

Response to Tender Guidelines

VERSION: JUNE 2026

This document sets out key details regarding the **tendering process** and the required **form and content of submissions** to the Commission in response to an invitation for or notification of a tendering exercise.

Please read this document in full and in conjunction with any 'Invitation to Tender' cover letter and associated project 'Terms of Reference'.

1. TENDER PROCESS

A short tender document is required setting out the contractor's proposal to deliver the aim and objectives as set out in the project Terms of Reference and associated Invitation to Tender cover letter.

This section provides some information on the **tender process**. Section 2 (below) provides further information on the required **form and content** of the response to tender submission.

1.1. INVITATION TO TENDER.

Invitations to tender for this project will be placed on the 'Invitations to Tender' page available via www.equalityni.org/Tenders

1.2. SUBMISSION OF RESPONSE TO TENDER DOCUMENTATION

Tender documentation must be received by the specified deadline. No late proposals will be accepted.

Proposals may be emailed in Microsoft Word format to Deirdre Diamond (DDiamond@equalityni.org) Tenders may be rejected if complete information is not given at the time of tendering.

The Commission does not undertake to accept the lowest of any tenders or to pay expenses incurred in the preparation or submission of tenders.

Once commissioned, all documents / results of the study will become the property of the Equality Commission for Northern Ireland.

1.3. EVALUATION CRITERIA

Tenders will be evaluated using the following criteria:

- Understanding of requirement
- Capacity to deliver
- Cost
- Timeframe
- Previous relevant experience and expertise (in undertaking similar projects);
- Proposed methodology

1.4. OUTCOMES

The Commission reserves the right to invite selected contractors to attend interview after the submission of tenders.

All contractors will be contacted by letter once the contract has been awarded.

1.5. FREEDOM OF INFORMATION ACT

Under the Freedom of Information Act, the Commission as a public authority may be obliged to disclose information given by you in this exercise if requested.

2. FORMAT AND CONTENT OF SUBMISSIONS

For uniformity and ease of evaluation purposes, tenderers should submit proposals in the following format (where appropriate to the supplied terms of reference):

2.1. EXECUTIVE SUMMARY

Include an **Executive Summary**, reflecting the structure of the response. This should also include a summary of the costs associated with the project.

2.2. UNDERSTANDING OF REQUIREMENTS

Demonstrate concisely your **understanding of project requirements**.

2.3. METHODOLOGY

It is expected that the successful contractor will already be familiar with the area of work outlined within the project's invitation to tender and terms of reference.

Contractors should provide an overview of the methodology which they feel is best suited to fulfilling the objectives of the project.

2.4. OUTPUTS AND TIMETABLE

It is essential that all outputs are rigorous, with a clearly described, rationale.

Contractors are invited to propose a timetable appropriate to the project (indicating key milestones/dates) for delivery of each of the deliverables listed in the Invitation to Tender and Terms of Reference documentation. The timetable should demonstrate a capability to complete the exercise within the stated deadlines and capacity to meet the project requirements by the specified completion date.

2.5. EXPERTISE & EXPERIENCE

The names and CVs of contractor(s); their expertise and experience of related work; how each contractor will allocate their time across the project; and their specific roles and responsibilities within it.

2.6. COSTING

Contractors are invited to outline appropriate costs for the completion of the project. The contractor should present a total cost of the project and related work (including VAT) in pounds sterling; plus a breakdown of costs for each part of the project, showing (where applicable) daily rates and totals for staff.

Contractors should include any other information which adds value to their proposal.

3. ADDITIONAL OPTIONS:

While contractors are required to submit a cost-effective bid to deliver the core elements of the work, they may also wish to give consideration to proposing **optional components** which would enhance the scope or reliability of the work.

In instances where additional options are suggested, contractors should set out in detail the rationale for their optional element(s) and provide *additional and separate* costing for these optional elements.