

Tender for Mobile Phone Contract

This "Invitation to Tender" will be published on the Doncaster Chamber's website and organisations wishing to supply should submit a proposal addressing these key points, using the same headings.

The decision to place an order for goods or services will be made on the following criteria:-

- Price/value for money
- Quality of product and/or service
- Speed of delivery
- Doncaster Chamber membership

Please read the [Doncaster Chamber Procurement Policy](#) before completing this tender.

A. Please tender for all of the following items:

Provider to provide the following Handset (or Similar) / equipment FREE of charge

- X16 iPhone SE 16GB Handsets

Contract to include the following

- Unlimited Minutes UK & EU.
- Unlimited Texts UK & EU.
- 3GB / 4G Data.
- Minimum 500MB EU Data.
- X3 Mobile Broadband Sims all 3GB / 4G Data.
- 2 year fixed period.
- Ongoing service of phones if unforeseen issues.

B. Timescale

Contract to start 5 July 2017

C. Delivery Process

All goods to be delivered free of charge to Doncaster Chambers head office address.

D. Budget

In order to demonstrate value for money please break down your fees relative to the different aspects of the project. This will allow for ease of comparison.

E. Proposals

Please complete your proposal for this work by addressing all the points in this tender clearly and concisely. Please also enclose any other information that you feel would support your proposal, including any added value you will bring.

You should also include details of the following:

1. How you will deal with any unforeseen circumstances such as illness and any staff in place to work on the project if necessary, again with experience etc as above.
2. At least two referees relating to work of a similar nature, undertaken during the past 2 years.

All proposals should be sent by email for the attention of: Claire Chadbourne, Finance Manager, cchadbourne@doncaster-chamber.co.uk

Proposals should arrive at Doncaster Chamber no later than 12:00 noon on Thursday 31 April 2017.

The chosen organisation will be informed by 15 May 2017, if you have not received confirmation by this date you have been unsuccessful on this occasion. Feedback can be provided on request. Please do not let this deter you from submitting tenders in the future.

Decisions will not be determined by the costs quoted alone, and all decisions made by the Chamber will be final.

Claire Chadbourne
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