

# Invitation To Tender for Quality Meat Scotland Provision of ICT Support

Quality Meat Scotland is Non-Departmental Public Body set up under the Quality Meat Scotland Order 2008 and has responsibility for a range of activities relating to the development of the red meat sector in Scotland.

- 1) You are hereby invited by Quality Meat Scotland to tender for:
  - a) The provision of the assessment of the QMS IT systems and processes, and
  - b) The ongoing IT support of the QMS IT systems, as detailed in the Provision of ICT Support Invitation to Tender document.
- 2) Your tender must be in accordance with this Invitation to Tender letter and the Provision of ICT Support Invitation to Tender document.
- 3) It is your responsibility to obtain at your own expense any additional information necessary for the preparation of your tender, and you will be responsible for any expenses incurred by you during the tendering process.
- 4) All information supplied by Quality Meat Scotland in connection with the Invitation to Tender shall be treated as confidential by yourself except that such information may be disclosed for the purpose of obtaining sureties and quotations necessary for the preparation and submission of the tender. All information submitted to Quality Meat Scotland may need to be disclosed and/or published by Quality Meat Scotland. Without prejudice to the foregoing generality, Quality Meat Scotland may disclose information in compliance with the Freedom of Information (Scotland) Act 2002, (the decisions of Quality Meat Scotland in the interpretation thereof shall be final and conclusive in any dispute, difference or question arising in respect of disclosure under its terms), any other law, or, as a consequence of judicial order, or order by any court or tribunal with the authority to order disclosure.
- 5) If your tender does not accord with all the requirements of this Invitation to Tender it may not be considered.
- 6) Tender evaluation criteria will emphasise quality as well as price. Your tender will be subject to a technical and financial analysis using the following Price Quality Ratio (PQR). The aim of the analysis is to select the most economically advantageous Tender which represents the best value for money:

## Technical Criteria (70%): -

- **General understanding of the requirement, demonstrable capacity and availability to meet the Ordered Services outputs** (overall weighting 10%)
- **Demonstrable experience and expertise of the proposed personnel (including holding interviews where appropriate) to meet the Ordered Services outputs** (overall weighting 20%)
- **Operational proposals with particular emphasis on quality and performance measurements, and customer satisfaction** (overall weighting 40%) and

## Financial Criteria (30%): -

- **Total tender cost ex VAT (i.e. number of days x contracted day rate for all work, plus regular monthly payments for IT support, less any applicable discounts)** (overall weighting 30%).

- 7) The closing date for receipt of your Tender is by **Monday 4<sup>th</sup> December 2017 at 5 pm.**
- 8) Enquiries regarding this Invitation to Tender should be addressed to Kirsty McCormack, Office Co-ordinator, on 0131 472 4040 or [kmccormack@gmscotland.co.uk](mailto:kmccormack@gmscotland.co.uk).