Ashford Business Services Ltd

Procurement Tender Brief

Item	Detail
Tender title	Tender title as agreed at the meeting.
Tender reference number	JOB-1042
Name of tender owner	James Patel
Job title of tender owner	Office Manager
Contact email address for tender queries	sarah.mitchell@ashford-business-services.co.uk
Date of tender issue	9 November 2026
Deadline for tender submissions	Deadline for tender submissions
Version number of this document	1.0

1. Background and objective

This tender is issued by Sarah Mitchell to appoint a supplier for Summary of goods or services required as agreed at the meeting. The current position is Description of the current position and why a new arrangement is needed. The outcome sought from this tender is Description of the outcome sought as agreed at the meeting., to be in place by 9 November 2026.

Bidders must read every section of this brief before submitting. A bid that does not answer a mandatory requirement, or that leaves a pricing line blank, may be treated as non-compliant and excluded from detailed evaluation.

2. Scope of work

The successful supplier will provide the following:

- Description of deliverable or service element one
- Description of deliverable or service element two
- Description of deliverable or service element three
- Description of deliverable or service element four

The following are outside the scope of this tender and must not be priced in: Description of work that is outside the scope of this tender. Any bidder proposing an alternative approach must describe it separately from the compliant bid, under the heading for alternatives in the submission instructions, so that compliant bids remain directly comparable.

3. Specification

Bidders must respond to every line of this table, stating compliance or describing any exception in full. Do not leave a response cell blank.

Requirement number	Requirement	Mandatory or desirable	Bidder response and evidence
Requirement number one	Description of requirement one	Mandatory or desirable	Bidder response and evidence for requirement one
Requirement number two	Description of requirement two	Mandatory or desirable	Bidder response and evidence for requirement two
Requirement number three	Description of requirement three	Mandatory or desirable	Bidder response and evidence for requirement three
Requirement number four	Description of requirement four	Mandatory or desirable	Bidder response and evidence for requirement four
Requirement number five	Description of requirement five	Mandatory or desirable	Bidder response and evidence for requirement five

4. Bidder eligibility

To be eligible, a bidder must confirm each of the following:

- Legal status: Description of the legal status a bidder must hold
- Experience: £45.00
- Insurance held: Description of the insurance cover a bidder must hold
- Certification held: Description of any certification a bidder must hold
- Exclusion check: confirmation that the bidder is not excluded from supplying for Grounds on which a bidder would be excluded

5. Submission instructions

- Format of submission: Format in which bids must be submitted
- Place for submission: 14 Oakfield Road, Birmingham B17 9JH
- Number of copies required: Number of copies required
- Deadline for questions from bidders: Deadline for questions from bidders
- How answers to questions will be shared: Method for sharing answers to bidder questions
- Validity period required: bids must remain valid for November 2026 from the submission deadline.
- Pricing schedule to be completed: Description of the pricing schedule bidders must complete

Late submissions will not be evaluated unless Circumstances in which a late submission would still be accepted applies. Bidders must not contact any person other than Sarah Mitchell about this tender while it is open.

6. Evaluation criteria

Bids that pass every mandatory gate below proceed to weighted scoring. The weights below are the weights for this tender; they must add up to one hundred percent.

Evaluation criterion	Weight	What a strong bid shows	Score awarded
Technical fit and quality	Weight for technical fit	Meets every mandatory requirement, with evidence from comparable work and a	Score awarded for technical fit and quality

	and quality	credible delivery plan.	
Price and total cost	£45.00	Complete pricing with no blank lines, showing total cost over the full contract period.	£45.00
Delivery and timescales	10:30 am	Realistic dates, named resources, and a plan for handling delays.	10:30 am
Service and support	Weight for service and support	Clear support arrangements, response times, and a named account contact.	Score awarded for service and support
Risk and compliance	Weight for risk and compliance	Insurance, certification, and data protection arrangements evidenced and current.	Score awarded for risk and compliance
Total weighted score	£45.00	Add the weighted scores for the criteria above. The highest total does not guarantee award if a mandatory gate has failed.	£45.00

Scoring scale: 5 means the bid exceeds the requirement with strong evidence; 4 means it meets the requirement with some areas exceeded; 3 means it meets the requirement; 2 means it partly meets the requirement and improvement is needed; 1 means it does not meet the requirement. Mandatory gates: Description of each mandatory gate that a bid must pass before weighted scoring.

7. Tender timetable

Stage	Date	Responsibility
Tender issued	9 November 2026	Sarah Mitchell
Deadline for bidder questions	Deadline for questions from bidders	Sarah Mitchell
Deadline for submissions	Deadline for tender submissions	Sarah Mitchell
Evaluation period	November 2026	Sarah Mitchell
Clarification meetings, if needed	9 November 2026	Sarah Mitchell
Intended award date	9 November 2026	Sarah Mitchell
Contract start date	9 November 2026	Sarah Mitchell

8. Contract terms in summary

- Contract period: November 2026
- Payment terms: £45.00
- Performance measures: Performance measures that will apply under the contract
- Termination rights: Summary of termination rights under the contract as agreed at the meeting.
- Confidentiality requirement: Summary of the confidentiality requirement under the contract as agreed at the meeting.

This summary does not replace the full contract terms. The full terms are set out in JOB-1042 and the successful bidder will be asked to accept them before signature.

9. Clarification log

Record every bidder question and the answer issued, so that all bidders receive the same information.

Question number	Date received	Question asked	Answer issued	Date answer issued
Clarification question number one	9 November 2026	Text of clarification question one	Answer issued to clarification question one as agreed at the meeting.	9 November 2026
Clarification question number two	9 November 2026	Text of clarification question two	Answer issued to clarification question two as agreed at the meeting.	9 November 2026

Signatures

Role	Name	Signature	Date
Tender owner	James Patel	James Patel	James Patel
Approver	Helen Morris	Helen Morris	Helen Morris