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| Request for Quotation: Project Management of PDM and ERP Implementation |
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About Zoeftig Ltd.

Zoeftig specialises in the design, manufacture and installation of public seating. Our head office is in Bude, North Cornwall, but we sell to a global market and therefore have satellite offices in America, UAE and the Far East.

Our target customers have historically been transport hubs; primarily airport, rail and bus. However, we are expanding into other markets; most recently auditoria, which includes both fixed and retractable seating systems. Our product range, together with relevant case studies are clearly set out on our website.

As our website says about us:

For nearly half a century, Zoeftig has been at the very forefront of seating design. Time and time again, we have set the standard for innovation, quality and reliability. Our seating solutions are proven on every continent across the globe, from China to Australia, from Africa to the United States, from the Middle East to South America and Europe. We are the number one seating choice for an increasingly diverse range of markets, too, everything from healthcare to auditoriums, from sporting arenas to airports, passenger terminals and public waiting areas. Today, our passion for all things seating remains undiminished. We are more committed than ever to making the best seating even better.

The Project

Zoeftig wishes to replace core legacy systems to be able to scale their design and manufacturing capability to accommodate planned new products. This IT project has been named 'Project Andreia' and will involve a careful migration of systems to a Product Data Management (PDM) database systems and integrated Enterprise Resource Planning (ERP) system. The two chosen systems are SolidWorks PDM Professional, integrated with Microsoft Dynamics Nav.

Zoeftig will need the implemented system for 7 (seven) SolidWorks Users and 22 (twenty-two) Dynamics Nav Users.

The Requirement

Zoeftig is seeking a formal costed quote, along with a proposed plan, to carry out the Project Management of the systems implementation defined within the Invitation to Tender (ITT) which is available on request (see below).

The implementation project is due to start in early October 2017. A project plan will need to be negotiated with Zoeftig senior management and the successful supplier(s) of the new system. The budget for the system will also be made available at the outset. The successful organisation will be responsible for ensuring the project is delivered on time, to the agreed budget and to meet the defined functionality and other success criteria as stated in the ITT or agreed via a formal change control process during implementation.

Deliverer Profile

The supplier will need to demonstrate:

- An ability to work with Zoeftig to ensure all work packages accurately meet requirements
- Ability to adapt and innovate where essential to ensure the successful delivery of the project
- A task and finish approach to project management
- Ability to keep accurate records and produce highlight and financial reports keep us informed at regular intervals of costs to keep within budget
- To manage all associated risks and issues

The successful organisation will be awarded a Contract which is expected to commence in October 2017 and will continue until the successful delivery of the integrated SolidWorks PDM and Dynamics ERP systems.

This would be subject to performance reviews and applicable procurement rules.

Intellectual Property

All Intellectual Property created by the successful Supplier in the course of performing the Services or exclusively for the purpose of performing the Services shall ultimately rest with Zoeftig Ltd.

How to request the Invitation to Tender

Zoeftig has produced an Invitation to Tender (ITT) which is available on a request basis. A copy of the ITT can be obtained by completing the attached Non-Disclosure Agreement (NDA) and sending this via email to the both of the following email addresses: rwarner@zoeftig.com and trea@zoeftig.com. The covering email should have as its subject line: 'Project Andreia – Project Management' and provide the reply email address to which the ITT will be sent. On receipt of an appropriately completed NDA, the ITT will be emailed to the specified email address as a PDF document.

Quote Process

Interested organisations are required to submit a response against the question set below:

Company Name:

- Q1. Please detail your organisation's skills and experience in delivering the type of activity detailed in the request for quotation. Please include examples where similar projects have been delivered successfully previously.
- Q2. Please provide details of the relevant professional experience of staff that will be involved in delivering the service.
- Q3. Please provide an outline plan for undertaking this work including expected time to start and finish including user testing time.
- Q4. Please provide a brief description of how the project will be approached and how any communications would work with Zoeftig operational staff i.e. face to face phone e-mail web ex or conferencing tools such as Facetime/Skype.
- Q5. How will you evidence value for money and how will you charge for your services? Please provide examples of costings and explain if your rates are hourly or costed based on an estimate following an agreed specification of work required.



Submission

Please return your completed quotation to Robert Warner, rwarner@zoeftig.com by **1200 (noon) on 11 September 2017**. Please put in the email subject line "Project Management – Andreia - Submission".

Please direct any questions you have about this quote or the process to the same email address and also CC'd to trea@zoeftig.com using the email subject line "Project Management – Andreia - Questions". The last time and date for clarification questions by **1200 (noon) on 1 September 2017**.

Contract Award

Following the review of submissions, organisations may be asked to provide further supporting information before a decision is made.

Please note that Zoeftig Ltd. is submitting a funding application of which if successful the project is part funded by ERDF.

Zoeftig Ltd. reserves the right to withdraw from the procurement at any point in time during the procurement process.

Zoeftig Ltd. is committed to creating an environment where there is mutual respect, honesty and equality of opportunity for all. We expect suppliers to share and demonstrate this commitment in their policies and practices.

NON DISCLOSURE AGREEMENT

This Agreement is made between

Zoefitig Ltd. (hereinafter referred to as Zoefitig) and

(insert name of supplier)

(hereinafter referred to as the Supplier).

The purpose of this Agreement is to establish the rights and interests of the Parties that have executed it below.

Whereas, either party may be disclosing to ('Disclosing Party'), and/or receiving from ('Receiving Party') the other party certain confidential and proprietary information including, but not limited to, business operations, processes, plans, intentions, production information, know-how, designs, trade secrets, market opportunities, customers, costs, prices, business plans, details of corporate Organisation and corporate financial information and any other information or data of whatever kind whether in physical, electronic, written or oral form, all of which is referred to herein as 'information', and

Whereas, for the purpose of evaluating a potential business relationship, the parties are each willing to disclose and receive information under the term and conditions specified below:-

1) Each party agrees to maintain all information received from the other party, both orally and in writing, in confidence subject to all relevant legislation and agrees not to disclose or otherwise make available such information to any third party without the prior written consent from the Disclosing Party. Each party further agrees to use the information only for the purpose set forth above. Information shall be deemed confidential regardless of the fact it is not marked as such if given in writing or, if given orally, identified as confidential orally prior to disclosure.

2) The Receiving Party's obligation of non-disclosure under this Agreement shall not apply to information which

(a) is or becomes a matter of public knowledge through no fault or action by the Receiving Party;

(b) was rightfully in the Receiving Party's possession prior to receipt from the Disclosing Party;

(c) subsequent to disclosure, is rightfully obtained by the Receiving Party from a third party who is lawfully in possession of such information without restrictions;

(d) is independently developed by the Receiving Party without resort to information which is confidential under this Agreement, and can so be proven by written records; or

(e) is required by law or judicial order, provided that prior written notice of such required disclosure is furnished to the Disclosing Party as soon as practicable in order to afford to Disclosing Party an opportunity to seek a protective order and that if such order cannot be obtained disclosure may be made without liability.

Whenever requested by the Disclosing Party, the Receiving Party shall immediately return to the Disclosing Party all manifestations of its information or, at the Disclosing Party's option, shall destroy



all such information as the Disclosing Party may designate. The Receiving Party's obligation of confidentiality shall survive this Agreement for a period of [three (3) years] from the date this Agreement is executed by the last party to sign, and thereafter shall terminate and be of no further force or effect.

3) The Receiving Party agrees that this Agreement shall not be assigned without prior written consent from the Disclosing Party. The Disclosing Party grants no right or licence to the Receiving Party except as expressly set forth in this Agreement. This Agreement is made under and shall be construed according to the laws of England and Wales and supersedes all prior agreements between the parties, oral or written, concerning the disclosure of Information.

On behalf of the Supplier

Name:

Job Title:

Signed:

Dated:

On behalf of the Zoeftig Ltd.

Name:

Job Title:

Signed:

Dated: