Example 3: Instructions to Tenderers

University of Aberdeen Tender for: <insert description>

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Form of Tender
Tenders must be submitted with the enclosed Form of Tender, and must be supplemented by all other information and authorities requested in these Tender Documents. Tenderers should note that all attachments and appendices to the Form of Tender shall upon award of Contract be deemed part of the Contract.

Submission of Tenders
The original Tender plus one copy must be submitted in a sealed package or envelope addressed as follows:
#SUBSTITUTE NAME AND ADDRESS DETAILS#
University of Aberdeen
Kings College
Aberdeen
AB24 3FX

Your submission should also prominently display the following message: “TENDER FOR:### COMMERCIAL CONFIDENTIAL – DO NOT OPEN”
The name of the tendering firm must not appear on the envelope, nor must it be visible through the envelope.
The Tender must not arrive later than ###. The Tender shall be valid for acceptance for a period of 90 days from the date fixed for receipt of Tenders.

Award and Preparation Costs
The University reserves the right to award the contract for goods and services as detailed in this invitation as it sees fit, and may reject any or all of the Tenders received with no obligation to disclose its reasons.
The cost of Tender preparation shall be borne in full by the Tenderer, who shall have no recourse to the University for this or any related expense.

Currency, VAT and Summation
The currency of the Contract shall be UK Pounds, and costings shall be prepared on this basis.
All sums entered in the Tender are to be exclusive of VAT.
All costs which may be directly or indirectly related to the satisfactory completion of the Contract and for which remuneration would be sought shall be clearly detailed and summarised in your tender, or in accompanying paperwork. No other additional charges which could reasonably have been anticipated shall be accepted.

Delivery and Installation
The University is working to a target of site installation before ###.
This date may become critical and influence our selection; please consider this when calculating lead times. Please include a detailed schedule which you will implement in order to meet the site installation requirement.
Installation and acceptance protocols and procedures are to be provided.
Your offer must include all delivery and on-site installation costs including adequate insurances.

Proposed Sub-contractors
Details of proposed sub-contractors must be supplied, with associated works scopes.
Fitness for Purpose
The Tenderer shall be deemed to have reasonable knowledge of and satisfied itself as to the nature of the University’s requirement, and any conditions which may affect its tender to supply, in order that the goods and related services offered shall be fit for purpose (see note 12, Contact for Queries).

Training and Documentation
Details of on/off-site training required for full local operation to be included, together with Proposals relating to how this should be funded.
Please detail user manuals and servicing documentation that will be provided to the University at no charge.

Equipment Lifetime Factors
A commitment is required that the tenderer will support this equipment throughout its lifetime. An estimate of the expected life of this product in normal working use is required. Details of maintenance, servicing and breakdown costs including extended warranties are to be included.
Please include a list of consumables and parts liable to wear, their current costs, and the expected annual costs in normal working use.

Alternative Proposals
10.1 You may wish to submit Alternative Proposals which include preferential costings based on closer association of partner organisations, an innovative approach to the supply or alternative means of delivering best value for money.
10.2 Alternative Proposals must be clearly marked so, and be submitted as separate appendix to your main tender.

Change in Status of Tenderer
In the event that after the date of this Invitation to Tender and prior to the award of any Contract, the status or identity or circumstances of the Tenderer is changed in any material way, including but not limited to merger, amalgamation, take-over or any other reorganisation, change of name, or involvement in any action relating to receivership, liquidation, bankruptcy, winding-up or similar action, such change will be notified to the University immediately. Failure to comply with this may result in Tenderers being disqualified, or in the event of any award of Contract shall be deemed to be in breach of Contract.

Contact for Queries
12.1 All questions relating to the Tender Documents must be addressed in writing to ##NAME AND TITLE, fax number 01224-27XXXX##. Answers to technical queries shall be circulated as necessary.
12.2 The authorised contact for this Tender is ##NAME## and in no circumstances should the substance of these documents be discussed with any other member of the University without the specific written agreement of the authorised contact.

Please note: The University of Aberdeen reserves the right to refuse a Tender which has not been submitted in accordance with the instructions detailed here.