

Simplified Competition

For

The Provision of VTC Equipment

708528450

Under Framework RM6068 Technology  
Products and Associated Services

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## 1. Introduction

- 1.1. This invitation to tender relates to the simplified competition to award a Contract for the Provision of VTC Equipment.
- 1.2. This simplified competition is being conducted under the CCS RM6068 Technology Products and Associated Services Framework Agreement Lot 4.
- 1.3. Authority: UK Strategic Command, The Ministry of Defence.

## 2. The requirement

- 2.1 A quantity of fifty Cisco Webex VTC units are required to replace an aging fleet of VTCs and provide new users access to video teleconferencing facilities.
- 2.2 The requirement involves the purchase of the exact CISCO UK part number and quantity of VTC units, accessories and licences. Exact specifications can be found in Call-Off Schedule 20 (Call-Off Specification).
- 2.3 Failure to provide a tender for the exact CISCO part numbers will result in the Authority rejecting the tender.
- 2.4 The Smart Licences and learning vouchers must be aligned to the following Cisco Smart Licensing domain and name:  
deands.mod.gov.uk and DE&S.

## 3. Delivery Information

- 3.1. Required delivery date: From Contract award, the equipment must be delivered within 2 months.
- 3.2. Delivery location: UK Mainland – exact location released to successful Supplier.

## 4. Simplified competition timetable

- 4.1. All dates below are indicative; the Authority may change this timetable at any time. Potential Providers will be informed if changes to this timetable are necessary.

DATE	ACTIVITY
Monday 31 July 2023	Publication of the Invitation to tender
Monday 31 July 2023	Clarification period starts
23:59 BST Wednesday 2 August 2023	Clarification closes
23:59 BST Friday 4 August 2023	Deadline for publication of responses to clarification questions by the Authority
23:59 BST Friday 18 Aug 2023	Deadline for supplier submission of tender to the Authority
Tuesday 22 August 2023	Outcome letters issued
Tuesday 22 August 2023	Standstill period begins
Friday 1 September 2023	Standstill period ends
Monday 4 September 2023	Contract issued for signature

## 5. Questions and clarifications

- 5.1. Potential Providers may raise questions or seek clarification regarding any aspect of this simplified competition at any time prior to the clarification deadline.
- 5.2. Potential Providers should raise clarification questions via the eSourcing portal.
- 5.3. The Authority will not enter into exclusive discussions regarding the requirements of this simplified competition with Potential Providers.
- 5.4. To ensure that all Potential Providers have equal access to

information regarding this simplified completion, the Authority will publish all its responses to questions raised by Potential Providers on an anonymous basis.

- 5.5. Responses will be published in a questions and answers document to all Potential Providers who were invited to tender.

## 6. Submitting a tender

- 6.1. A draft Master Contract, showing CCS Core Terms (version 3.0.6), Joint Schedules and the relevant Call-Off schedules will be provided alongside this ITT document.
- 6.2. Potential Providers should submit a tender via the eSourcing Portal by populating Call-Off Schedule 5 (Pricing Details) to provide a quotation.
- 6.3. The quotation should clearly show a price breakdown for each part number and the associated quantity as detailed in Call-Off Schedule 20 (Call-Off Specification). The quotation must clearly show the total price, including any UK Mainland delivery charges.
- 6.4. Failure to populate Call-Off Schedule 5 (Pricing Details) to show this price breakdown per part item and the total price may result in a tender being rejected. The Authority reserves the right to reject any further material outside Call-Off Schedule 5 (Pricing) submitted as part of the tender.
- 6.5. The Authority reserves the right to reject any quotations that cannot provide the requirement in full.
- 6.6. All prices on the quotation must be in GBP and be Ex VAT.
- 6.7. A quotation must remain valid and capable of acceptance by the Authority for a period of 30 days following the tender submission deadline. A tender with a shorter validity will be rejected.

## 7. Tender evaluation

- 7.1. The Potential Provider who can provide the requirement in whole at the cheapest price will be awarded the Contract.
- 7.2. A price-only evaluation will be conducted whereby price will account for 100% of the tender score. A quality score will not be assigned.

## 8. Contract award

- 8.1. The maximum mark available for price will be 100. This mark will be awarded to the lowest priced Potential Provider. Remaining Potential Providers will receive a mark out of this maximum mark on a pro rata basis dependent on how far they deviate from the lowest price.
- 8.2. The calculation below describes how the mark will be calculated:
- 8.3.  $\text{Score} = \frac{\text{lowest Ex VAT tender price}}{\text{tender price}} \times 100$  (maximum mark available).

## 9. Outcome letters and call off contracts

- 9.1. Upon contract award Potential Providers will be notified of the outcome by letter via the eSourcing portal.
- 9.2. Upon submission of outcome letters, a standstill period of 10 calendar days will commence.
- 9.3. The Contract will be issued to the successful Provider for signature via email once the standstill period has ended and no objections have been received.