
World Transplant Games Invitation to Quote (ITQ) Games Medals

1st February 2019

v001

Section A – Introduction

1.0 Requirements

- 1.1 Quotations are requested for the provision of Medals to support all competitions, sporting tournaments and commemorative requirements of the World Transplant Games 2019.
- 1.2 NewcastleGateshead Initiative (NGI) is seeking provision of Medals for the World Transplant Games 2019. NGI's detailed requirements are defined in Section 2 - Specification.
- 1.3 Any queries relating to this document and/or Invitation to Quote quotation (ITQ) process should be sent to:

Sophie Hardwick

0191 4405754

sophie.hardwick@ngi.org.uk

Please note: If you wish NGI to treat a query (and answer) as confidential, you must state this when submitting your query. If, in the opinion of NGI, the query is not confidential, NGI will inform you and you will have an opportunity to withdraw it. If the query is not withdrawn, the response will be published on the relevant ITQ page on <http://www.ngi.org.uk/> to enable all companies interested to have the same submission information. The name of the company raising the question will not be published.

- 1.4 Please note NGI will undertake due diligence checks on the selected provider prior to contract.

2.0 Background

- 2.1 The World Transplant Games 2019 will take place in and around NewcastleGateshead from 17th – 24th August 2019. We are anticipating attendance from around 2500-3000 participants from over 60 different nations.
- 2.2 The World Transplant Games is the largest organ donor awareness event in the world. Held every two years, the Games are open for participation by athletes aged from 4 to 80+ years who have undergone lifesaving transplants. The Games comprises seven days of competition across around 16 sports and social gatherings for all delegates.
- 2.3 NewcastleGateshead Initiative (NGI) is the lead delivery partner, working closely with MLS Contracts Ltd, Transplant Sport UK and the World Transplant Games Federation who awarded the Games to NewcastleGateshead.
- 2.4 The UK hosting of the World Transplant Games 2019 provides a fantastic opportunity to raise awareness of donor registration and the benefits of a healthy lifestyle, alongside the opportunity to showcase the North East of England to a large contingent of national and international visitors.
- 2.5 For more information, visit: <http://worldtransplantgames.org/>

3.0 Timetable

3.1 Please see set out below the timescale associated with this ITQ:

Stage	Date and time
Issue quotation request	Friday 1 st February
Deadline for any queries	Wednesday 13 th February 2019 at 1pm
Quotation response deadline	Friday 15 th February 2019 at 1pm
Evaluation of responses	Friday 22 nd February 2019
Contract award	Tuesday 26 th February
Medal delivery date	Friday 26 th July 2019

4.0 Clarification Process

4.1 Any queries relating to this ITQ should be sent to:

Sophie Hardwick
sophie.hardwick@ngi.org.uk

The deadline for queries is **Wednesday 13th February at 1pm.**

5.0 Responses

5.1 The completed ITQ should be sent via email to:

Sophie Hardwick
sophie.hardwick@ngi.org.uk

Responses should be issued by **Friday 15th February 2019 at 1pm.**

5.2 Responses should include the following information:

Item	
1	Section C, Part 1, Organisation Details
2	Section C, Part 2, Completed responses to Quality questions
3	Section D, Completed Pricing Information
4	Section E, Signature Form

6.0 Evaluation of Quotations

6.1 Each response will be evaluated on a weighted combination of Price (50%) and Quality (50%). The quality questions are outlined in Section C.

- 6.2 The Price percentage will be scored as follows: (Lowest compliant bid price ÷ Potential Provider's price) × 50%
- 6.3 The quality score will then be added to the price score to give an overall score for that organisation.

Section B - Specification

1.0 Specification

- 1.1 We require a supplier to provide the design, source, manufacture and deliver the medal requirement for the World Transplant Games 2019.
- 1.2 Indicative budget is £7,000-10,000.
- 1.3 The current medal requirement is as follows:
 - **The Main Games Medals** (850 Gold, 850 Silver, 1055 Bronze)
 - **Gift of Life Run/Donor Run Medals** (1000)
 - **Commemorative Medals for all participants** (3000)
- 1.4 The quote should include providing at least 1 design option for each medal type.
- 1.5 The quote should also include the thickness and size of medals, and the cost for at least one alternative option if possible.
- 1.6 Any discounts, in-kind benefits or commitment to support the event would be valued by the Local Organising Committee.
- 1.7 The logo that should feature on the front side of all Medals as follows:



- 1.8 The Corporate guidelines for the use of the World Transplant Games logo and accompanying fonts is in Appendix 1.
- 1.9 The design for each medal type should vary according to requirements. Our guidance for each design type are as follows:
 - **The Main Games Medals** (850 Gold, 850 Silver, 1055 Bronze) – Imprinted/die cut design of a high quality feel in 3 different colours.

- **Gift of Life Run/Donor Run Medals** - (1000) “2019 Gift for Life 5k Run” – This medal can be less expensive than the Main Games Medals.
- **Commemorative Medals for all participants** (3000) – potentially die cut or with logo colour to differentiate from Main Games Medals – Again this medal can be less expensive than the main medal.

- 1.10 All Medals should have a ribbon which is either designed in keeping with the look and feel of the Games and/or carries the main event logo.
- 1.11 All medals could have a space for participants to choose to have their name and country engraved on the back (as per the photos), dependent on costs.
- 1.12 Examples of medals designs for previous World Transplant Games are in Appendix 2.
- 1.13 A sample of the intended medal and design for each medal type will be required for sign-off.
- 1.14 The Medals are required to be with NGI by the week ending Friday 26th July, your submission should provide the key dates for design and sign off that would achieve this delivery date.

Section C – Supporting Information

Part 1 – Organisation Details

A-1 Name of your organisation:

A-2 Registered office (if applicable):

A-3 Trading address (if different from registered office):

A-4 Organisation Registration Number (if applicable):

A-5 Is your organisation a:

- Sole Trader
- Partnership
- Public Limited Company
- Private Ltd Company
- Voluntary & Community Sector
- Charity
- SME (Small and Medium Enterprise)
- Other

<input type="checkbox"/>
<input type="checkbox"/>
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If you selected other, please specify:

A-7 If the Company is a member of a group of companies, please give the name and address of the ultimate holding company

A-8 Name of person to whom any queries relating to this quote should be addressed

A-9 Telephone

A-10 Email

A-11 Address
(if different to the Address above)

Please confirm that your company can deliver all requirements the timescales as detailed in the Specification (Section B)	Yes / No
Please confirm that your company implements due diligence procedures for its direct subcontractors to ensure that there is no slavery or human trafficking in its supply chains and that you will notify us, of any actual or suspected slavery or human trafficking in a supply chain which has a connection with this Agreement.	Yes / No

Part 2 – Quality Questions

As indicated in Section A, quality will amount for 50% of the evaluation to decide which quote to accept.

Question Number	Question Name	Question and Details
1	Track record	Please provide samples (<i>emailed photos and/or physical samples</i>) of 3 previous medals that you have designed and delivered for similar events.
2	Design	Please provide your first draft proposed design and specification (thickness and size) for each of the 3 medal types required. <i>Please note we may not choose this design however this will give us an indication of the way your company would approach the design.</i>
3	Timeline	Please provide key dates for design, feedback and amends, sign off and delivery of the medals as per the specification.
4	Manufacture	Please indicate where and which organisation will manufacture the medals and how you would guarantee delivery by the required date at the quality standards required (<i>see T&Cs</i>).
5	References	Please provide 2 references for previous medal projects you have delivered.

Section D – Pricing Information

As indicated in Section A, pricing will amount for 50% of the evaluation to decide which quote to accept.

Please insert your costs for each element of delivery in the table below. All costs must be in pounds sterling and exclusive of VAT.

The submitted price should remain valid for a minimum period of 90 days.

Organisation Name
Price exclusive of VAT
Design Samples/Prototypes Manufacture of each medal type <ul style="list-style-type: none">- The Main Games Medals (850 Gold, 850 Silver, 1055 Bronze)- Gift of Life Run/Donor Run Medals (1000)- Commemorative Medals for all participants (3000) Delivery (Please include any other costs you see as forming part of this project delivery). Quotation total:
Please let us know of any discounts in-kind benefits or commitment to support the event that you are reflected in the costs you've provided above:

Section E – Signature Form

Request for Quotation for: Medals for the World Transplant Games 2019



I the undersigned hereby declare by marking an X in the box:

- that the information provided is complete and accurate;
- that the price is our best offer;
- that no collusion with other organisations has taken place in order to fix the price;
- to be subjected to the terms and conditions in Appendix 3;
- that no works/goods/supplies/services will be delivered or undertaken until both parties have executed a form of order and an instruction to proceed has been given by NGI in writing.

Name

Position Held.....

Dated

Appendices

Appendix 1 – WTG Branding Guidelines

Appendix 2 – Past Medal Examples

Appendix 3 – Terms and Conditions