

# Request for quotation



**Request for Quotation**

**RFQ137**

**PPE**

**Issued 08/06/2020**

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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:

**Friday 19<sup>th</sup> June 2020**

**12:00 Noon**

Any submissions received after this date will not be considered.

### SUBMISSION DELIVERY ADDRESS

All submissions should be submitted electronically as below

### 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 12<sup>th</sup> June 2020.

**Carol Williams**

Procurement Officer

Phone: 01752 856 809

Email: [tenders@cityplym.ac.uk](mailto: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](mailto: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
- Completed Appendix C Suitability Assessment & Selection Questionnaire (Including Mandatory & Discretionary Exclusions) Parts 1, 2 and 3. - *Please note this suitability assessment will not be viewed unless you are the winning tenderer. Failure at this stage may prevent the contract from being awarded.*
- 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

The College has a wide variety of requirements for clothing and other goods classified using the general terms of “PPE”. Due to the College Structure, some items are ordered directly by the College by way of Purchase Order, while other items are purchased directly from the supplier by the student.

This opportunity is designed to find an exclusive supplier for all our PPE requirements for one year with the option to extend for one (1) + one (1) year to a total of three (3) years, subject to satisfactory performance.

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 operates on two sites within the city, serving 12,897 students and employing 622 staff. The College operates year round, with opening times from 0800-2100 on some days.

## OUR VISION ... IS WHERE OUR FUTURE LIES

We are a College with a national reputation for promoting enterprise, employability and science, technology, engineering and mathematics (STEM).

## OUR MISSION ... IS WHAT WE FOCUS ON EACH AND EVERY DAY

To be the South West's leading provider of innovative, technical, professional education and training by supporting partnerships for growth, raising aspirations and fostering wealth creation

## 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 Gold award for its university-level provision and its most recent Ofsted inspection confirmed that the College continues to be 'Good' with 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 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. Their successful partnership working with the local business community resulted in a 99.5% satisfaction rate in the Government's national 'FE Choices employer satisfaction survey 2016 to 2017' - placing them first in the country for general further education colleges.

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 12,533 –



comprising of: 3,569 full-time students, including 765 higher education students and 179 non EU students; 8,964 part-time students; and 1,599 apprentices. The College also employs over 500 staff.

## DETAILED REQUIREMENT

City College Plymouth is looking to appoint a supplier for its PPE requirements. The approximate value is £22,000 (excluding VAT) per annum which is direct College spend. There is, however, additional student spend, but the amount is unknown as the orders are placed via an online store.

Whilst the College would ideally require an exclusive contract to cover all items stipulated on Appendix A and thus benefit from higher bulk discounts, it is open to considering different suppliers for (i) General PPE clothing and (ii) other PPE and consumables should this prove to be more cost effective and guarantee supplies.

## SPECIFIC REQUIREMENTS

### General PPE Clothing

- All items must meet the relevant health and safety standards which must be recorded in your written document
- Cover-alls should be long-sleeved with adjustable fastening at the wrist
- Safety Boots should include assurances to comfortability for day-long wear
- Safety Boots should be chemical (Lime) resistant
- All coveralls must be suitable for industrial cleaning at high temperatures

### Embroidery

All clothing/uniform items must be suitable for embroidery. Examples of some of the logo styles which may be required are included in Appendix E. At this stage the College is not commissioning the set-up of these logos, these are provided as a point of reference only. Please note for those who already have the College logo set up, that the main College logo has been changed slightly so that there is no longer a white border around the outside. The colour of the logo is 100% Cyan. Please include your logo set up costs, and costs per logo per item in your written document.

### Colour

Where more than one colour for an item of clothing has been indicated, it is expected that the price for each colour would be the same. This will assist in the analysis process. Therefore, please provide pricing only in the areas indicated on Appendix A. If you are unable to provide a particular colour, or a particular colour may incur a different price please identify this in your written document.

### Sizes

All items must be available in a full range of sizes from S – XXXL, 6- 24. All shoes must be available in a full range of sizes. Safety shoes must be available in a full range of sizes, which is accommodating of female wearers, and starts at least a size UK 3. Your written document should state any special ordering facilities or timescales for non-standard sizing.

### Ordering

The structure of the College means that a selection of ordering methods must be supported. Prices must be valid for items which are:

- Paid for via the College using Purchase Order
- Paid for direct by the student.
  - An online ordering facility is essential.
  - The College will work with the successful bidder to produce the necessary order forms.
  - Where individual delivery charges will be used, this must be considered as part of the price. All deliveries would be within the South West region of England.
  - Delivery charges to individuals must be stipulated within the written document.
  - Delivery to the College should be free of charge.
  - Student items included in any bulk delivery to the College must be adequately packaged and student names clearly identified to allow the College to distribute items quickly.
  - The ability to attend college on induction days to measure for PPE would be advantageous

Given the current Covid situation it is unlikely that the College will be able to accommodate student visits to try items for sizing and suitability in advance of ordering for this coming academic year. An ability for students to attend your premises direct would therefore be a distinct advantage, subject of course to you being able to meet the government safety requirements during this pandemic. Where it is not possible to accommodate students direct, please state your returns policy for unsuitable items.

The majority of orders will be placed during August ready for September start of term. Your written document should provide assurances as to your ability to meet demand during this busy time. Please note that delayed delivery means the students cannot start on their courses and the College reserves the right to invoke a financial penalty should this be the case.



In general it is expected that all items are available with a fast turn-around of no more than 5 working days. Where this requirement cannot be met, an item of similar colour and quality must be substituted but the price must be honoured.

### **Other PPE**

Other PPE items required include face masks, ear protection, goggles, gloves and hi vis-vests, please see Appendix A for a full list. All of these items must meet the relevant health and safety standards.

### **Other Items**

Included in Appendix A are first aid and hardware items, consumables and signage that are frequently ordered by the College.

### **Service/Sustainability/Health and Safety**

In addition to the requirements set out above each lot has specific requirements which fall under the headings for Service, Sustainability and Health and Safety.

The college is committed to sustainable working practices and expects all suppliers to provide assurances to their commitment to sustainable working. All health and safety standards and accreditations should be outlined in the written document where appropriate.

### **Substitution**

Where you are unable to supply the exact item stipulated on Appendix A you may provide pricing for a substitute item providing it meets the relevant service/sustainability and Health and safety requirements. Should you wish to provide a substitution this must be clearly identified both on the pricing list and in your written document.

## **CONTRACT MANAGEMENT**

A named contact manager is required.

## **WRITTEN SUBMISSION**

We require a written document which details your company offer with particular interest to the following areas. This submitted document will be scored as per the table on page 12.

- The proposals to support direct ordering by students, including an online portal/store facility, and ability to attend college open days, to include proposals for bulk delivery to the College where this is more cost effective
- Whether you are able to support students directly at your premises to assist with sizing queries or your returns policy for unsuitable items

- Confirmation of sizing and colour availability for all items
- Responsiveness and lead times, including turn-around times and your proposals for substitutions, especially during the busy start of term
- Contract management arrangements
- Health and safety requirements including outlining the standards and accreditation each item meets (where applicable)
- Any substitution of items and how these meet the College requirements
- Sustainability, the Environment and Corporate Social Responsibility including Modern Slavery
- Potential partnering arrangements with regard to student work experience, apprenticeships and working partnerships.

You should state whether you are bidding for all items, and any additional discounts you are able to provide as a result, or wish to be only considered for General PPE clothing or other PPE and consumables.

#### **Pass/fail criteria**

- Where your items fail to meet the current standards and accreditations for relevant items you will not be considered for final shortlisting.

#### **SAMPLES**

Samples will be required by the top 2 submissions before final award will be made to enable the College to check for quality. These will be required to be delivered to the College by 26<sup>th</sup> June 2020. You will be advised of the items required to be in the sample should you be downselected.

In future years a greater sample will be required to support student enquires re sizing and suitability.

#### **TIMESCALES**

Action	Date
Tender Issued	08/06/2020
Deadline for Queries	12/06/2020

Tender Response Date	19/06/2020
Shortlisting	23/06/2020
Samples Required	26/06/2020
Award Date	30/06/2020
Implementation Date	01/07/2020

## PRICING

Bidders should provide their pricing for each of the key products in Appendix A, quoting where possible a range of price breaks. Pricing should also be provided for your full range of items.

Prices should be firm and valid for at least the initial contract period (12 months) and not subject to increase or escalation of any kind throughout the contract. Prices for future years should also be indicated.

## 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.

The College reserves the right to request a formal contract for all contracts over 1 year duration in supplement to the terms and conditions and contract acceptance documents.

## VALIDITY

Bidder's offers should be open and valid for acceptance for a period of no less than ninety [90] days from the date of submission.

## SELECTION CRITERIA

The successful supplier will have provided the Most Economically Advantageous Tender (MEAT) to the college. It should be noted that the bidder with the lowest submitted prices will not necessarily be down-selected. All bidders will be notified via email of the results of the outcome no later than 90 days from the date of submission. The date of contract award will be provided within that email.

The marking criteria follows:

Category	Weight
Price, including embroidery cost	60%
Student ordering arrangements	15%
Range of products and sizes	7%
Responsiveness and lead times	8%
Contract management arrangements	5%
Sustainability, the Environment and Social Responsibility	3%
Potential partnering arrangements with regard to student work experience, apprenticeships and working partnerships	2%
Pass / Fail Criteria	
Relevant Health and Safety standards and accreditations	Pass/ Fail

Please see table below for more details on the scoring method.

## AWARD PRICE

Lowest quote price divided by quote price multiplied by 100

WRITTEN SUBMISSION

Assessment	Score	Interpretation
<b>Excellent</b>	4	<i>Comprehensive response supported by examples Description fully supported by details that demonstrate the applicant's ability to provide the required services.</i>
<b>Good</b>	3	<i>Broad response supported by relevant examples. Description well supported by details that demonstrate the applicant's ability to provide the required services.</i>
<b>Satisfactory</b>	2	<i>Reasonable response supported by some evidence. Description adequately supported by details that demonstrate the applicant's ability to provide the required services.</i>
<b>Poor</b>	1	<i>Limited response not well supported by evidence. Description inadequately supported by details that demonstrate the applicant's ability to provide the required services.</i>
<b>Unacceptable</b>	0	<i>No response or insufficient information provided.</i>

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 D

## **SUPPORTING DOCUMENTATION**

Appendix A: Pricing Schedule

Appendix B: City College Plymouth Standard Terms & Conditions

Appendix C: Suitability Assessment & Selection Questionnaire

Appendix D: Agreement Conditions Acceptance and Declaration

Appendix E: City College Plymouth Example Logo