# Specification

PS/19/27 – Supply of 24” Dell Monitors

Commercial Directorate

**Contract Reference:** PS/19/27

**Framework Agreement Reference: RM3733 Lot 1**

**Date: 01/02/19**

**Version: 0.1**

**Contents**

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## 1. Introduction

In accordance with the terms and conditions Technology Products 2 - RM3733 the Department for Transport (DfT) invites proposals for the goods specified in section 6.

## 2. Background to the Requirement

The vast majority of DVLA staff requires a monitor whilst working. This procurement will enable a technology refresh as existing monitors reach the end of their lifespan.

## 3. Procurement Timetable

|  |  |
| --- | --- |
| **Description** | **Date** |
| Upload ITT to portal for procurement exercise | 08/02/19 |
| Closure of clarification questions period | 14/02/19 |
| Closure of competition (bid submission deadline) | 18/02/19 at 17:00 |
| Evaluation | 20/02/19 |
| Intended award of contract | 21/02/19 |

## 4. Scope

Procurement of 24” Dell monitors as part of a technology refresh. These are detailed in the specification table which provides a full breakdown of items and timetable for delivery.

## 5. Implementation and Deliverables

See specification table.

## 6. Specifying Goods and / or Services

### The Excel attachment shows the model and specification required.



The following table shows the volume of goods that the DVLA wishes to commit to purchase by the delivery dates shown.

|  |  |  |  |
| --- | --- | --- | --- |
| Item required \* | Manufacturer part no. | Total quantity | Delivery date |
| 24” Dell monitor | P2419H | 1000 | 20/03/19 |

Monitors should have a standard one year warranty.

## 7. Quality Assurance Requirements

Not applicable.

## 8. Other Requirements

Not applicable.

## 9. Management and Contract Administration

### Not applicable.

## 10. Training / Skills / Knowledge Transfer

### Not applicable.

## 11. Documentation

### Not applicable.

## 12. Arrangement for End of Contract

### Not applicable.

## 13. Evaluation Criteria

|  |  |
| --- | --- |
| **MANDATORY QUESTION** |  |
| Ability to meet delivery deadline (20th March 2019).  Not able to supply initial requirements = Non-compliant | **Yes/No** |

|  |
| --- |
| **MANDATORY QUESTION** |
| Please detail your escalation procedure and the different levels of escalation that will apply to this contract? Please ensure this includes all parties involved in the supply chain (Contact details etc)  Not provided = Non-compliant |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TECHNICAL / QUALITY** | | | **Weighting – 10%** | |
| **All Potential Providers MUST answer ALL the following questions** | | | | |
| Question Number | Question | Minimum Acceptable Score | Maximum Available Score |
| [4.1] | Please outline your account management approach and how it would apply within the context of this contract? | 1 | 3 |
| [4.2] | Please confirm how you have acquired the information to meet the requirements detailed in this procurement? | 1 | 3 |

|  |  |
| --- | --- |
| **COST** | **Weighting – 90%** |
| Total aggregate cost of ALL specified goods, including any/all delivery charges | Lowest priced bid receives full score. |

|  |  |
| --- | --- |
| Points awarded key |  |
| Does not meet the requirement, not addressed or no evidence provided | 0 points |
| Major concerns/issues that the requirement can be met | 1 point |
| Minor concerns/issues that the requirement can be met | 2 points |
| The Supplier demonstrates fully that they can meet the requirement as detailed in the Specification | 3 points |

## 14. Points of Contact

|  |  |  |
| --- | --- | --- |
| **Procurement Contact** | Name | Alun Davies |
| **Procurement contact** | Tel | 01792 782025 |
| e-mail | Alun.john.davies@dvla.gov.uk |
| Address | Commercial Directorate, C1, DVLA,  Swansea, SA6 7JL. |
| **Project Lead IT Directorate** | Name | Anne Fisher |
|  | Tel | 01792 788800 |
| e-mail | Anne.fisher@dvla.gov.uk |

**All queries/ questions should be sent to the procurement contact**

## 

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Pricing Schedule

