# Invitation to Tender - Reply Form

## Licence to Sell Uniform and Sportswear

You might like to use this as a basis for your form but please note that it should be tailored to your specific requirements. It is recommended that you include a table with this document which clearly sets out the timeline for your tender process.

When you complete this tender reply form, you must follow the instructions to tenderers in the enclosed/attached Invitation to Tender (ITT) document. Incorrectly completed Tenders will not be considered.

Responses should be written in clear, UK English. Please use the text boxes provided after each question and provide extra information if you deem it necessary.

Please ensure that any assumptions you make when you respond are fully set out so that our evaluation team can understand your intention.

Any appropriate supporting documents you wish to send should be provided either in hard copy or electronic format (specify how you wish to receive them) Please label them clearly and explain which question they relate to.

By submitting a response, you are agreeing that you understand the requirements we have issued, and have adequately addressed all aspects of the tender and the information that we have sent you. It is your responsibility to make sure that you provide accurate information to each question.

### 1. Company Contact Details

|  |  |
| --- | --- |
| **Company Name:** |  |
| **Contact Name & Position:** |  |
| **Telephone:** |  |
| **Email:** |  |
| **Website:** |  |
| **Registered Company Address:** |  |
| **Registered Company Number:** |  |

### 2. Company Information

Please provide details of your company’s experience and expertise in the supply of uniform.

### 3. Supply Model

Please explain the supply model(s) you would propose using to ensure that you can adequately satisfy the uniform buying requirements of the parents/guardians of pupils at ........................................... school.

### 4. Supply Chain

Please provide details of the suppliers and manufacturers you propose using for the main garments for the school. Please include any details of your relationship with these supply partners which are pertinent to your application to tender.

Please identify where you propose to source these garments, and where they will be manufactured. Please include details of the ethical policies in place at these factories.

We must be confident that you have control over the supply chain of the uniform you provide and that any garments sold to parents are fully traceable to the source of manufacturing. Please describe how you regulate and control this.

### 5. Uniform Design

Have you provided any drawing or images of uniform designs to help illustrate your proposal for the school uniform? Please list all relevant attachments in the box below.

**Yes**

**No**

### 6. Pricing Strategy

Please list here the proposed prices for each garment you intend to supply, together with relevant garment details and VAT where applicable on the size scale.

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**. Garment Quality & Durability**

Please provide details as to how you will assure the quality of the proposed garments.

You should include details of quality control procedures, durability, washing requirements/restrictions, materials used, colour fastness, etc.

### 8. Garment Sizing & Tailoring

Please describe how you will ensure you can supply a full range of sizes and how you will guarantee these are as accurate and consistent as possible to both minimise inconvenience to parents/guardians and limit the number of returns. Please include details of any sizing advice or systems which you use to assist with this. Please include relevant examples [of what?] in support of your response.

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**. Case Studies**

Please provide two case studies from schools you currently supply with uniform. Please ensure the reference name you supply is happy to be contacted to confirm your information.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | **Reference 1** | | **Reference 2** | |
| **Client Organisation:** | |  | |  | |
| **Reference Name:** | |  | |  | |
| **Reference Email:** | |  | |  | |
| **Reference Telephone:** | |  | |  | |
| **Brief description of goods & services provided, contract duration, achievements, etc**  **(max. 400 words)** | |  | |  | |
|  | |  | |  | |

### 10. Supporting Documentation

Please list any additional documents you are attaching to support your proposal.

If these attachments are supplementary to a specific question, please identify which question. These attachments could include items such as a copy of your latest published annual accounts or details of additional facilities which you feel would strengthen your application.

**11. Are you a member of the Schoolwear Association and signed up to their Code of Conduct?**

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| --- |
|  |

**Yes No**

If yes, please supply a copy of your membership certificate.