**INVITATION TO TENDER FOR**

**BELOW-THRESHOLD PROCUREMENTS**

**SECTION B: TENDER SCHEDULES**

**TO BE COMPLETED AND RETURNED BY BIDDERS**

## **Health Education England**

## **Genomics Education Programme**

## Invitation to tender for provision of design services for the Genomics Education Programme

## Date of advertisement on Contract Finder: 3rd July 2020

## Authority's reference number: DN485700

## Deadline for Tenders to be received: 24th July2020 at 4pm

## **Supplier Name:**

ANNEX B2

SPECIFICATION

This Specification forms part of the Specification and Tender Response Document. It will form part of the Contract between the Authority and the Supplier.

Note that references in this Annex B2 to schedules and clauses are to schedules and clauses of the Contract.

**Note to Bidders:**

**The Bidder must respond to each row of the Specification below.**

**Write "Confirmed" to confirm acceptance of the row.**

**If not accepted, the Bidder must state why not and propose its alternative drafting. This must be full form drafting capable of being inserted into the Contract.**

**Note: the Bidder will not be permitted to add to this list or amend proposals to the Authority's detriment after the deadline for Tender submission.**

**Specification**

|  |  |  |
| --- | --- | --- |
| **Specification** | **Bidder's response** |  |
| 1. **General**    1. The Supplier shall provide Services as follows (and further detailed in ITT Section A 1.18 to 1.22)  * creative input and expertise; and * high-quality design work, to agreed costs and deadlines   The Supplier will also be expected to:   * become familiar with, and work within, HEE style guidelines; * allow time for review and changes; * be communicative and responsive to feedback; * attend occasional creative scoping meetings via Skype if required; and * offer continuous value for money, quoting in a clear and transparent way, and completing projects in line with costs specified. * Work to the KPIs as detailed in ITT Section A 1.23 | Confirmed |  |
| 1. Commencement Date: 01/07/2020 | Confirmed |  |
| 1. Term: 2 years with the option to extend for up to a further 1 year, dependant on GEP funding position | Confirmed |  |
| 1. Contract Manager for the Authority: Aine Kelly, Managing Editor | Confirmed |  |
| 1. Contract Manager for the Bidder: | Name: Elaine Leggett |  |
| 1. Notices shall be served in writing on the Bidder by delivering them to the following person: | Name: Elaine Leggett  Address: 21 Isis Close Long Hanborough Oxfordshire OX29 8JN  Role: Designer and illustrator |  |
| Notices shall be served in writing on the Authority by delivering them to the following person:  Aine Kelly  Genomics Education Programme  St Chad’s Court  213 Hagley Road  Edgbaston  Birmingham  B16 9RG | Confirmed |  |