



The Royal Academy
of Engineering

INVITATION TO TENDER

To provide proof reading services

The Royal Academy of Engineering invites tenders for proof reading for approximately 50 case studies.

The case studies will be in two tranches, the first from 1st February 2012 and the second from 1st May 2012.

It is anticipated each tranche will take between 2 and 3 weeks.

1. Specification of services

- a. The case studies will be provided to the Contractor in word files.
- b. The Contractor will keep a back up of the files until instructed to destroy them.
- c. The proof reader will note and correct, in track changes within the body text, any grammatical, typographical, spelling and syntactical errors only.
- d. The Contractor may at their discretion suggest any changes to style by highlighting the target sentence and inserting the stylistic variation in a comments box only. It is not anticipated that stylistic changes are suggested unless they are necessary to improve the legibility of passage and should not alter the meaning nor detract from the core purpose in 1(c) above.
- e. The Contractor will return the complete (edited) files to The Royal Academy of Engineering by email at HESTEM@raeng.org.uk on or before the required date (to be agreed when the contract is awarded).
- f. The Contractor will maintain strict confidentiality of all materials and case studies and will not disclose nor transmit, any of the contents or contact details contained therein.
- g. In consideration for the grant award, the Contractor will assign, with full title guarantee, the copyright, and any other intellectual property resulting from the work of these case studies to The Royal Academy of Engineering.
- h. The Contractor will waive all moral rights which they may have now or in the future (including, but without limitation) any of their rights under sections 77 and 80 of the Copyright, Designs and Patents Act, 1988, or similar laws of jurisdiction. The Contractor may not publish or transmit any of the electronic files to any third party without the express permission of The Royal Academy of Engineering.

2. Contract period

The Contract will be awarded only for those dates in which the work will take place and set out in a service level agreement.

3. Returning tenders

Tenders should provide a detailed breakdown of anticipated costs, together with a statement accepting the terms and conditions of the invitation to tender.

Tenders should be sealed and clearly marked

'Proof reading services tender – to be opened by addressee only'

and returned to **Dr Sapna Somani**, The Royal Academy of Engineering, 3 Carlton House Terrace, London SW1Y 5DG to reach the office by **5pm on 16th January 2012**.

4. Receipt of tenders

Tenders will be received up to the date and time stated above. Those received before the due date will be retained unopened until the 16th January 2012. Late submissions will not be accepted.

5. Acceptance of tenders

By issuing this invitation The Royal Academy of Engineering is not bound in any way and does not have to accept the lowest priced tender, or any tender.

The Royal Academy of Engineering will inform the successful Contractor and issue a contract after the 17th January 2012.

6. Confidentiality of tenders

All tenders will be treated confidentially.

7. Travel and expenses

Tenders should include costs for travel and reasonable expenses to any meeting requested by The Royal Academy of Engineering. The successful Contractor will be contacted by The Royal Academy of Engineering prior to the commencement of work to discuss the specification and delivery. The Royal Academy of Engineering will not be liable to pay additional costs and expenses.



Hal Igarashi
Project Director – Employer Engagement
National HE STEM Programme (Engineering)