

Request for quotation

Request for Quotation

RFQ175

Pace Furniture

Issued 30th March 2021

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CONFIDENTIALITY STATEMENT

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Thank you for your consideration, City College Plymouth.

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OPEN PROCEDURE

The College fully adheres to the requirements of the Public Contracts Regulations 2015, including for opportunities which are under threshold amounts.

Any Contractor who directly or indirectly canvasses any Member or Officer of the Institution, or advisor concerning the award of the contract for the provision of the services, or who directly or indirectly obtains or attempts to obtain information from any such member or Officer concerning any Tender or proposed Tender for the service will be disqualified from having his/her Tender considered.

SUBMISSION DETAILS

SUBMISSION DEADLINES

All submissions for responding to this Request for Quote must be submitted via email as stated below, no later than:

Thursday 15th April 2021

12:00 Noon

Any submissions received after this date will not be considered.

SUBMISSION QUESTIONS AND CLARIFICATIONS

You may contact the following person if you have any questions or require clarification on any topics covered in this Request for Quotation by 9th April 2021.

Adam Baker

Procurement Assistant

Phone: 01752 305313

Email: tenders@cityplym.ac.uk

All correspondence during the Tender should be channeled via the Procurement Officer using the above details only. Bidders found to have gained an unfair advantage shall be disqualified from the current opportunity and future opportunities with the College for a minimum of four (4) years.

ELECTRONIC SUBMISSIONS

Electronic submissions in response to this Request for Quotation are required and must meet the following criteria:

Sent via email to: tenders@cityplym.ac.uk

Document standards:

- Text must be in Microsoft Word format;
- Price tables must be in Microsoft Excel format (using pricing schedule in Appendix A);
- Supportive evidence may additionally be submitted in PDF format;
- Images, Designs, and other supporting evidence may be in either JPEG or PDF format
- Signed Agreement Acceptance and Declaration.

Please note that the College is able to accept submissions sent in a compressed or ".zip" file format, so long as the files contained meet the standards described above.

WARRANTY:

By submitting your tender bid, you are warranting to the College that you have not breached our canvassing or soliciting clause.

If any successful tenderer awarded a contract is found to have provided an inaccurate warranty, then the College reserves the right to terminate the awarded contract with immediate effect and re-tender the contract from which the successful tenderer will be

excluded from re-bidding and shall be disqualified from any future opportunities for a period of four years.

INTRODUCTION AND EXECUTIVE SUMMARY

City College Plymouth is currently undertaking a complete internal refurbishment of one of its building, the Pace Building, to bring this back into use. The cost of the works are being funded through a Government capital Grant. As part of the fit out, new furniture is to be procured as per the schedule at Appendix A.

The anticipated value of the supply contract will exceed £25,000. Therefore, as per the Public contracts Regulations 2015 the opportunity will be advertised on the government portal 'Contracts Finder'.

BUSINESS OVERVIEW & BACKGROUND

The College currently operates on two main sites within the city, serving 12,533 students and employing over 600 staff. The College operates year round, with opening times from 0800-2100 on some days.

OUR GUIDING PRINCIPLE

City College Plymouth has a learning environment and organisational culture that impacts positively on the health, wellbeing and sustainability of our community and enables all of our students and staff to achieve their full potential.

OUR VISION

To be the learning destination of choice.

OUR CORE VALUES

Respect, Ownership, integrity for all

OUR CULTURE

Nurturing a passion for teaching and learning.

Enriching our community through knowledge, experience and skills.

Enabling every student to be the best that they can be.

THE WAY FORWARD - OUR PRIORITIES

- Staff - our most important investment
- Students - our purpose

- Community - making a difference
- Achievement - reputation for success
- Wellbeing - infusing health into every day

BACKGROUND

City College Plymouth is one of the largest providers of innovative, technical and professional, education in the South West with a national reputation for promoting enterprise, employability and science, technology, engineering and mathematics (STEM). The College plays a central role in the educational, cultural and economic life of the region and works with strategic partners to facilitate growth, raise aspirations and foster wealth creation.

The College was awarded the Teaching Excellence Framework (TEF) Gold award for its university-level provision and its most recent Ofsted inspection confirmed that the College continues to be 'Good' with many outstanding features. The College was rated first in the South West and second nationally for student satisfaction in the latest FE Choices student satisfaction survey.

City College Plymouth is also one of the first Institutes of technology in the UK Working in collaboration with education providers and employers across the South West to improve the training in science, technology, engineering and maths in order to address skills gaps within these industries and support regional growth.

City College supports the region's employers with their award-winning Apprenticeship provision, as well as providing a range of courses and bespoke training programmes which enable employees to upskill or retrain to better support their business' requirements.

City College Plymouth offers a wide range of academic and vocational courses in a variety of subjects. The total number of students supported by the College is 12,500, comprising over 4,000 full-time students; 604 higher education students including 145 non EU students; 8,425 part-time students; and 1,594 apprentices. The College also employs over 600 staff.

DETAILED REQUIREMENT

City College Plymouth is looking to purchase furniture for 4 different areas within its Pace Building as listed in Appendix A. The furniture will be required for delivery w/c 12th July 2021 in order to conclude the fit out works and meet the Government grant timescales.

We would invite you to submit a price for the individual items as listed. Whilst the College would prefer to engage with a single supplier, we reserve the right to acquire individual items from the most cost effective supplier which may mean a pick and mix scenario could result. It is therefore essential that you clearly mark any items you cannot supply and also indicate any discounts you would apply for bulk purchase or exclusivity.

Please can you provide images of the items quoted with your tender return and where there are options of different colour fabric/wood finishes show the options and any impact on item cost.

The College would expect to raise a purchase order for the goods as required. Please indicate if you are unable to accept purchase orders.

As the furniture delivery is part of a larger programme of works it is essential you can meet the required lead in times for delivery for each of the items and state any associated delivery costs. The college would expect a full delivery, unpack and install service.

Please note responding to this request and submitting prices does not give a commitment to buy.

We estimate the total costs of the equipment to be in the region of £35,000.

We are willing to accept any further documentation you wish to submit to support your quotation.

TENDER TIMETABLE

Action	Date
Tender Published on contract Finder	30 th March 2021
Deadline for queries	9 th April 2021
Tender submission Deadline	15 th April 2021
Tender Award Date	W/C 19 th April 2021
Delivery date for furniture	W/C 12 th July 2021

TERMS AND CONDITIONS

The College's normal business terms are 1-2 months from the date of invoice. Payment will become due subject to the above upon the College's full acceptance of the goods/services. This Request for Quotation and any resulting purchase order will be subject to the College's General Terms and Conditions of Purchase of Goods/Services – see Appendix B.

VALIDITY

Bidder's offers should be open and valid for acceptance for a period of no less than four months [120] days from the date of submission.

SELECTION CRITERIA

The successful supplier will have provided the most cost effective tender to the College, which may mean the award of one or more items as outlined above. All bidders will be notified via email of the results of the outcome no later than 60 days from the date of submission.

ASSESSMENT OF QUOTATIONS

Bidders must ensure that their quotation fully addresses all information requested within this RFQ document. Bidders must ensure that any quotation fully meets the specification required. The College reserves the right to discount any quotation which does not fully meet the specification.

The College reserves the right to seek clarification with bidders upon receipt of quotations.

FREEDOM OF INFORMATION ACT 2000

Under the Freedom of Information Act 2000 the College cannot guarantee that information provided by bidders during the course of this RFQ procedure or any resulting contract will be held a confidential. The College will not routinely release information to interested parties unless required to do so in order to meet our statutory obligations.

GENERAL DATA PROTECTION REGULATION (GDPR) 2018

All bidders must comply with the General Data Protection Regulation (GDPR) 2018 in respect of using and processing personal information. Bidders must have in place technical and organisational safeguards to protect personal data from unauthorised use, disclosure or loss.

The College reserves the right to request a copy of your privacy statement if you are the successful bidder.

AGREEMENT CONDITIONS ACCEPTANCE AND DECLARATION

Bidders are required to sign and return the attached Agreement Conditions Acceptance and Declaration, Appendix C.

SUPPORTING DOCUMENTATION

Appendix A: Pricing Schedule

Appendix B: City College Plymouth Standard Terms & Conditions

Appendix C: Agreement Conditions Acceptance and Declaration