

**Issued By:** Samsic UK

**Date:** 18th August 2025

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**Final Request for Proposal**

**Bid Management Software**



# REQUEST FOR PROPOSAL

**Purpose of this RFP**

Samsic UK has been exploring bid management and writing software to support and enhance our tendering process and bid responses. Our goal is to identify a system that can streamline the creation of first-draft content, improve efficiency, elevate the quality of our submissions, and ultimately increase our success rate in securing contracts.

As part of the system capabilities, we require:

* Integration with our internal systems
* The ability to import our existing bid library
* AI-driven content generation and web-based access
* 5 super user accounts (for Project Managers and Bid Managers)
* 10 additional users with permissions to review content and create smaller proposals

Following an initial market engagement, we have shortlisted two suppliers for final evaluation.

As part of this evaluation, we are inviting you to present a comprehensive proposal to our Sales & Marketing Director, Head of Bids, and Head of Procurement.

**Presentation Details**

**Date:** Tuesday, 9th September 2025  
**Location:** Samsic UK, Unit 2 Oak Court, Pilgrims Way, Prologis Park, Coventry, CV6 4QH   
**Time:** To be confirmed  
**Duration:** 1 hour total

* 45-minute presentation
* 15-minute Q&A session

Your presentation should cover the following:

* Key features and highlights of the system
* Tangible benefits to Samsic
* Integration capabilities with our existing tools (e.g. Microsoft Teams, Shared Drives, Salesforce)
* Licensing model and cost breakdown
* Return on Investment (ROI) examples
* Proposed implementation approach and timeline
* Ongoing support and maintenance services
* Relevant case studies and 2 client reference

We are seeking a long-term partner whose platform can evolve with our business and integrate seamlessly into our current systems and workflows.

**Timeline**

The expected timeline for the final evaluation and selection process is as follows:

| **Milestone** | **Date** |
| --- | --- |
| RFP Issued to Finalists | 18th August 2025 |
| Supplier Presentations | | **9th September 2025** | |
| Final Costing Proposal Submission Deadline | 16th September 2025 – 12 noon |
| Anticipated Implementation Start Date | Q1 2026 |

*Note: Dates are subject to change, but any updates will be communicated promptly.*

Please confirm you attendance to the Presentation by 12pm Friday 22nd August 2025.

**Kind Regards**

Emma Butler

**Head Of Bids**

**Tender Conditions**

**Deadlines** – The Tendering Contractor accepts that it is their responsibility to manage their own tender process to meet all deadlines as outlined within this document. In particular the Tendering Contractor agrees to submit a bona fide Tender on or before the Tender return date identified below.

**Costs** – the Tendering Contractor acknowledges and confirms that all costs incurred in the preparation of a bona fide Tender are for their own account and irrecoverable from Samsic UK.

**Data Security & Privacy -** The Tendering Contractor shall ensure that all data shared, processed, or accessed as part of this tender process is treated with the highest standards of security and confidentiality. Any solution proposed must comply with applicable data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Where requested, suppliers must provide details of their data handling, storage, retention, and encryption practices.

**Confidentiality** - All information provided by Samsic UK in connection with this RFP shall be treated as strictly confidential and shall not be disclosed to any third party without prior written consent. This includes the content of this RFP, discussions during presentations, and any other proprietary information shared during the process.

**Rights Reserved by Samsic UK**

Samsic UK reserves the right to:

* Cancel or amend this RFP process at any time;
* Not accept the lowest-priced proposal or any proposal at all;
* Negotiate with one or more Tendering Contractors before awarding a contract;
* Request additional information or clarification where necessary;
* Conduct due diligence on any tender submission.

**No Obligation to Award** - Issuance of this RFP does not constitute a commitment to award a contract or enter into any binding legal relationship.

**Unsuccessful Participants –** Samsic UK endeavour to provide feedback upon request to unsuccessful bidders but reserves the right to control the format and content of any such feedback.

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