



## **Request for Quotation RFQ057**

**SAN Replacement**

**Issued 10 February 2017**



**BE PART  
OF IT**

**CITY COLLEGE PLYMOUTH  
KINGS ROAD, PLYMOUTH, PL1 5QG**

## TABLE OF CONTENTS

|   |    |
|---|----|
| Confidentiality Statement .....                             | 3  |
| Open Procedure .....  | 3  |
| Submission Details.....                                     | 3  |
| Submission Deadlines .....                                  | 3  |
| Submission Delivery Address .....                           | 4  |
| Submission Questions and Clarifications.....                | 4  |
| Electronic Submissions.....                                 | 4  |
| Introduction and Executive Summary.....                     | 5  |
| Business Overview & Background .....                        | 5  |
| Our Vision ... is where our future lies .....               | 6  |
| Our Mission ... is what we focus on each and every day..... | 6  |
| Background .....  | 6  |
| Requirement.....  | 7  |
| Pricing .....   | 7  |
| Terms and Conditions .....                                  | 8  |
| Validity.....   | 8  |
| Freedom of Information Act 2000 .....                       | 8  |
| Selection Criteria .....                                    | 8  |
| Award Price .....   | 9  |
| Written submission .....                                    | 9  |
| Assessment of Quotations .....                              | 10 |
| Agreement Conditions Acceptance and Declaration .....       | 10 |
| Supporting Documentation.....                               | 10 |
| Agreement Conditions Acceptance and Declaration Form.....   | 11 |

## CONFIDENTIALITY STATEMENT

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Thank you for your consideration, City College Plymouth.

Where no notice is given, all information contained herein is Copyright 2017 City College Plymouth.

## 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 3<sup>rd</sup> March 2017**

**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 24<sup>th</sup> February 2017.

#### **Angela Bailey**

Finance and Procurement Assistant

Phone: 01752 305 799 or 01752 856 809

Email: [tenders@cityplym.ac.uk](mailto:tenders@cityplym.ac.uk)

All correspondence during the Tender should be channeled via the Procurement Team 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 will be accepted as long as they 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 been running an HP Blade and SAN storage combination for the past 5 years and is now looking for the latest technology replacement system to carry the college critical business systems for the next 5 years. Installation is expected by July 2017.

The college will be purchasing standalone servers to replace the blades and this is subject to a separate tender.

This RFQ is for the SAN replacement only. Further details of the current system and anticipated requirements for the new system are outlined in Appendices D and E.

## BUSINESS OVERVIEW & BACKGROUND

The College operates on four 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.

City College Plymouth's Estate includes 4 sites;

**Kings Road 24,321m<sup>2</sup>**

Consisting of 8 buildings including an 8 story tower block.

A new 5 floor 4,500m<sup>2</sup> stem centre to open in July 2017

**Goschen Centre 11,442m<sup>2</sup>**

One main building.

**Picquet Barracks 1706m<sup>2</sup>**

Distributed across 7 different buildings at the site including a 2 story building.

## **Pace 569m<sup>2</sup>**

2 story building located in the city centre.

### **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 professional, vocational and technical colleges 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 is dedicated to enabling local people to access both new and existing job prospects through its strong links with industry. Working in partnership with employers, the College's training offer is practical, relevant to business needs and prepares people for the real work environment.

The College's £13million Regional Centre for Excellence in STEM is due to open in autumn 2017. The state-of-the-art facility will provide a flexible learning environment that simulates 'real work' scenarios with industry-standard workshops, laboratories and studios. It will be equipped with high-tech resources to support a broader and more relevant STEM curriculum.

The most recent Ofsted inspection confirmed that the College continues to be 'Good' with outstanding features and this year it won the Beacon Award for the Promotion and Delivery of Successful Apprenticeships.

## REQUIREMENT

The spend on this project is approx. £54k exc VAT.

The data in Appendix A is a breakdown of the College's requirements. It is expected that all bidders will provide prices for the items stipulated, or where an exact match is not available, a substitute that is as close as practicably possible. The data provided in Appendix A **should not** be considered a commitment to purchase, services will only be ordered on an ad-hoc basis.

A detailed information pack including the technical requirements has been included at Appendices D and E. In addition, a number of 2 hour slots will be made available over 2 days to allow interested parties to visit or hold an audio conference to discuss their proposed solutions. These are 20<sup>th</sup> Feb and 23<sup>rd</sup> Feb. Should you wish to take up this invitation, please contact [tenders@cityplym.ac.uk](mailto:tenders@cityplym.ac.uk) to book and confirm- please, only arrange to do this if you can meet the budgetary limits and complete installation as required. The SAN replacement solution would be expected to be fully implemented by July 2017 but an earlier timescale can be considered subject to avoidance of downtime during exam periods.

In addition to a completed Appendix A, we require a written document which details your company offer with particular interest to the following areas below. The submitted document will be scored as per the table on page 9.

- Technical Quality/Specification\*
- Responsiveness, lead times, service.
- Sustainability, the Environment and Social Responsibility.
- **All goods must be UK sourced and no grey imports will be accepted**

\*Your technical response will be scored against the criteria outlined in Appendix E. You should therefore ensure your submission covers all of the requirements as listed.

## PRICING

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

Where there are opportunities for you to add your option or value added items, details should be summarised on the spreadsheet with a more detailed explanation and, where appropriate, breakdown of costs outlined in your written document.

Prices should be firm and valid for at least the initial contract period and not subject to increase or escalation of any kind throughout the contract. All prices should be exclusive of VAT.

## **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.

## **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.

## **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   | 45%    |
| Technical Quality/Specification                           | 40%    |
| Responsiveness, lead times, service                       | 10%    |
| Sustainability, the Environment and Social Responsibility | 5%     |

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<br/>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.<br/>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.<br/>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.<br/>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.

## AGREEMENT CONDITIONS ACCEPTANCE AND DECLARATION

Bidders are required to sign and return the attached Agreement Conditions Acceptance and Declaration.

## SUPPORTING DOCUMENTATION

Appendix A: RFQ057 Pricing Schedule

Appendix B: City College Plymouth Standard Terms & Conditions

Appendix C: RFQ057 Suitability Assessment Questionnaire

Appendix D: RFQ057 Tender - SAN (and Blade) Replacement further detail

Appendix E: RFQ057 SAN Technical Requirements

## AGREEMENT CONDITIONS ACCEPTANCE AND DECLARATION FORM

### Agreement for the Provision: SAN Replacement

I/We the undersigned DO HEREBY UNDERTAKE to provide the Goods/Services upon and subject to City College Plymouth's standard terms and conditions set out in Appendix B, together with the Specification and the pricing and rates contained in our quote and all other Agreement Documents as are contained or incorporated herein.

I/We agree to establish and maintain appropriate business standards, procedures and controls including those necessary to avoid any real or apparent impropriety or to prevent any action or conditions which could result in conflict with the College's best interests.

I/We declare that we have not offered to pay or to give or agree to pay any sum of money or valuable consideration directly or indirectly to any person nor entered into any agreement or arrangements with any person that he/she shall refrain from quoting or as to the amount of any quote to be submitted.

I/We declare that we have not directly or indirectly obtained information from any member concerning the Tender or proposed Tender, or obtained any unfair advantage by any other means. We understand that if this is proven not to be true the contract will be severed and we shall be banned from quoting for future opportunities with the College for at least four (4) years.

I/We agree that we have satisfied ourselves before submitting this quote as to the correctness and sufficiency of the pricing/rates quoted.

DATE .....  
COMPANY\* (1) Signature: .....  
Name: .....  
Position in Company: .....  
For and on behalf of: .....  
.....  
(Print Company's full name and registered number)

\*NOTE:

- i) An electronic or typed signature will be accepted.
- ii) Where the bidder is a limited company the Quote and this Declaration must be signed on behalf of the company by an authorised officer whose designation must be stated and the address of the registered office of the company must be given.
- iii) In the case of a partnership the names of all the partners must be given on a separate sheet and attached to this Request for Quote and the Quote and this Declaration must be signed by one of the partners on behalf of the partnership.
- iv) Where the supplier is a private firm the Quote and this Declaration must be signed with the firm's name.