

**TENDERS TO PROVIDE SUPPORT SERVICES
FOR THE PERIOD 1 OCTOBER 2008- 30 SEPTEMBER 2011**

INFORMATION TO BE INCLUDED IN TENDER SUBMISSIONS

Full name of organisation.

Postal address.

Preferred email address.

Telephone number.

Fax number.

Name of individual who will oversee performance of services.

Job Descriptions of the positions likely to be included in the performance of this tender. Résumés of those likely to provide services (including names, job titles, education, qualifications and brief career history of the individuals who would be involved in the provision of support services to WPC).

A brief description of the range of work carried out within the tendering organisation with particular reference to work related to membership administration and accounting.

Description of any experience in dealing with international organisations.

Description of the way in which the tendering organisation would undertake the provision of support services to WPC.

A listing of similar projects (i.e. supplying of administrative and accounting services) previously undertaken by the tendering organization.

A statement (no more than one side of paper) explaining why the tendering organisation believes it is appropriate for the WPC to appoint it to provide support services.

Details of the fee to be charged (in US\$) to provide support services as listed in Paper C for WPC on an annual basis for 2008/2009, 2009/2010 and 2010/2011. (these fees should exclude the cost of consumables such as stationary, postage and telephone calls which will be reimbursed at cost).

An undertaking that, if appointed, the organisation agrees to work under the terms of the Service Level Agreement contained in Paper E.

Signature, title and date of signing of the individual submitting the tender on behalf of the tendering organisation.

Tenders must be submitted by either post or courier service (NOT email) to:

*Robert D Burgon,
Deputy Chairman,*

*World Plumbing Council,
C/o SNIPEF,
2 Walker Street,
Edinburgh.
EH3 7LB*

Closing date for receipt of tenders: 12 noon (GMT) on 14 March 2008

CONSIDERATION OF TENDERS

The following process will be applied to tenders received by the closing date:

1. Tenders will be opened after the closing date by the Deputy Chairman in the presence of an independent witness (e.g. lawyer or accountant).
2. Any additional information or clarification required will be requested by the Deputy Chairman in advance of the formal consideration of tenders in Zurich, Switzerland during the WPC meeting on 9-11 April 2008.
3. The Executive Board (excluding any members associated with a tendering organisation) will be responsible for considering tenders and making a decision to appoint.
4. Provision will be made for further clarification of tenders and possible interview of tendering organisations, if necessary.
5. The intention will be to make a formal offer of appointment no later than 31 August 2008 (and earlier if possible).
6. The successful tenderer will be required to enter into a Services Level Agreement, a draft copy of which is attached.
7. The appointment will be for 3 years commencing on 1 October 2008 and be subject to satisfactory completion of a 6-month probationary period.