



XYZ Limited

INVITATION
TO
TENDER

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4 June 2003

«CONTACT»
«NAME»
«ADDR1»
«ADDR2»
«ADDR3»
«CITY»
«ZIP»

Dear «SALUTATION»,



INVITATION TO TENDER

1. INTRODUCTION

XYZ Limited ("the Company") invites you to tender for the supply of computer software, hardware, implementation support, maintenance and training to meet their Statement of User Requirements for a network of computer equipment for their premises in Glasgow.

The hardware and software are required to be delivered by 30 April 2004 and the company wishes you to note that time is of the essence in this proposed contract.

The selected supplier will be required to carry out the following work under the contract and in accordance with an agreed timetable contained in the proposed contract:

- Install all equipment and software, set up operating parameters in such a way as to make the system perform to the Statement of User Requirements, prepare any required modifications or custom software to agreed specifications and test all equipment and systems before handing over the complete facilities to the Company,
- Train all potential users of the system in the operation of the systems, and
- Warrant and support the operation of the system, i.e. hardware, software, networks and communications, for a period of 12 months from the date of handing over the system to the Company at no additional cost,

2. TENDERING CONDITIONS

Tenderers are requested to indicate by 5:00 p.m. on Monday, 11 July 2003 their intention to tender together with estimated costs for hardware, software, services and proposed delivery dates. The purpose of this request is avoid wasting the time of suppliers, the Company and 4 Consulting Limited on lapsed Invitations.

Written tenders documents must be submitted by 9:00a.m. on Monday, 31 July 2003. The Company reserves the right to discount any proposals not received by the agreed date.

Tenderers are requested to provide a copy of their latest statutory financial accounts and any other information they consider helpful in demonstrating their financial strength.

Tenderers are asked to submit 3 copies of their tender to 4 Consulting Limited. Contact addresses are as follows:

Sandy Pratt
4 Consulting Limited
2 – 8 Millar Crescent
EDINBURGH
EH10 5HW

Tel: 0131 551 1035 (Direct)
07774 889 859 (Mobile)

Any questions relating to this Invitation to Tender should be raised with 4 Consulting Limited. If appropriate, 4 Consulting Limited will refer the Tenderer to the Company for answers to specific questions. Where the Tenderer has any unresolved questions or doubts at the time of submitting a tender this must be clearly stated in writing at the time of submitting the tender.

Any attempt by the Tenderer to contact the Company, either directly or through a third party, to ascertain the progress of evaluation or its possible outcome will result in the Tenderer being disbarred from the tender. However, Tenderers are welcome to ask for information about the evaluation from 4 Consulting Limited.



It is up to the Tenderer to obtain all necessary information for making a proposal and contracting with the Company. The enclosed Statement of User Requirements and this Invitation to Tender will be regarded as an integral part of the final contract. The Tenderer is responsible for ensuring that these documents are sufficiently clear and accurate for the purposes of submitting a tender.

The Tenderer is responsible for ensuring that the equipment and software meets the requirements of the company in terms of functionality, capacity and operating speeds given the volumes of transactions described in the Statement of User Requirements.

If Tenderers propose to use subcontractors or associates to undertake any part of the work associated with the contracted supply, the following conditions will apply:

Details must be provided of -

- the names of all subcontractors or associates, and
- the precise activities to be undertaken by the subcontractors or associates,
- The Tenderer will remain contractually responsible for the subcontracted work,
- All of the requirements and conditions of the Invitation to Tender and the Statement of User Requirements will apply to the subcontractors or associates, and
- Any deviation from these conditions and requirements must be clearly described in the tender.

All costs quoted in tender documents must be on VAT exclusive basis.

3. EVALUATION

The evaluation and selection criteria to be used by the Company will include:

- Value for money over three and five year time frames,
- Closeness of fit to the Statement of User Requirements,
- Ease of use,
- Technical quality of the submission,
- Experience of this type of business,
- Proven experience in the proposed technologies,
- Quality of site references,



- Disruption to users during implementation,
- Capability to support the Company during implementation and providing on-going support, and
- Financial strength and time in business.

4. TENDER TIMETABLE

Following the close of the tender date, the Company, assisted by 4 Consulting Limited, will evaluate the tenders to identify a preferred supplier. This evaluation will involve the following process and timetable:

Stage	Completion Date
Receive tenders	31 July 2003
Initial review of tenders and tenderers' meetings where necessary,	14 August 2003
Identification of short-listed tenderers,	31 August 2003
Short-listed tenderers' systems demonstrations,	6 September 2003
Take-up of tenderers' customer site references,	14 September 2003
Completion of tenders evaluation,	30 September 2003
Identification of preferred tenderer.	7 October 2003



During December 2003, the company will be involved in its annual audit and it is unlikely that any progress will be made on this ITT project during that time.

The company wishes to have completed contracts with the successful tenderer by 31 February 2004.

The above timetable will be subject to revision as required.

5. CONTRACT AWARD

The Company has the right to award a contract or contracts for all or part of the supply requested in the Invitation to Tender and described in the Statement of User Requirements. The Company also has the right to make no award.

The Company has the right not to accept the lowest tender.

The Company will announce its decisions on the short-listing of Tenderers and on any proposed contracts to all Tenderers. The Company will not be bound to provide any explanations as to the reasons for any of its decisions.

The Company reserves the right to engage in further negotiations on any aspect of a Tenderer's submission.

All information contained in this Invitation to Tender, in the Statement of User Requirements, or gained from the Company or 4 Consulting Limited in the course of the tendering process, is confidential and may not be passed or communicated to any other person or organisation.

Yours sincerely



Alex O Pratt CA
Managing Director