## Application to Tender for Website Development

You are hereby invited by Scottish Squash and Racketball Limited to submit a tender for the design, development and hosting of a new website.

Details of the tender can be found on the invitation to tender document.

We require your response to this tender by 12noon on 14-06-2016. Please provide an electronic version of your response by this time to:

christopher.cox@scottishsquash.org

On the basis of the response to the tender, we envisage making a shortlist of suppliers with whom we can have brief discussions prior to making a decision. We would like the successful supplier to commence work on the new site 01-07-2016.

**1.0 Company Details**

Please complete the following section.

|  |  |
| --- | --- |
| Company Name |  |
| Primary Contact |  |
| Telephone Number |  |
| Email Address |  |
| Postal Address |  |
| Professional Indemnity | Cover : £  Insurer : |
| Public Liability | Cover : £  Insurer : |
| Subcontracting | Will you subcontract any of the work? Yes / No  If **Yes**, please provide details of 3rd parties being used as above, excluding insurance details. |

**2.0 References**

Please provide details of five customers that you have delivered a similar type and sized project to. We are aware that the project references might not be directly comparable to this project but the examples should be able to demonstrate data interfacing. Please provide the relevant data in format outlined below.

Reference 1

|  |  |
| --- | --- |
| Company |  |
| Contact Name |  |
| Email Address |  |
| Phone Number |  |
| Website |  |
| Project Start Date |  |
| Provide Project Outline of work completed under the project |  |

Reference 2

|  |  |
| --- | --- |
| Company |  |
| Contact Name |  |
| Email Address |  |
| Phone Number |  |
| Website |  |
| Project Start Date |  |
| Provide Project Outline of work completed under the project |  |

Reference 3

|  |  |
| --- | --- |
| Company |  |
| Contact Name |  |
| Email Address |  |
| Phone Number |  |
| Website |  |
| Project Start Date |  |
| Provide Project Outline of work completed under the project |  |

Reference 4

|  |  |
| --- | --- |
| Company |  |
| Contact Name |  |
| Email Address |  |
| Phone Number |  |
| Website |  |
| Project Start Date |  |
| Provide Project Outline of work completed under the project |  |

Reference 5

|  |  |
| --- | --- |
| Company |  |
| Contact Name |  |
| eMail Address |  |
| Phone Number |  |
| Website |  |
| Project Start Date |  |
| Provide Project Outline of work completed under the project |  |

**3.0 Your proposal**

We invite you to make a response to us outlining your proposals for developing the SSRL website.

**3.1 Instructions to Tenderers**

If you wish to submit a Form of Tender for the work described in this document, then you must do so in accordance with these instructions and any further instructions contained in the invitation letter.

Alterations: The tenderer may not alter this document. Any proposed alteration is to be given in a separate letter accompanying the tender.

Tenderers must submit a compliant bid based on the structure as outlined in this document. However if tenderers wish to submit a variant proposal, or provide additional information, they should do so separately and this must be in addition to a compliant bid.

The date and time for return of tenders is shown on the Tender Timetable. Tenders will be received up to the time and date stated. It is the tenderer’s responsibility to ensure that their tender is received on time. SSRL does not undertake to consider tenders received after that time.

SSRL does not issue acknowledgement of receipt of tender documents and accepts no responsibility for loss or non-receipt of applications. You are not entitled to claim any costs or expenses from SSRL that you may incur in preparing your tender whether or not it is successful.

SSRL expressly reserves the right not to award any contract as a result of this procurement process and it shall not be liable for any costs incurred by tenderers. SSRL also reserves the right to accept all or any part of a tender.

Prices shown should be in pounds sterling and exclusive of VAT and inclusive of expenses.

Confidentiality of tenders: The tenderer must not inform anyone else of their tendered price. The only exception is if the tenderer is required to obtain an insurance quotation to calculate the tender price, the tenderer may give details of their bid to the insurance company or brokers, if requested.

The tenderer must not try to obtain any information about any other parties or proposed tender before the contract is awarded.

With regards to IP, we intend that the site to be developed should remain the property of SSRL. Please confirm your acceptance of this.

**3.2 Delivery Timetable**

In this section you are required to provide a proposed delivery schedule that aligns with the one proposed in the tender brief (5.1). If you are not able to meet the proposed project timescale, please clearly state the reasons for this.

**3.3 Delivery Plan**

Your response should include detailed information on ALL sections outlined below:

**An overall total cost for developing the system, with an estimate of the person-days for all tasks required for the project, along with daily rates**

**Details of how you would project manage the project with person-days and costs**

**Details of your approach to developing and testing the site**

**Details of the development environment for the website**

**Details of the team members that you would expect to be assigned to the project (a brief one-paragraph for each will suffice)**

**Details of user training (e.g. for the CMS) and any associated costs**

**Details of post development software support arrangements and any associated costs**

**Details of any other costs you envisage being associated with the development**

Sample visuals should be returned in a supporting file alongside this document.

### 3.4 Project Costs

Taken from the details provided in section 3.2, please state the projected costs for the following areas; you may provide a more detailed schedule in your proposal:

|  |  |
| --- | --- |
| Action | Cost |
| Graphic Design | £ |
| Development | £ |
| Annual Web Hosting | £ |
| Annual Support Cost | £ |
| Hourly Rate | £ |
| Day Rate | £ |

**4.0 Further Information**

The main contact for tender is:

Christopher Cox

Scottish Squash & Racketball Limited

Caledonia House, 1 Redheughs Rigg

Edinburgh, EH12 9DQ

Phone: 0131 625 4425

Email: [christopher.cox@scottishsquash.org](mailto:christopher.cox@scottishsquash.org)

Please contact if there are any further questions.