

The St Marylebone Church of England School

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Headteacher: Ms Kathryn Pugh, MA Cantab, PGCE, NPQH

12th June 2017

Dear Sir / Madam

Tender Brief –Retractable PC Desks (and associated PCs if supplied)

The St Marylebone Church of England School invites suppliers to tender for the supply and installation of the following items:

- 90 retractable student computer desks (30 units x 3 classrooms).
- 3 standing teacher computer desks/podiums (1 x 3 classrooms).
- 93 computers (if supplied).

Background

Founded in 1791, St Marylebone School is a successful, multi-faith comprehensive school for girls aged from eleven to eighteen. Based at Marylebone High Street in Westminster, and with a co-educational Sixth Form Centre at nearby Blandford Street, the school is an outstanding converter academy and one of the original 100 Teaching Schools. The school is committed to the pursuit of academic excellence, achieving over 90% 5 A* - C at GCSE for each of the last 10 years.

Further details can be found at the School's website: www.stmaryleboneschool.com

The requirement

The School is looking to replace ICT equipment and furniture in three ICT classrooms, located on the first floor of a listed Victorian building. Access is via staircases, and there are no lift facilities. The classrooms are all between 50 and 60 square metres.

We require 30 student computer desk units in each of the three classrooms (90 units in total). These require functionality to convert into normal desks for non-computer work, for example via retractable computer units. Conversion would ideally be via teacher-operated electronic means, rather than individual manual mechanisms, so as to avoid mechanical breakage through student misuse.

Also required are 3 teacher computer desks/podiums, which will allow for work whilst standing.

Tenders are invited for desks alone, or for desks and computers. 93 computers will be required (1 per desk). As a guide, our research suggests that computers with specification similar to the following would be suited to our requirements: Intel® Core™ i5-6500, Intel® HD Graphics 530, 8 GB SDRAM, 256 GB SSD. All relevant cables and equipment should be included to bring these to a functional state.

The contract will include supply and installation of all units to a ready-to-use state. The school will ensure that all electrical and data requirements are in place prior to installation, to suit the successful supplier's specification.

Installation can commence on 21st August 2017, and we require the classrooms to be fully operational by 31st August 2017, in readiness for the new academic year.

Contract Value

Suppliers are invited to submit bids for the desks alone, or the desks and computers. The value of the contract will therefore range from £10,000 for the supply of desks alone, to a maximum of £140,000.

Award Criteria

The contract will be awarded to the Most Economically Advantageous Tender (MEAT), with elements being weighted as follows:

- 1) Product suitability for location and proposed use: 20%
- 2) Ability to work to the specified timeframe: 20%
- 3) Quality of product and installation: 20%
- 4) Cost: 40%

In each of categories 1 to 3, a maximum score will be awarded for fully meeting the specification and requirements.

For category 4, a maximum score will be awarded to the lowest proposed contract price, taking into account the extent of this brief that will be satisfied (i.e. desks only or desks and computers), with other scores being allocated on a proportional basis with reference to the lowest proposed contract price.

Procurement process

The tender will be conducted via an open process.

Intention to tender

Please notify the School that you intend to submit a Tender Response by emailing j.ansell@stmaryleboneschool.com no later than 5pm on Wednesday 21st June 2017. Tender Responses will not be considered unless your Intention to Tender is notified by this deadline.

Form and Submission of Tender Responses

Tender Responses must be submitted electronically as an attachment to an email to j.ansell@stmaryleboneschool.com by 5pm on Wednesday 28th June 2017. Please use the email subject heading "ICT Tender". Tender Responses should not exceed the equivalent of 20 A4 sheets. Late submissions will not be accepted. Hard copy submissions will not be accepted.

We will aim to award the contract by 5pm on Wednesday 5th July 2017.

Any questions relating to this contract should be submitted via email to: j.ansell@stmaryleboneschool.com

Yours faithfully

John McDonald

Director of Finance and Administration

The St Marylebone Church of England School