

Annex 4 Form of Tender

Form of Tender for

Victory Housing Trust

CONTRACT FOR ePROCUREMENT PORTAL SOFTWARE SERVICES

due in by 31st January 2018 no later than 12.00 noon to Victory Housing Trust's Offices.

(TENDER FOR eProcurement Portal Software Services not to be opened before 12.00 midday 31st January 2018)

Stephen Read

Victory Housing Trust

Cromer Road

North Walsham

Norfolk

NR28 0NB

Use non-resealable plain sealed packaging.

Unconditional and irrevocable offer to Victory Housing Trust (the Client) in respect of eProcurement Portal Software Services Contract

I/We the undersigned return this Tender and acknowledge that we are bound by our proposals submitted pursuant to the Invitation (receipt of which is also acknowledged) consisting of the following:

Invitation to Tender

Annex 1 Evaluation and Tender Rules

Annex 2 Evaluation Criteria and Tender Questions

Annex 3 Certificate of Non-Collusion

Annex 4 Form of Tender

TENDER BRIEF in respect of eProcurement Portal Software Services 15 December 2017

Appendices to the BRIEF: A, B, Ci, Cii, Ciii, D, E

I/We hereby unconditionally and irrevocably offer to undertake the services requested to be provided and performed under the Invitation in accordance with the Brief, the Contract and at the prices stated in the Price List. I/We confirm that the rates and prices set out in the Price Framework shall remain fixed for acceptance for three (3) months from the date of this Tender.

I/We confirm that:

I/We are fully conversant with all the Documentation; and this Tender is submitted strictly in accordance with the Documentation including, but not limited to the Tender Rules.

I/We enclose under cover of this Form of Tender one (1) hard copy original and one (1) electronic copy of the following documents:

1. The Proposals for the Contract including answers to the tender questions;
2. The signed Form of Tender;
3. The completed Price List;
4. The Certificate of Non-Collusion;
5. Any other required supporting documents.

I/We agree that this Tender shall remain open to be accepted or not by the Client and shall not be withdrawn for a period of three (3) months from the deadline for receipt of Tenders as set out in the Tender Rules, or such longer period as may be agreed with the Client.

I/We undertake to execute a Contract to be prepared at your expense for the proper and complete fulfilment of the Contract or any part or parts thereof, as you may in your absolute discretion award to us.

I/We agree that I/we shall commence a Contract when instructed to do so by you pursuant to the terms of the Contract.

I/We certify that the details of this Tender and the Documentation have not been communicated to any other person or adjusted in accordance with any agreement or arrangement with any other person or organisation.

I/We acknowledge that you are not bound to accept the lowest or any Tender it may receive, and reserves the right at its absolute discretion to accept or not to accept any Tender submitted.

I/We certify that we have full power and authority to enter into a Contract and to carry out the Contract, and that this is a bona fide tender.

Dated this _____ day of _____

Signed for and on behalf of the Contractor: _____

Signed: _____

Name: _____ Position / Status: _____

Signed: _____

Name: _____ Position / Status: _____

Address: _____

Price List

Item nr	Description	Frequency	Expected quantity over initial contract term of three years	Rate £ Excluding VAT Including Uplifts Including Licence Fees Including all Expenses	Price Expected quantity x Rate
1	Provide the SOFTWARE PRODUCT SUPPLY in accordance with the BRIEF for ePROCUREMENT PORTAL SOFTWARE SERVICES Specifications - TENDERING and NOTICES (Contract Finder & OJEU) and QUOTATIONS	one off cost	1		
2	Provide the SOFTWARE PRODUCT SUPPLY in accordance with the BRIEF for ePROCUREMENT PORTAL SOFTWARE SERVICES Specifications - EVALUATION	one off cost	1		
3	Provide the SOFTWARE PRODUCT SUPPLY in accordance with the BRIEF for ePROCUREMENT PORTAL SOFTWARE SERVICES Specifications - CONTRACT REGISTER and EDMS	one off cost	1		
4	Provide the SOFTWARE IMPLEMENTATION in accordance with the BRIEF for ePROCUREMENT PORTAL SOFTWARE SERVICES Specifications	one off cost	1		
5	Provide the SOFTWARE LICENCES in accordance with the BRIEF for ePROCUREMENT PORTAL SOFTWARE SERVICES Specifications (20 users in total)	annually	3		
6	Provide the ADDITIONAL SOFTWARE LICENCE RATE (1 user) in accordance with the BRIEF for ePROCUREMENT PORTAL SOFTWARE SERVICES Specifications	by exception	5		
7	Provide the SOFTWARE SUPPORT AND MAINTENANCE in accordance with the BRIEF for ePROCUREMENT PORTAL SOFTWARE SERVICES Specifications	annually	3		
8	Provide the SOFTWARE INITIAL TRAINING (3 Days, staff at Tom Moore House) in accordance with the BRIEF for ePROCUREMENT PORTAL SOFTWARE SERVICES Specifications	one off cost	1		
9	Provide the CLOUD SERVER HOSTING (2 Gigabytes) in conjunction with items 1 - 8 above in accordance with the BRIEF for ePROCUREMENT PORTAL SOFTWARE SERVICES Specifications	annually	3		
10	Provide the ADDITIONAL CLOUD SERVER HOSTING (1 Gigabyte) in conjunction with items 1 - 4 above in accordance with the BRIEF for ePROCUREMENT PORTAL SOFTWARE SERVICES Specifications	by exception	2		

11	Provide any ADDITIONAL COSTS in addition to items 1 - 10 above to deliver all product services required in accordance with the BRIEF for ePROCUREMENT PORTAL SOFTWARE SERVICES Specifications [specify separately and return with tender submission]	one off cost / annually / by exception [tenderer to specify]			
12	Provide the HOURLY RATE (between 9.00am and 5.00pm) for ad-hoc consultancy (e.g. further training, development etc.) in accordance with the BRIEF for ePROCUREMENT PORTAL SOFTWARE SERVICES Specifications	per hour per person	0		
13	Provide the DAY RATE (7 hours between 9.00am and 5.00pm) for ad-hoc consultancy (e.g. further training, development etc.) in accordance with the BRIEF for ePROCUREMENT PORTAL SOFTWARE SERVICES Specifications	per day per person	0		
14	Provide the ANNUAL LICENCE RATE for READ ONLY PORTAL ACCESS FROM END OF THE ABOVE CONTRACT SERVICES in accordance with the BRIEF for ePROCUREMENT PORTAL SOFTWARE SERVICES Specifications	annually	0		
Total	Prices 1 + 2 + 3 + 4 + 5 + 6 + 7 + 8 + 9 + 10 + 11	-		Total	
Total	(in words) _____				(plus VAT)