

# Request for quotation

**Mini Quote MQ102**

**IOT and General  
Classroom Furniture  
2019**

**Issued 01/10/2019**

## **BUSINESS OVERVIEW & BACKGROUND**

The College operates on two sites within the city, serving 12,533 students and employing over 500 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 in 2016/17 was 12,533 - which comprised: 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.

## REQUIREMENT

City College Plymouth is undertaking some internal alterations in preparation for its delivery of new courses following a successful IOT bid. As a result, there are various furniture requirements as listed in Appendix A.

We would invite you to submit a price for the individual items as listed; the college would prefer to engage with a single supplier so please highlight any items that you cannot supply.

Due to the tight timescales, the college would strongly prefer all items to be delivered to location by **25<sup>th</sup> October**. Please can you provide a brief statement in your tender return stating if you can meet this deadline, if not what the potential delivery dates could be.

## DELIVERY

Delivery would be to the college's main site;

City College Plymouth  
Kings Road,  
Devonport  
Plymouth  
PL1 5QG

All areas have lift access.

## TIMESCALES

All items to be delivered by 25th October 2019

## SUBMISSION DEADLINES

All submissions for responding to this Mini Quote must be submitted via email as stated below, no later than 11<sup>th</sup> October 2019

Any submissions received after this date will not be considered.

## SUBMISSION QUESTIONS AND CLARIFICATIONS

You may contact the following person if you have any questions or require clarification on any topics covered in this Mini Quotation:

**Adam Baker**

Procurement Assistant

Phone: 01752 305313

[Tenders@cityplym.ac.uk](mailto:Tenders@cityplym.ac.uk)

## PRICING

Your pricing should be submitted using Appendix A. Please also provide photographic quotations so we can view the products you intend to supply. Please indicate if there would be any additional charge for delivery to final location, unpacking/assembly and removal of waste packaging.

The data provided in Appendix A **should not** be considered a commitment to purchase, goods will only be ordered on award of contract.

## 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.

## 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.