

**Tender Management**  
The complete management solution





## Tender Management Service

The use of tendering in the public and private sectors continues to grow. Changes made to the EU procurement framework, mean that it has never been more important to adopt a professional, timely and structured tender process.

At Radford Chancellor Ltd are able to manage fully the process of competitive tender for catering and support services. From the initial production of pre-qualification tender documentation through to bid analysis, we can provide support during contract negotiations and oversee successful contract implementation.

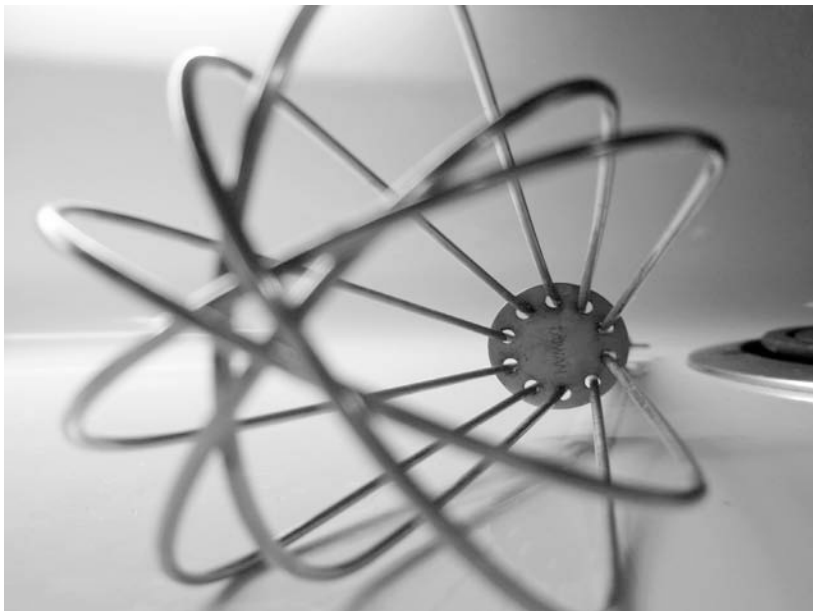
*We offer a fixed price service; so regardless to how many companies respond to your tender opportunity or how many client meetings we undertake, your fee stays the same. After our first meeting, we will provide you with a detailed proposal with our fee breakdown.*



Our management service is a **complete** solution:

- We will evaluate your current catering offer
- Identify clear objectives and the scope of service for the new contract
- Highlight any employees who are under the T.U.P.E. rules
- Advertise the contract / tender
- Prepare pre-qualification stage (PQQ's)
- Scrutinize and evaluate the returned PQQ's
- Undertake credit checks, references and searches
- Recommended short listed companies for your approval
- Prepare and send the invitation to tender to the short listed companies
- Host a site visit for short listed companies
- Evaluate returned invitation to tender documents
- Provide you with a detailed report and recommendations
- Support final negotiations and company selection
- Prepare contract document and support contract implementation.

*Throughout the entire process, we remain regular contact with you. Our dedicated consultants are made available to you **every** step of the way.*



When evaluating responses we divide the process into **three** areas: Commercial, technical and compliance.

### Commercial Evaluation

- Price  
*Whole life cost, options, implications of contractual requirements.*
- Financial profile  
*Financial and economic strength, guarantees, insurances.*

### Technical Evaluation

- Quality & Functionality  
*Overall caterer quality, compliance with specifications, extras.*
- Contract delivery  
*Offer robustness, resources, risk management, implications.*
- Experience  
*Company experience, proposed team, supply chain strength.*
- Governance  
*Legal compliance, T.U.P.E., training, systems, quality assurance.*



### Compliance Check

- Consistency with clients instructions and delivery of bids
- Presence of all required categories of information
- Confirmation that the bid offers a conforming solution
- Inclusion of formal statements; e.g. health and safety policy
- Undertake credit checks, references and searches on interested parties

During our evaluating process we score each bid against defined criteria (agreed with you), which are weighted to reflect their degree of priority.

