



Request for Quotation RFQ055

Chairs and Stools for STEM Centre

Issued 7th July 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	5
Our Mission ... is what we focus on each and every day.....	5
Background	6
Requirement.....	6
Appendix A – Pricing Schedule	7
Written Submission.....	8
Pricing	8
Terms and Conditions	8
Validity.....	8
Freedom of Information Act 2000	8
Selection Criteria	9
Award Price	9
Written submission	9
Assessment of Quotations	10
Agreement Conditions Acceptance and Declaration	10
Supporting Documentation.....	11
Agreement Conditions Acceptance and Declaration Form.....	12

CONFIDENTIALITY STATEMENT

This document, and any attachments thereto, regardless of form or medium, is intended only for use by the addressee(s) and may contain legally privileged and/or confidential, copyrighted, trademarked, patented or otherwise restricted information viewable by the intended recipient only. If you are not the intended recipient of this document (or the person responsible for delivering this document to the intended recipient), you are hereby notified that any dissemination, distribution, printing or copying of this document, and any attachment thereto, is strictly prohibited and violation of this condition may infringe upon copyright, trademark, patent, or other laws protecting proprietary and, or, intellectual property. In no event shall this document be delivered to anyone other than the intended recipient or original sender and violation may be considered a breach of law fully punishable by various domestic and international courts. If you have received this document in error, please respond to the originator of this message or email him/her at the address below and permanently delete and/or shred the original and any copies and any electronic form this document, and any attachments thereto and do not disseminate further.

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 14th July 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 10 January 2017.

Adam Baker

Procurement and facilities assistant

Phone: 01752 305313

Email: 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 will be accepted as long as they meet the following criteria:

Sent via email to: 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

City College Plymouth is currently constructing a state of the art centre of excellence for Science, Technology, Engineering and Maths also known as “STEM”. Details of the scheme including floor plans can be viewed on the College website www.cityplym.ac.uk/stem-coe.

[Continued on the next page]

The building is due to open in September 2017 and is facilitating the closure of the College’s Goschen Centre.

Within the new building several computer hubs and laboratories will be created. All of these areas will require suitable seating dependant on the desk type. There is also a requirement for some additional desks and some small tables for breakout areas.

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 three sites within the city, serving 12,897 students and employing 622 staff.

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 estimated value of the supply contract is £27,000.

The opportunity is broken into lots with each type of furniture separated out. Suppliers can bid for one or all lots including the one-stop shop option of providing all goods.

Delivery must be between 7th August and 25th August

Lot 1: Computer Chairs

- 100 in no computer chairs required
- 5 star castor base
- Fixed back with solid metal stem
- Lever or button height adjustment
- Padded seat and back in perpetual 24/7 fabric or similar colour with at least 40,000 Martindale cycles

Lot 2: Lab Seats

- 153 required
- Suitable for use at a bench height of 900mm
- Wooden seat and back, preferably beech effect.
- Foot rest bar
- Stackable

Lot 3: Draughting Chairs

- 63 required
- Capable of 550mm - 800mm height adjustment
- Foot rest
- Either wooden back and seat or Padded seat and back in perpetual 24/7 fabric or similar colour with at least 40,000 Martindale cycles

Lot 4: Workbench's

- 2 required – Double sided
- 1800mm long
- 40mm thick top
- Prefer beech finish

Lot 5: Small tables

- 18 required
- Small low coffee style table with beech top

Please can you provide pictures and details of the products you are offering on submission.

By signing the Agreement Conditions Acceptance and Declaration form bidders agree to these terms.

APPENDIX A – PRICING SCHEDULE

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 with an accompanying official City College Plymouth Purchase Order.

WRITTEN SUBMISSION

We also 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.

- Price
- Ability to meet required specifications
- Sustainability, the environment and social responsibility
- Ability to meet agreed timescales
- Guarantee

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 ninety [90] days from the date of submission.

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 are below:

Category	Weight
Price	87%
Ability to meet required specifications	10%
Sustainability, the Environment and Social Responsibility	3%
Pass / Fail Criteria	
Ability to meet agreed timescales	Pass/ Fail
Able to offer 10 year guarantee at a minimum	Pass / Fail
Annual company turnover of at least £81,000	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
------------	-------	----------------

Excellent	4	<i>Comprehensive response supported by examples Description fully supported by details that demonstrate the applicant's ability to provide the required services.</i>
Good	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>
Satisfactory	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>
Poor	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>
Unacceptable	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: City College Plymouth Pricing Schedule

Appendix B: City College Plymouth Standard Terms & Conditions

Appendix C: City College Plymouth Suitability Assessment

Appendix D: Agreement Conditions Acceptance and Declaration Form

AGREEMENT CONDITIONS ACCEPTANCE AND DECLARATION FORM

Agreement for the Provision: RFQ045 Computer Desks for STEM Centre

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.