** | Has your company been served with any enforcement or prohibition notices or been prosecuted in the past 5 years for breaches of data protection legislation?  **YES  NO** If yes please provide full details. |
| **3.4** | Have any restrictive clauses in relation to your company’s Employer’s Liability, Public Liability or Professional Indemnity Insurance policies been enforced in the last 5 years due to past Health & Safety performance?  **YES**  NO  If yes please provide full details. |

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|  | **Document E**  **Form of Offer** |

**Cost**

|  |  |
| --- | --- |
| Cost for providing goods/services, as outlined in specifications (Document B) | £      + VAT |

Please itemise as day rates for all personnel, travel & subsistence and any other costs, and indicate VAT status.

**Added Value**

The RSPB is always open to corporate partnerships that deliver benefit to both your organisation, the RSPB and nature. Working as part of your CSR agenda we can provide opportunities for fundraising, secondments, interns and volunteering, offering your staff both personal and career development opportunities. We also welcome all forms of gifts in kind as valuable contributions to our work to [Give Nature a Home.](http://homes.rspb.org.uk/)

Tenderers should provide details of any associated added value features/services/gifts in kind available to the RSPB under the terms of this Tender. (Attach separate document if needed)

**Proposed Project Team**

Please indicate personnel expected to carry out management and delivery of this contract with the RSPB and their areas of responsibility, including the number of days allocated to each person. Include summary CVs for the Partner/Director in overall charge of the commission and of your proposed team, including technical qualifications and details of experience. (Attach separate document if needed)

**Approach to the Project**

Please include the following information (Attach separate document if needed):

* Details of how the contractor would propose to deliver the commission including a timetable highlighting individual tasks and key milestones.
* Examples of other similar work that the contractor has undertaken recently.

**After sales service**

Please indicate details of any warranty period associated with the goods / service, and how any such work will be carried out. Include details of contingency planning in case of disaster (such as fire, strikes, flooding etc). (Attach separate document if needed)

**References**

Tenderers are requested to provide details of three references from their existing clientele supplying full name, address, telephone number, fax number, email address, contact name, period of Contract and the estimated value of the Contract. In supplying this information, Tenderers shall have granted the RSPB permission to seek such information as deemed necessary, in relation to the Tenderer’s performance with their nominated references.

Reference 1

|  |  |  |
| --- | --- | --- |
| Company Name |  | |
| Address |  | |
| Telephone No |  | Ext |
| Fax No |  | Email |
| Contact |  | Dates of work |
| Nature of work done |  | Value of contract |

Reference 2

|  |  |  |
| --- | --- | --- |
| Company Name |  | |
| Address |  | |
| Telephone No |  | Ext |
| Fax No |  | Email |
| Contact |  | Dates of work |
| Nature of work done |  | Value of contract |

Reference 3

|  |  |  |
| --- | --- | --- |
| Company Name |  | |
| Address |  | |
| Telephone No |  | Ext |
| Fax No |  | Email |
| Contact |  | Dates of Work |
| Nature of work done |  | Value of contract |

**Document F; RSPB Terms and Conditions**

The basis of the contractual agreement between RSPB and the applicant is detailed in the [‘RSPB Terms and Conditions of Purchase of Goods and Services’](http://www.rspb.org.uk/Images/tcpurchase_tcm9-132467.pdf) – please click on this link to download. In applying for this tender you are explicitly agreeing to be bound by these Terms and Conditions for the duration of the contract. If you require any alterations to these Terms and Conditions please state your issues below. (Attach separate document if needed)

**Document G: Sustainability in Procurement**

**(Source SNH – a member of the Inner Forth Landscape Initiative)**

**1) Generic Statement - applies to all contracts**

All SNH contracts are selected on the basis of delivering the best value that meets all of our needs. These needs include sustainability criteria.

SNH operates an Environmental Management Programme to ensure our own operations meet high standards of sustainability by: managing our resources more sustainably, reducing our CO2 emissions, and making our corporate processes more sustainable.

The following sustainability criteria apply to all goods & services procured by SNH:

* All costs are on a whole-life basis – therefore quotes should take this into account;
* Low use of paper and other consumables;
* Use of recycled and reusable products;
* Waste minimisation and use easily recyclable products;
* Sustainable management of our National Nature Reserves, offices and visitor centres
* Low energy use;
* Promotion of Renewable Energy use;
* Low carbon emissions;
* Positive impact on biodiversity;
* Promotion of sustainable (low carbon) travel

We expect all suppliers of goods and services to SNH to be able to demonstrate how they can meet the relevant sustainability requirements, and where possible, variants have been indicated to encourage suppliers to provide variants to their tenders that allow SNH to choose a supplier that adds sustainability value to the supply of the goods or services, all other aspects being equal.

Further information on SNH’s Environmental Management Programme is available from the SNH website at <http://www.snh.org.uk/about/greening/ab-gr-01.asp>

**2) Specific sustainability guidance relevant to the contract type**

SNH publications and commissioned research

|  |  |
| --- | --- |
| Whole-life costing | * design * materials and printing * delivery and storage * recycling and/or waste disposal at end of life (EOL) |
| Low use of paper and consumables | * non-paper options to be considered (e.g. publication as web pages, PDF, or as CD/DVD) * print minimum realistic numbers of copies |
| Use of recycled and reusable products | * use recycled paper (ideally 100% post-consumer waste, Total Chlorine Free (TCF) wherever possible * use maximum percentage of recycled paper content consistent with operational necessities * use water-based and non-toxic inks wherever possible * commissioned reports to be printed double-sided * SNH publications to state type and proportion of recycled paper used |
| Minimise waste and use easily recyclable products | * printed commissioned reports to be made so that they can be separated into single materials for recycling (e.g. comb-bound rather than glued) * all printed materials must be able to be recycled * SNH publications to include text asking people to return, pass on or recycle the publication |
| Low energy use | * no mandatory criteria. variant – supplier to demonstrate measures to reduce energy use in their business |
| Promote Renewable Energy use | * no mandatory criteria. variant – supplier to demonstrate use of RE in their business |
| Low carbon emissions | * no mandatory criteria. variant – supplier to demonstrate measures to reduce CO2 emissions from their business |
| Positive impact on biodiversity | * no mandatory criteria. variant – supplier to demonstrate measures to enhance biodiversity in their business |
| Encourage sustainable (low carbon) travel | * minimise numbers of deliveries and other vehicle journeys required to fulfil the contract. variant – supplier to demonstrate measures to promote sustainable travel modes in their business |

|  |  |
| --- | --- |
|  | **Document H**  **Certificate of Bona Fide Offer** |

We certify that this offer is made in good faith, and that we have not fixed or adjusted the amount of the offer by or under or in accordance with any agreement of arrangement with any other person. We also certify that we have not, and we undertake that we will not:

1 a) communicate to any person other than the person inviting these offers the amount or approximate amount of the offer or proposed offer, except where the disclosure, in confidence, of the approximate amount of the offer was necessary to obtain insurance quotations required for the preparation of the offer;

b) enter into any agreement with any other person that he shall refrain from making an offer or as to the amount of any offer to be submitted;

* 1. pay, give or offer or agree to pay or to give any sum of money or other valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any offer or proposed offer for the goods/services any act or thing of the sort described in 1 a) or 1 b) above.

We acknowledge that if we acted or shall act in contravention of this certificate, the RSPB will be entitled to cancel the agreement and to recover from ourselves the amount of any loss and expense resulting from such cancellation.

I state that everything in this tender submission is truthful, that if found to be untruthful the RSPB can terminate any agreement between the RSPB and the company formed on the basis of this tender, and we will pay to the RSPB any loss or expenses the RSPB suffers as a result of such untruthfulness, whether an agreement is entered into or not.

In this certificate, the word “person” includes any persons and any body or association, corporate or unincorporated; “any agreement or arrangement” includes any transaction, formal or informal, and whether legally binding or not.

|  |  |
| --- | --- |
| Signed |  |
| On behalf of |  |
| Date |  |

**Please note: a name added in an electronic document is functionally equivalent to a signature.**

January 2017