**APPENDIX E: Tender Response**

**Bidder Contact details:**

|  |  |
| --- | --- |
| **Organisation Name** |  |
| **Contact Name** |  |
| **Postal Address** |  |
| **Telephone Number** |  |
| **Email Address** |  |

**1. Main Proposal**

The Bidder is requested to detail an overview of their proposed solution, in response to the ICT Requirements document (Appendix A), outlining the key benefits.

**2. Value for Money and Value Added**

In addition to the Bidder completing the ***ICT Cost Matrix*** (**Appendix D**), the Bidder is requested to indicate any areas of additional value they are able to bring to this project, over and above the requirements detailed.

**3. Account Management**

Please provide details of the resources / staff you expect to use in delivering the contract.

Bidders are requested to complete the tables below (adding rows if necessary) with details of all organisations that will be brought on as sub-contractors and/or supply chain for any component of this delivery.

|  |  |  |  |
| --- | --- | --- | --- |
| Sub-contractor name | Area of solution being sub-contracted | Length of relationship between bidder & sub-contractor | Most recent joint project |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Supplier name | Area of solution being supplied | Length of relationship between bidder & supplier | Most recent joint project |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Bidders are to supply contact details for 2 references.

**4. Experience and Technical Ability**

Bidders should provide a paragraph detailing their experience of providing and implementing similar solutions to similar organisations.

**6. Aftercare Service (Warranty Period)**

Bidders should provide details of Aftercare Service during the warranty period.