**Invitation to tender for the provision of** **Media Disposal from S4C’s tape library at Parc Ty Glas, Llanishen, Cardiff.**

Issued: 16th February 2023

Site Visit: Afternoon, 28th February 2023

Deadline for receipt of request for clarification: 12:00 (midday) 3rd March 2023

Deadline for receipt of tender responses: 12:00 (midday) 23rd March 2023

THIS DOCUMENT IS ALSO AVAILABLE IN WELSH

**Introduction**

This document invites tenders from individuals, companies and organisations interested in and capable of supplying to S4C **requirements around the disposal of its tape media from its library at Parc Ty Glas, Llanishen Cardiff CF145DU -** as more specifically described in the following pages.

This Invitation to Tender (“ITT”) is divided into the following parts:

Part 1 Background Information

Part 2 Contract Specific Information

Part 3 Information to be included in Tender Responses

Part 4 Outline of Tender Process and Requests for Further Information

Part 5 Evaluation Criteria and Contract Award

Part 6 Legal Notes

Appendix 1 Schedule of requirement

Appendix 2 Draft Contract

Appendix 3 Evaluation Matrix

Appendix 4 Basic Information Form

**Please read this Invitation to Tender carefully. Tender responses that do not comply with the requirements set out in this Invitation to Tender may not be evaluated as part of this tender process.**

**Please note that this tender process, including this Invitation to Tender, is subject to the legal notes set out in Part 6.**

**Part 1 Background Information**

**1.1** **S4C**

S4C is the only Welsh language television channel and one of the UK's five public service television broadcasters. It is an independent broadcasting authority established under the Broadcasting Act 1981, and regulated by the Communications Act 2003 and the Broadcasting Act 1990.

For further information about S4C, please refer to the Annual Report 2021/22, available on S4C’s website (s4c.cymru) or by contacting the Viewers’ Hotline:

Tel: 0870 600 4141

hotline@s4c.cymru

**1.2 The Content Publication Department**

This tender is being conducted by the Content Publication Department within S4C. The Content Publication Department is responsible for the publication of S4C’s procured programming across multiple platforms.

**1.3 Contract Specific Background Information**

S4C is seeking through this tender process to appoint a company to manage and implement the removal and disposal of media and equipment from its tape library at Parc Ty Glas, Llanishen within a fixed period.

Further information about the contract and S4C’s requirements is set out in Part 2.

**1.3 Site Visit and Further Information**

Tenderers are invited to attend a site visit at S4C’s Parc Ty Glas on 28th February 2023 to view the site and ask questions regarding the requirements and asses access & egress. S4C anticipates that the site visit should take no longer than 2 hours. It will not be possible to accommodate site visits at any other time. All questions will be collated and shared after the visit on the Sell2Wales tender website.

Tenderers should e-mail **Nerys.Jones@s4c.cymru** before midday, 24th February to advise S4C whether they will be attending the site visit and provide:

* names of attendees and responsibilities
* vehicle details for parking

\*Note – This e-mail address should not be used to solicit any further information regarding the Tender and S4C will not be responding to such enquiries. See Part 4.5 for further information.

**Part 2 Contract Specific Information**

**2.1 Scope of contract**

The successful Tenderer will be required to remove and dispose of media and equipment from S4C’s tape library at Parc Ty Glas, Llanishen in line with the Schedule of Requirements at Appendix 1.

Specifically, the successful Tenderer will be required to clear the library space by removing approximately 400,000 media items, consisting of approximately 300,000 professional and 100,000 non-professional tapes, and subsequently arranging the safe and certified disposal of said tapes. The library space should also be cleared of all ancillary equipment including but not limited to boxes etc.

All works on site, required as part of this tender, must be completed by the end of 9th June 2023 – the disposal of the tapes can be completed at a later date but within a twelve month period.

Tenderers will also be required to carry out all planning requirements as part of the service to include equipment, consumables and transport as well as preparing health and safety documentation, risk assessments and any other documents as may be relevant.

**2.2 Contract Duration and Terms**

The draft contract is attached at Appendix 2.

The contract is expected to begin as soon as practicable once the tender has been awarded, anticipated to be mid-April.

S4C is conducting this tender process using an open competitive process under the Public Contracts Regulations 2015 and therefore no negotiation of the draft contract is permissible. Amendments to the draft contract to reflect the successful tender response and/or to clarify the terms of the draft contract only are permitted. By submitting a tender response Tenderers are agreeing, if successful, to enter into a contract with S4C in the form set out in Appendix 2. Tenderers are asked to note in this context the provisions of Part 6.3.

**2.3 Parent Company Guarantees and Consortia**

Please note that S4C may require the successful Tenderer to provide a parent company guarantee. If a consortium submits a tender response which is acceptable to S4C, S4C may in its discretion require: (i) the consortium to form a legal entity before entering into the contract; and/or (ii) joint and several liability of all consortium members; and/or (iii) guarantees and/or undertakings by some or all of the consortium members in respect of some or all other consortium members.

**2.4 Anticipated Cost**

S4C estimates that the services should be capable of being provided in accordance with S4C’s requirements for a total cost of approximately £200,000.00 (exclusive of VAT). Applications which present a lower figure will be welcomed.

**Part 3 Information to be Included in Tender Responses**

**3.1 Required Information**

Tenderers should provide the following information as part of the tender response in order to demonstrate in detail how S4C’s requirements will be met:

1. Completed **Basic Information Form** in the form set out in Appendix 4.
2. Method statement setting out how the Tenderer intends to plan, implement and perform the services to include:

* How it will manage the project and how it will work with S4C to achieve its aims;
* the relevant experience of the key personnel involved;
* The proposed method of safely disposing approximately 300,000 professional tapes (e.g. U-matic/BetaSP/Digibeta/BetaSX/HDCAM, HDCAMSR, LTO & other) and 100,000 non-professional tapes (e.g. VHS/CDs/Floppy disks);
* Clearance of all other ancillary objects such as boxes;
* Details of all consumables and equipment intended to complete the service;
* Details of the intended method of transportation and whether this will involve local companies or the Tenderers own resources;
* description of how compliance with all relevant legislation (including health and safety legislation) will be achieved and risk assessments to be completed;
* a description of how best practice (e.g. sustainability/environmental considerations) will be ensured when disposing of the tapes;
* Timeline for the proposed plan.

1. A comprehensive description of the relevant experience of the Tenderer in the last three years to include details of up to three contracts relevant to the services in this ITT detailing the customer name, contract dates, contract value and description of the contract delivered.
2. Details of the fee for the services including a complete detailed budget and a payment schedule (see part 3.2 for more information). Tenderers should also detail, separately, the cost per unit for extra professional and non-professional tape disposal.

Tenderers may include additional information where relevant to their tender responses, but tender responses should not include any extraneous information not specifically requested or required by the ITT including, for example, sales literature and standard terms of trading.

Tender responses must remain open for a period of 3 months from the date for submission of tender responses.

If at any time the Tenderer becomes aware that any information which it has provided to S4C in connection with this tender process is incomplete, inaccurate or misleading in any respect or has ceased to be correct, S4C must be immediately notified thereof.

**3.2 Fee**

S4C requires the services to be provided for a fixed fee to include any set up costs, account management, administration, staffing, meetings and all other costs and expenses incurred in providing the service. This fixed fee must be expressed in or converted into pounds sterling, exclusive of VAT and must be fixed for the duration of the contract.

Tenderers are also requested to provide a payment schedule. S4C’s initial suggestion is as follows (other suggestions will be considered):

* 25% upon signature of contract
* 25% upon completion of milestone X
* 25% upon completion of milestone X
* 12.5% upon completion of milestone X
* 12.5% upon completion of full disposal and proof of destruction

**3.3 Maximum Pages**

Tenderers should seek to be concise in drafting their response to this ITT. Tender responses should not exceed 10 A4 pages in length and the font size should be no smaller than Georgia 10. S4C retains the right to exclude from the tender process any tender response that does not conform with this requirement.

The above page limit does not include any documents annexed to the main tender document.

**Part 4 Outline of Tender Process and Requests for Further Information**

**4.1 Outline of Tender Process**

The tender process will involve the following stages:

Stage 1 Site Visit of S4C Parc Ty Glas Library 28/02/23 (pm)

Stage 2 Deadline for requests for clarification 12:00, 03/03/23

Stage 3 Provide responses to request for clarification 08/03/23

Stage 4 Deadline for receipt of tender responses 23/03/23

Stage 5 Evaluation of tender responses begins 24/03/23

Stage 6 Notification of results of evaluation 30/03/23\*

Stage 7 Signature of contract 11/04/23\*

*Please note that dates marked \* may be subject to change.*

**4.2 Submission of Tender Responses**

Tenderers are required to submit a tender response in Welsh or English in accordance with the requirements of this ITT electronically by the deadline for receipt of tender responses set out in Part 4.1 above.

To register your interest in this tender, obtain any additional information and submit a response please visit the Sell2Wales Web Site at <https://www.sell2wales.gov.wales/Search> and search for

‘**Tender for Media Disposal from S4C’s tape library’**

Tenders may be submitted in Welsh or English. A tender submitted in Welsh will be treated no less favourably than a tender submitted in English.

NO TENDER RESPONSES RECEIVED AFTER THE DEADLINE FOR RECEIPT OF TENDER RESPONSES SET OUT IN PART 4.1 ABOVE OR RECEIVED BY S4C AT AN ADDRESS OTHER THAN THAT SET OUT ABOVE WILL BE CONSIDERED AND ANY SUCH TENDER RESPONSES WILL BE EXCLUDED FROM THIS TENDER PROCESS.

S4C accepts no responsibility for the shortcomings of any delivery system or for any lost, delayed or defective tender responses. It is up to Tenderers to ensure that their tender responses (and any attachments) are prepared in good time (taking into account the possibility of staff absences or technical failures) and are submitted in advance of the deadline for receipt of tender responses set out in Part 4.1 above.

**4.3 Consideration of Tender Responses and Notification of Result**

S4C will consider all tender responses received by S4C in compliance with the requirements detailed in this ITT in accordance with the procedure and criteria detailed in Part 5 below. The award of the contract will be based on S4C’s assessment of the tender response that is the most economically advantageous in accordance with the criteria set out in Part 5 below. All Tenderers who submitted a tender response will be notified of the outcome of S4C’s evaluation by email. See further Part 5.4 below.

**4.4 Clarification of Tender Responses**

S4C may require Tenderers to provide further information and/or clarification of any matters contained in their tender responses.

**4.5 Requests for Further Information**

All contact in relation to this tender process including any requests for further information and/or guidance in completing tender responses must be made via the Sell2Wales Web Site as noted above.

Tenderers must not in any way canvass or solicit information relating to this tender process from any other officer, employee, agent or adviser of S4C.

Tenderers are encouraged to identify any further information and/or guidance that they may require in connection with this tender process as early as possible. The deadline for submission of requests for further information and/or guidance is set out in section 4.1 above. Any requests received after this deadline will not be considered. S4C will endeavour to deal promptly with all requests received before this deadline.

In the interests of fairness and transparency please note that all requests for further information and/or guidance in respect of this tender process and S4C’s responses to such requests will be disclosed to all Tenderers via the Sell2Wales Web Site as noted above.

If Tenderers consider any request for further information and/or guidance which they make to be commercially sensitive, they must clearly mark the request as “commercially sensitive” and supply the reasons why they consider it to be commercially sensitive. Please note, however, that S4C will determine, in its sole discretion, whether it considers any such request to be commercially sensitive. If S4C determines that a request is commercially sensitive S4C will not disclose the request or its response to such request to other Tenderers. If S4C determines that a request is not commercially sensitive it will inform the Tenderer. If the Tenderer agrees that the request is not commercially sensitive S4C will respond to the request and will be entitled to disclose the request and its response thereto to all Tenderers. If the Tenderer does not agree that the request is not commercially sensitive or does not inform S4C whether or not it so agrees within a period of one working day, the request shall be deemed to be withdrawn and S4C will not respond to it. Nothing in this paragraph will be interpreted or construed as limiting in any way S4C’s ability to disclose any information to any person in complying with its freedom of information obligations as outlined in Part 6.6 below.

Any requests and any responses thereto which are disclosed to all Tenderers will be deemed to form part of this ITT.

**Part 5 Evaluation Criteria and Contract Award**

**5.1 Compliance Testing**

Prior to commencing formal evaluation of tender responses, S4C will check tender responses, in particular the Basic Information Form, to ensure that they are fully compliant with the requirements of the ITT. Non-compliant tender responses may be rejected. Details provided in the Basic Information Form will not be evaluated, but Tenderers may be excluded if a positive response to any question is given in Section 2 or if the minimum required level of indemnity cover cannot be provided in accordance with Section 4.

Fully compliant tender responses will be evaluated by S4C in accordance with the provisions set out in this Part 5.

**5.2 Evaluation**

The contract will be awarded on the basis of the most economically advantageous tender. To assess which tender response is the most economically advantageous, a panel of S4C representatives will evaluate and score all responses to this ITT in accordance with the following criteria and weightings:

**Compliance Questions:**

|  |  |  |
| --- | --- | --- |
|  | **Evaluation Criteria** | **Evaluation Method** |
| **Basic Information Form:** |  |  |
| Section 1 | Basic Information about the Tenderer | Not scored, but must be completed |
| Section 2 | Basis for Mandatory Exclusion | **Acceptable** – Completed with each response being “No”, or “Yes” with evidence of acceptable remedial action  **Unacceptable** – Incomplete or any one or more responses being “Yes” without evidence of acceptable remedial action. |
| Section 3 | Basis for Discretionary Exclusion | **Acceptable** – Completed with each response being “No”, or “Yes” with evidence of acceptable remedial action  **Unacceptable** – Incomplete or any one or more responses being “Yes” without evidence of acceptable remedial action. |
| Section 4 | Additional Modules  Insurance | **Acceptable** – Completed with each response being “Yes”  **Unacceptable** – Incomplete or any one or more responses being “No”. |
|  | Equality | **Acceptable** – Completed with response to Q1 and Q2 being “No”, or “Yes” with evidence of acceptable remedial action, and with response to Q3 being “Yes”.  **Unacceptable** – Incomplete or response to Q1 and/or Q2 being “Yes” without evidence of acceptable remedial action, and/or response to Q3 being “No”. |
|  | Environmental Management | **Acceptable** – Completed with response to Q1 being “No”, or “Yes” with evidence of acceptable remedial action, and with response to Q2 being “Yes”.  **Unacceptable** – Incomplete or response to Q1 being “Yes” without evidence of acceptable remedial action and/or response to Q2 being “No”. |
|  | Health and Safety | **Acceptable** – Self-certification completed and response to Q2 being “No”, or “Yes” with evidence of acceptable remedial action and response to Q3 being “Yes”.  **Unacceptable** – Self-certification incomplete or response to Q2 being “Yes” without evidence of acceptable remedial action and/or response to Q3 being “No”. |
|  | Data Protection | **Acceptable** – Self-certification completed and response to Q2 being “No”, or “Yes” with evidence of acceptable remedial action and response to Q3 being “Yes”.  **Unacceptable** – Self-certification incomplete or response to Q2 being “Yes” without evidence of acceptable remedial action and/or response to Q3 being “No”. |
| Section 5 | Declaration | Not scored, but must be completed |

**Qualitative questions**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Award Criteria** | **Information to be Assessed** | **Evaluation Questions (How will S4C evaluate the response)** | **Weighting** |
| Method Statement | How it will manage the project and how it will work with S4C to achieve its aims;  The relevant experience of the key personnel involved;  The proposed method of safely disposing approximately 300,000 professional tapes (e.g. U-matic/BetaSP/Digibeta/BetaSX/HDCAM, HDCAMSR, LTO & other) and 100,000 non-professional tapes (e.g. VHS/CDs/Floppy disks);  Clearance of all other ancillary objects such as boxes;  Details of all consumables and equipment intended to complete the service;  Details of the intended method of transportation and whether this will involve local companies or the Tenderers own resources;  Description of how compliance with all relevant legislation (including health and safety legislation) will be achieved and risk assessments to be completed;  A description of how best practice (e.g. sustainability/environmental/data considerations) will be ensured when disposing of the tapes;  Timeline for the proposed plan. | Has the Tenderer explained how it will manage the project and how it will work with S4C to achieve its aims;  Has the Tenderer described the relevant experience of the key personnel involved;  Has the Tenderer described the proposed method of safely disposing the professional tapes and non-professional tapes;  Has the Tenderer described how it will complete the clearance of all other ancillary objects such as boxes;  Has the Tenderer provided details of all consumables and equipment intended to complete the service;  Has the Tenderer provided details of the intended method of transportation and whether this will involve local companies or the Tenderers own resources;  Has the Tenderer described how it will comply with all relevant legislation (including health and safety legislation) and which risk assessments will be completed;  Has the Tenderer described how best practice (e.g. sustainability/environmental/data considerations) will be ensured when disposing of the tapes;  Has the Tenderer provided a timeline for the proposed plan. | **10%**  **5%**  **5%**  **5%**  **5%**  **5%**  **5%**  **5%**  **10%** |
| Relevant experience | A comprehensive description of the relevant experience of the Tenderer in the last three years. | Has the Tenderer included details of up to three contracts relevant to the services in this ITT detailing the customer name, contract dates, contract value and description of the contract delivered? | **15%** |
| Fee | Details of the fee for providing the services including a complete detailed budget and details of cost per unit for extra professional and non-professional tape disposal. | Has the Tenderer provided a detailed budget of its fee(s) for providing the service?  Has the Tenderer provided detail, separately, for the cost per unit for extra professional tape disposal?  Has the Tenderer provided detail, separately, for the cost per unit for extra non-professional tape disposal? | **20%**  **2.5%**  **2.5%** |
| Payment Schedule | Details of the payment schedule proposed by the Tenderer. | Has the Tenderer provided a payment schedule detailing when each payment will be due? | **5%** |

Please find attached at Appendix 3 the matrix setting out how the information required at part 3.1 above will be evaluated in accordance with these criteria.

**Fee Evaluation**

S4C will evaluate the fee(s) provided by all Tenderers using the following formula: lowest fee provided as part of the tender divided by the Tenderer’s submitted fee. S4C may exclude responses that have provided abnormally low fees. The fee is weighted at **20%, 2.5% and 2.5%** as described above.

**5.3 Disqualification of Tender Responses/Tenderers**

S4C reserves the right to disqualify a tender response and/or a Tenderer from this tender process at any time if:

(a) a tender response does not comply in any respect with the requirements of this ITT;

(b) any information provided to S4C by the relevant Tenderer is incomplete, inaccurate or misleading in any respect or ceases to be correct;

(c) the Tenderer has colluded with any person in relation to or in connection with its or any other Tenderer’s tender response.

Disqualification of any tender response or Tenderer will be without prejudice to any other rights or remedies of S4C.

**5.4 Contract Award**

Subject to the provisions of Part 6.1 below and following completion of the evaluation of tender responses, S4C will inform Tenderers of the results of the evaluation. The Tenderer whose tender response has been successful will be required to enter into an agreement with S4C in the form of the draft contract. No contract will be formed unless and until S4C executes the agreement. No oral or written acceptance of any tender or notification that a Tenderer has been successful will constitute a contract.

**Part 6 Legal Notes**

**6.1 No Obligation to Offer the Contract**

Nothing contained in this ITT nor any communication between S4C and a Tenderer regarding the tendering process or the tender response shall constitute a contract for the provision of any service covered by this tender process nor a warranty or a representation that any contract will or may be awarded.

S4C reserves the right to withdraw from and/or abandon and/or defer this tender process at any time, not to award any contract as a result of this tender process, to supplement, revise and/or clarify the terms and conditions of this ITT and/or to require Tenderers to clarify their tender responses and/or to provide additional information in relation thereto.

**6.2 Conflict of Interest**

Tenderers are required to provide details if it is envisaged that there may be a conflict of interest between individuals involved in the application and S4C staff, to enable S4C to ensure that it assigns staff to the tender process that have no personal relationship with any Tenderer or consortium member of relevant staff.

**6.3 Draft Contract**

The draft contract for the provision of the Media Disposal from S4C’s tape library is set out in Appendix 2.

By submitting a response to this ITT, Tenderers are indicating their acceptance of the terms of the attached draft contract. S4C reserves the right to amend the draft contract after publication once the details of the winning bid are known to conform with the deal specific terms agreed with the successful applicant.

**6.4 Codes of Practice and Guidelines**

The successful Tenderer will be required to comply with the following codes of practice, legislation and guidelines (amongst others):

* + - Health and Safety Legislation

Each Tenderer should include the cost of complying with the above (including to cost of appropriate advice) within the application. Many of these guidelines are available on the S4C Production Website which is available at: http://www.s4c.cymru/en/production/page/1154/guidelines/.

**6.5 Freedom of Information**

S4C is subject to the provisions of the Freedom of Information (“FOI”) Act 2000. If any Tenderer considers that any information supplied by it to S4C pursuant to this ITT is commercially sensitive or confidential in nature, this should be highlighted explicitly and the reasons for its sensitivity set out in full in the tender response. Please note, however, that identifying information as confidential or commercially sensitive does not guarantee that it will be exempt from disclosure. S4C retains the discretion to decide whether or not particular information is exempt from disclosure.

**6.6 Data Protection**

By submitting a response, you confirm that you have informed all individuals identified in the tender response that you will share their personal data in this way. You acknowledge that S4C will process all personal information provided as part of your response in accordance with the General Data Protection Regulation 2016 and the Data Protection Act 2018. S4C’s Privacy Notice is available at [www.S4C.cymru,](http://www.s4c.cymru/) and you will inform every individual whose personal details are provided to S4C of this clause 6.6. S4C will process any personal data provided in your tender response on the basis that it is in yours and S4C’s legitimate interest to process all data provided by you as part of the tender response for the purpose of evaluating the tender response.

**6.7 Confidentiality and Publicity**

By submitting a response to this tender, Tenderers agree to keep confidential any information which is disclosed or otherwise made available to them by S4C in any medium whatsoever during or in connection with this tender process. Tenderers shall not to use such information for any purpose other than the preparation of the tender response and shall not to disclose such information to any person other than in confidence and on a need to know basis to those persons who are directly involved in the preparation of the tender response. Such obligations of confidentiality shall not apply to documents already in the public domain at the time it is disclosed or made available to them by S4C.

By submitting a response to this tender Tenderers agree not to, and agree to ensure that their employees do not, issue any publicity of any kind (including but not limited to notices via social networking sites such as Facebook or Twitter or otherwise) regarding the subject of this tender or any decision of S4C in relation to any element of this tender unless S4C has provided prior written consent to such communication.

**6.8 Disclaimer**

S4C gives no warranty or representation regarding the completeness or accuracy of any information contained in this ITT and any reliance placed on any such information by you is at your own risk.

**6.9 Tender Costs**

Each Tenderer shall be responsible for its own costs and expenses incurred in connection with this tender process. S4C will not under any circumstances contribute towards any such costs and expenses.

**6.10 Amendments to Tender Documents**

S4C reserves the right to make changes to the tender documents prior to the deadline set out in Part 4.1 above. To allow time for such amendment to be taken into account S4C may, at its discretion, extend the dates set out in Part 4.1 above.

**6.11** **Copyright**

S4C owns the copyright in the ITT and any other materials issued or made available by S4C. Tenderers are not permitted to copy, reproduce, use or issue copies of the ITT or such materials (or any part thereof) other than as and to the extent strictly required for the preparation and submission of their tender responses.

**6.12 Non-Collusion**

By submitting a response to this ITT, each Tender certifies that:

1. the tender response is bona fide and intended to be competitive;

2. the Tenderer has not fixed or adjusted the response by or under or in accordance with any agreement or arrangement with any other person or required any other Tenderer to do the same; and

3. the Tenderer has not communicated to any person other than S4C the amount or approximate budget or price of the tender response, except where the disclosure, in confidence, was necessary to obtain insurance premium or other quotations required for the preparation of the tender.

**6.13 Inappropriate Conduct**

If a Tenderer or an appointed advisor to a Tenderer makes any attempt to inappropriately influence this tender process or the award of the contract in any way, S4C may disqualify that Tenderer’s tender response in S4C's absolute discretion. Any direct or indirect canvassing by a Tenderer or an appointed advisor to a Tenderer in relation to this procurement or any attempt to obtain information from any of the employees or agents of S4C concerning another tendering organisation may result in disqualification at S4C’s sole discretion.

**6.14** **Governing Law**

This ITT shall be governed by the laws of England and Wales and each Tenderer agrees, by returning a tender response, to submit to the exclusive jurisdiction of the courts of England and Wales.

**APPENDIX 1**

**Schedule of Requirements**

**Site address:**

**S4C Parc Ty Glas, Llanishen, Cardiff. CF14 5DU**

**Map

Description automatically generated**

**Timeline

Description automatically generated**

**Requirements**

**(Please note that we strongly recommend interested parties to attend the site visit).**

* Project, Site & All Management (in conjunction with client).
* Certified disposal of:
  + 300,000 approx.
    - Professional tapes (e.g., U-matic/BetaSP/Digibeta/BetaSX/HDCAM, HDCAMSR, LTO & other)
  + 100,000 approx.
    - Non-professional tapes (e.g., VHS/CDs/Floppy disks)

* Removal & disposal of above tapes (including boxes etc) & subsequent library racking system
* All labour
  + Including travelling and expenses.
* Transportation
* Consumables & Equipment in relation to the above
* Safety documentation e.g., risk assessments / method statements in relation to the above.

**APPENDIX 2**

**DRAFT CONTRACT**

**SUBJECT TO CONTRACT**

(See attached document)

**APPENDIX 3**

**EVALUATION MATRIX**

|  |  |  |
| --- | --- | --- |
| **Score** | **Category** | **Profile** |
| 0 | Zero Response/ Very poor | Failure to address S4C’s requirements or no evidence has been provided to address S4C’s requirements. |
| 1 | Poor | A poor proposal in terms of addressing S4C’s requirements or supported by poor evidence that such proposals will be delivered, which has major gaps, and is not convincing in many respects or seriously lacks credibility. |
| 2 | Below satisfactory | A proposal that is below satisfactory in terms of addressing S4C’s requirements, or supported by below satisfactory evidence, which has moderate gaps or is unconvincing or irrelevant. |
| 3 | Satisfactory | A satisfactory proposal in terms of addressing S4C’s requirements or supported by satisfactory evidence that such proposals will be delivered, but which has minor gaps or which to a small extent is unconvincing or lacks credibility. |
| 4 | Good | A good proposal to address S4C’s requirements supported by good evidence that such proposals will be delivered that is sufficient (in qualitative terms), convincing and credible. |
| 5 | Excellent | An excellent proposal which addresses and exceeds S4C’s requirements in a way that S4C considers offers deliverable and cost-effective additional functionality, services or standards (as applicable) and which is supported by excellent evidence that such proposals will be delivered which is consistent, comprehensive and compelling. |

**APPENDIX 4**

**BASIC INFORMATION FORM**

(See attached document)