

**DATE 16/11/2023**

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| **QUOTE TO BE RETURNED BY 24/11/2023.**  **NO LATER THAN 12:00 NOON** |

You are invited to quote for the supply of the under-mentioned goods/services in accordance with the enclosed terms and conditions. Quotations should be submitted on this form only and must be submitted to [joanne.wilson@eastdurham.ac.uk](mailto:joanne.wilson@eastdurham.ac.uk); [procurement@eastdurham.ac.uk](mailto:procurement@eastdurham.ac.uk) by the deadline.

The Quotation must be received in accordance with the relevant instructions above. Failure to do so may result in your quotation being withdrawn.

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East Durham College do not bind themselves to accept the lowest or any quotation, and they reserve the right to accept part only of any quotation.

Regards

Joanne Wilson

East Durham College

**REQUEST FOR QUOTATION**

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| --- | --- | --- |
| Contract Title | Indoor Equestrian Surface | |
| Customer | East Durham College | |
| Contractor | Enter Company Name | |
| To be called off by Order | Yes   |  | | --- | | x | | No   |  | | --- | |  | |
| Location | Houghall Campus [Houghall Campus | East Durham College (edc.ac.uk)](https://www.edc.ac.uk/discover/locations/houghall-campus) | |
| Period Prices Remain Firm | As per contract agreement | |

|  |  |  |
| --- | --- | --- |
| College Authorised Representatives | | |
| Name | Position | Contact Details |
| Joanne Wilson | Procurement Officer | [Joanne.wilson@eastdurham.ac.uk](mailto:Joanne.wilson@eastdurham.ac.uk) |
| Lindsey Haggis | Campus Manager-Houghall | [Lindsey.haggis@eastdurham.ac.uk](mailto:Lindsey.haggis@eastdurham.ac.uk) |

**Please note the College terms of payment are no PO No Payment**

**Please tick the following to confirm you have read and agreed to the College’s terms and conditions attached**

If there are any areas which you are in disagreement with the College’s terms and conditions, please attach details at the end of this document making it clear which point/s you are in disagreement with and we will refer this to our legal department for review

The response will be scored against Price (Pricing Schedule), Quality, Added and Social Value.

|  |  |
| --- | --- |
| Criteria | % |
| **Costs in terms of** |  |
| Purchase, Delivery, Installation and Commissioning | 70% |
| **Quality in terms of** |  |
| Support, maintenance, and warranties | 15% |
| **Added/Social Value** |  |
| Sustainability Credentials | 10% |
| Enhances Opportunities available to learners. | 5% |

|  |  |
| --- | --- |
| 0 | No response submitted |
| 2 | Very limited response lacking in any relevant detail |
| 4 | Response illustrates a basic understanding of the matter in question but lacks detail. |
| 6 | Response illustrates a good understanding of the matter in question. Would benefit from further detail. |
| 8 | Response of a high standard with a highly appropriate understanding of the question. |
| 10 | Fully comprehensive and appropriate response |

Brief Description of Requirement:

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| East Durham College requires a contractor to supply, deliver and install a new Equine Indoor Surface to our arena to develop skills across all disciplines for our students.    The college request pricing for: Indoor Equestrian Surface.  *Following evaluation of responses, the college will determine which option is best for the college and will notify upon award the option awarded.*  **Minimum Requirements**  The successful tenderer must be able to meet the following minimum requirements to progress in this opportunity:   * Remove and dispose of existing surface which is currently a Martin Collins “waxed track” surface. * Install a new arena surface that is “Waxed” that needs no watering. * Power Harrow to a consistent finish. * Suitable for multiple disciplines. * Provide suitable vehicles for installation equipment/machinery. * Options and specifications of suitable materials. * Technical Data – logistics and timescales. * Leave site tidy on completion. * Provide examples of similar contracts.   Tenderer to identify any additional items that have not been specifically requested by the College, but which are required to deliver a complete solution. Any additional costs must be identified in the Pricing Schedule.  **Installation and Commissioning**  Tenderer to detail installation and commissioning including but not limited to assembly and set up time scales, any costs associated must be included in the pricing schedule.  **Support, Maintenance and Warranties**  The tenderer must ensure that the equipment is provided with manufacturers guarantee/warranty and whether extended warranties are available.  The tenderer must be able to offer a technical advice or support should the college experience any issues.  **Training**  Tenderer will be required to provide training and advice to staff on the functionalities of the equipment/materials, including user guides and training manuals.  **Delivery**  The supplier will be responsible for the delivery and installation of the goods. And should detail any specific delivery requirements in their response. (Including but not limited to access requirements for delivery of goods)  Delivery will be required at the Houghall campus site.  East Durham College  Houghall Campus  Durham  DH1 3SG |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Quality (Max word Count 300 per question)** | | **Weighting**  **15%** | | **Score Available** |
| Q1 | **Do you have experience of working with Further Education Establishments?** | | |  |
|  | Response: | | | 10 |
| Q2 | **Does your equipment have the ability to be upgraded/updated to adapt to new requirements?** | | |  |
|  | Response: | | | 10 |
| Q4 | **Will there be online training/support materials available?** | | |  |
|  | Response: | | | 10 |
| Q5 | **Do you have previous experience of delivering this type of service, please give examples/names if possible.** | | |  |
|  | Response: | | | 10 |
| Q6 | **Have you encountered any problems with accessing specific materials for the product required when it has stopped working/requires replacing?** | | |  |
|  | Response: | | | 10 |
| Q7 | **Can you meet the “minimum requirements” stated above?** | | |  |
|  | Response: | | | 10 |
| Max **Score** for this Section | | | | **60** |
| **Added/Social Value (Max word Count 500 per question)** | | **15%** | |  |
| Q13 | **Do you/Will you provide specialist advice/support?** | | |  |
|  | Response: | | | 10 |
| Q14 | **Can you confirm there will be no additional costs incurred after the award of the contract?** | | |  |
|  | Response: | | | 10 |
| Q15 | **What is the current lead up time for delivery and installation from the point of order?** | | |  |
|  | Response: | | | 10 |
| Max **Score** for this Section | | | | **30** |
| **Overall Maximum Score** | | | **90** | |

All Prices to be exclusive of VAT

The costs must include all capital costs, help desk/support, training, updates, commissioning, maintenance and any other costs related to delivery of the goods or services, please note the college will not accept any additional costs than those detailed by the supplier, all additional costs must be detailed for the term of the contract.

Please complete the information requested in **Appendix 1\_Pricing Schedule**

**Overall Value of Quotation (incl. of delivery and installation)**

£…………………………

Signed by: ....................................................... Name(s): .................................................

Position: ...........................................................

For and on behalf of: .................................................................................................................

Address: ...................................................................................................................................

Date: .......................................................

**SPECIAL TERMS AND CONDITIONS**

**1. CONTRACT PERIOD**

**1.1** The contract is for a period of TBC after RFQ but no less than twelve months.

**2. PRICING**

**2.1** The College requires stability of price during the period of the contract. Prices must therefore be fixed for a minimum period of 12 months.

**2.1.1** The Contract, as described in the specification to the college in accordance with the terms and conditions of the contract as determined in the RFQ for the sum of TBC.

**2.2** The contractor shall have the ability to propose to vary the price, by giving the College not less than 60 days written notice in advance of such variation effective at the end of the initial fixed period providing that:

**2.2.1** Such variation shall not exceed the annual Retail Price Index for all items excluding mortgage interest payments (RPIX) ruling at the time of the increase and should not preclude the possibility of any reductions in charges; and

**2.2.2** Any notice of variation under this clause will be limited to one request in any twelve

(12) month period.

**2.2.3** Changes to the Price will only become effective when agreed and accepted in writing by the College.

**2.2.4** The College reserves the right not to accept any price increase if considered unjustified and the Contractor must allow the College to inspect all relevant documentation supporting the application.

**2.3** The College reserves the right to continually test the market to ensure that the Contract prices are competitive within the marketplace. In the event of the College obtaining a lower bona fide offer from another organisation for the same goods or services, the Contractor will be provided with the opportunity of revising its terms accordingly. Should the Contractor be unable to match the new offer then the College reserves the right to accept the new offer and procure the goods or services from the other organisation.

**2.4** The contractor is expected to collaborate with the College over the contract period to achieve continuous improvement in the quality and delivery of the Contract. This is considered to have been accepted by the willingness to participate in the Tender.

**3. CONTRACT MANAGEMENT**

**3.1** The College undertakes regular Contract monitoring to ensure Contract standards are met, evaluate Contractor performance and consider areas for improvement.

**3.2** If requested by the College, the Contractor will provide management information reports when required which may include but not be limited to:

**4 PROCUREMENT**

**4.1** In line with the College’s strategic objective to increase process efficiencies, invoices which do not state the corresponding purchase order number will be rejected by the College and returned to the Contractor. The Contractor will be expected to work in partnership with the College to take full advantage of the benefits associated with the automation of the procure to pay process throughout the duration of the contract.

**5 DISCLOSURE AND BARRING SERVICE (DBS)**

**5.1** The Contractor shall upon reasonable request by the College at the Contractor's cost provide in good faith, details including full name, address, date of birth and place of birth of any employee or operative whether directly employed by the Contractor or otherwise engaged by them to provide the Services and shall do

so within 14 days of any such request for the purpose of enabling the College to carry out a standard/enhanced DBS check at the Contractor's cost pursuant to the provisions of Part V of the Police Act 1997.

**5.2** Where, following a check under clause 5.1 above, a criminal conviction certificate is obtained by the College following the DBS check and the nature of the listed previous convictions leads the College to the reasonable conclusion that the person who was checked is unsuitable to provide the Services, then upon the College giving notice to the Contractor, they shall immediately upon receipt of that notice remove the person considered as unsuitable from the contract or where the person has not at that time started to provide the Services the Contractor shall act so as to stop that person from providing the Services.

The College is not under any obligation to disclose the results of any DBS check.

**6 TERMINATIONS**

**6.1** Either party shall have the right to terminate at any time provided not less than 2 months written notice is provided save where the Contractor commits a fundamental breach of contract in which case the Contractor will be given.

immediate written notice to remedy the breach within 28 days in default of which the Customer can terminate the Contract forthwith thereafter subject to giving the Contractor final written notice**.**

**7 LOCATION AND FACILITIES**

**7.1** The Contractor will be required to provide the Services to East Durham College at any of the campuses as required. Further information regarding the location of the campuses is available at [www.edc.ac.uk](http://www.edc.ac.uk)

**8 EXIT STRATEGY**

**8.1** The Exit strategy sets out the obligations of the College and Contractor to achieve the orderly transfer of responsibilities for the provision of any service from the Contractor to a new contractor following expiration of this Contract.

**8.2** The principle objective of the Contractor upon exit shall be to ensure the continuity of the Service under any transfer of Contract**.**

**8.3** The exit strategy period shall commence 3 months prior to contract expiry.

**8.4** The Contractor shall undertake the following obligations as part of the exit strategy.

**8.5** The provision of exit data for the service and any additional services introduced during the period of the Contract.

**8.6.** The provision of a project manager and necessary resources to manage the

Contractor's responsibilities and obligations during the handover period.

**8.7.** The provision of any relevant information (excluding commercially sensitive information) to the College which is required to ensure the continued operation of the service following handover period.

**8.8.** The Contractor shall maintain exit data which shall be made available to the

College or a new contractor sufficient to enable the transfer of the service.

**8.9.** A handover plan shall be developed between the College and Contractor and shall operate from when the Contract expires or under termination conditions defined within the Contract.

Signed:

Name:

Position:

For and on behalf of:

Address:

Date: