



Expression of Interest Request (EOI)

Provision and Supply of Multifunctional
Devices (MFDs), Desktop printers, and
Associated Services & Supplies



Overview Statement

Trinity Multi Academy Trust (TMAT) is an education provider for young people from the ages of 3-19. Its sites consist of 10 academies and 1 head office (as of September 2023). TMAT has a requirement for the provisions of multifunctional devices (MFDs) and associated services and supplies.

TMAT is seeking to tender for the provisions of multifunctional devices (MFDs) and associated services and supplies, which will cover the duration of the contract term.

This expression of interest (EOI) is to identify interest parties and suppliers to take part in the Tender which will be planned to launch 21st October 2023 (*subject to change*)

Deployment Locations

Details of the specification requirements and volume of devices required will be issued with the Invitation to Tender (ITT) documents.

The initial devices and services will be rolled out across the following locations in a phased approach (by site).

- Trinity Sixth Form Academy
- Trinity Academy Bradford (Secondary School)
- Trinity Academy Cathedral (Secondary School)
- Trinity Academy Leeds (Secondary School)
- Trinity Academy St Edward's (Secondary School)
- Trinity Academy Halifax (Secondary School)
- Trinity Academy St Chad's (Primary School)

Contract terms and key dates

- Contract term – 3 years (with option to extend for a further 1 year)
- Estimated Contract Value (over full contract term – £300,00 to £405,000)
- ITT Planned Launch – 21st October 2023 (*subject to change*)
- Procedure type - Open
- EOI Responses requested – 6th October 2023 (15:00)

Responses

If you wish to receive a direct notification when this opportunity goes live and invitation to the Invitation to Tender (ITT), please respond via the method below and state who to send the ITT to when it is launched.

To Respond to this EOI and register your interest please could you confirm by email to procurement@trinitymat.org by the 6th of October 2023 (15:00).

The ITT and tender process will be issued and carried out using the 'In-Tend' e-Tendering portal.

Suppliers wishing to participate can register on their portal in advance via the following link <https://in-tendhost.co.uk/educationportal/asp/Registration>

Summary of statement of requirements

- The contract term will be 36 months with the option to extend for a further 12 months.
- Provision of Desktop printers and multi-functional devices (MFDs) on an operating lease
- agreement lasting the contract term, billed in quarterly intervals.
- Pricing will be fixed for the duration of the contract term (inclusive of RPI and CPI).
- Invoices shall be consolidated for all devices at each location.
- All devices shall have a coterminous end date lasting the contract term and locations within the agreement.
- The Supplier will provide delivery of desktop printers and MFDs to TMAT locations and will provide onsite installation of the new devices on site.

- Upon installation The Supplier will provide training and documentation/manuals for the devices.
- Devices should be supported for use with 'Papercut' tracking via card readers*
- Devices should be supported for use with 'Papercut' tracking via card readers*
- TMAT holds an enterprise licence for 'Papercut' with our incumbent supplier. The Successful Supplier will be responsible for the installation of the device licence with our incumbent supplier who holds the enterprise licence for these devices and locations which will be detailed within the ITT. The Maintenance and Support of these licences will remain with our incumbent supplier who holds the enterprise licence.
- Devices are to be installed with secure card authentication 'Mi fare Card' compatibility
- Onsite service response time within 4 hours of incident being logged.
- Loan machines provided or an alternative print solution if there is a service failure or delay in repair which exceeds 48 hours.
- Remote device diagnostics and reporting functionality on devices.
- Mono and Colour toner provisions included
- Parts and maintenance included
- Maintenance, Parts, and Toner services will be provided billed as a cost per print– Mono and Colour
- Where requested TMAT Internal machine / device moves will be included
- UK held stock of Toner and parts for the Desktop and MFDs provided
- Option to hold a minimum consignment stock of Toner, waste toners, and Consumable parts for Desktop and MFDs on our sites (TMAT).
- Auto fulfilment of Toners with delivery timescales of up to 48 Hours from identification.
- Annual programme of preventative maintenance and servicing with parts changed nearing end of life to upkeep the devices OEM.
- IT Helpdesk support with same day response times – Service support available normal business days between 0900 – 1700.
- Account management and single point of contact for issues and disputes.