



Request for Quotation RFQ045

Computer Desks for STEM Centre

Issued 03 January 2017



**BE PART
OF IT**

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

TABLE OF CONTENTS

Confidentiality Statement	3
Open Procedure.....	4
Submission Details.....	4
Submission Deadlines	4
Submission Delivery Address	4
Submission Questions and Clarifications.....	4
Electronic Submissions.....	5
Introduction and Executive Summary.....	5
Business Overview & Background	6
Our Vision ... is where our future lies	6
Our Mission ... is what we focus on each and every day.....	6
Background	6
Requirement.....	7
Vision.....	7
Lots.....	7
Timescales Required – Mission Critical.....	7
Installation Staff	8
Desks Required	9
Desk Sizes Required.....	9
Desk Surface.....	9
Desk Leg.....	9
Modesty Panels.....	9
Cable Management.....	9
Other	10
Sample	10
Contract Management	10

Appendix A – Pricing Schedule	10
Written Submission.....	11
Pricing	11
Terms and Conditions	11
Validity.....	11
Freedom of Information Act 2000.....	11
Selection Criteria	12
Award Price	12
Written submission	13
Assessment of Quotations	13
Agreement Conditions Acceptance and Declaration	14
Supporting Documentation.....	14
Agreement Conditions Acceptance and Declaration Form.....	15

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 2016 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:

Tuesday 17 January 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.

Kerry Wilson

Procurement Officer

Phone: 01752 856 809

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.

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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 will be created. Within these large spaces a number of central islands will be set up. To achieve the power and data cabling required to enable this, the majority of the desks will be hard-wired; making use of sockets on modesty panels and cable management attached to the desks. The computer desks must therefore be delivered and installed before final completion of the building.

The College is looking to purchase approximately 256 computer desks. 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 £33,000.

VISION

The College is looking to install a number of islands within its new Computer hubs. In order to achieve the optimum cabling and data installation, the College looks to supply and install the computer desks prior to the data and cabling installations which will be carried out by the building contractor.

LOTS

The opportunity is not broken into lots. The layout of the pricing schedule is set out to indicate the quantities required on each installation date, but the College explicitly confirms that they intend to award the entire requirement to a single supplier. This is due to wanting a uniform approach within the STEM centre and to allow desks to be moved at a later stage if necessary.

TIMESCALES REQUIRED – MISSION CRITICAL

The College will require a number of carefully timed delivery and installation sessions in order to work around the on-going building project. The strict adherence to this requirement is considered to be Mission critical to the successful opening of the new site in September 2017. As such, bidders are asked to submit their assurances alongside business continuity and/or disaster recovery procedures.

In addition to meeting the agreed deadlines for delivery, it is also essential that suppliers do not provide the goods in advance of the agreed delivery date. This is due to the lack of storage on site, plus the on-going relocation of the Goschen Site to the Kings Road Campus. Early delivery will be refused by the College, and any associated costs will not be recoverable from the College.

Bidders should confirm that they have the capacity to store the goods and deliver them exactly when required. Failure in this aspect will lead the College to seek compensation from the supplier up to 100% of the value of any extension charge made to the College by the building contractors.

The dates for delivery and installation are:

- Monday 13 March 2017
- Monday 27 March 2017
- Monday 10 April 2017
- Monday 17 July 2017

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

INSTALLATION STAFF

Installation will be required during a period where the building is not in a fully completed state.

The delivery and installation staff should be provided with full Personal Protective Equipment and Clothing (PPE) by their employer. PPE will not be provided by the College or their building contractor. Failure to supply adequate PPE will result in the installation staff being refused entry to the site. The BS number for the required PPE should be explicitly listed within the RAMS.

In addition, installation staff should hold a valid CSCS (Carpenter and/or Site Operative) certification card. The winning bidder should ensure that copies should be submitted to the College Estates department and Kier Construction's Site manager along with a method statement and full risk assessment (RAMS) no later than Monday 13 February 2017. The installation staff will not be the principal contractors.

Installation of all phases will take place on upper floors. Phases 1, 2 and 3 will require the use of the site hoist. Use of the site hoist will only be permitted when operated by a trained Kier member of staff. Installation staff must attend Kier Site induction / briefing at 08:30am each day. Phase 4 will require use of the newly installed elevator.

Any waste generated by the installation team should be cleared away and disposed of responsibly, following the relevant legislation. The College skips should not be utilised.

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

[Continued on the next page]

DESKS REQUIRED

The College requires a range of Computer Desks of varying sizes.

The desks must fully comply with the EN527 standard parts 1,2 and 3.

DESK SIZES REQUIRED

- 1800mm x 800mm (Quantity: 40)
- 1200mm x 800mm (Quantity: 216)

In addition, each desk should meet the following requirements

DESK SURFACE

- Beech wood effect
- Minimum thickness 23mm
- Chipboard core
- Pressure laminated finish
- Straight edges – (rectangular surface)

DESK LEG

- Four (4) desk legs for each desk
- Metal Construction
- Round legs
- Powder Coated Silver or Grey in colour
- Adjustable height range from 650mm to 850mm (200mm adjustable range)
- Manual height adjustment – twist mechanism preferred
- Hidden feet would be an advantage but is not essential.

MODESTY PANELS

Where modesty panels are required they should:

- Not be an integral part of the desk, i.e. they should be capable of retrospective fitting/ removal.
- Match the desk tops
- Be capable of fitting twin power and data sockets.

CABLE MANAGEMENT

Where required, cable management should be:

- Twin compartment plastic trunking attached by metal brackets to the underside of the desk.

- Of a suitable design to allow the hard-wiring the desks in clusters of up to a maximum of twelve (12).
- Separate trunking for each desk to allow for individual height adjustments to be made.

OTHER

- The Desk must be able to safely hold a minimum load of 24kgs
- The Desk must be stable and able to withstand minor knocks and bangs associated with use within a College environment
- The College seeks a minimum 15 year guarantee with all desks.

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

SAMPLE

Before final award is made, the College requests that a sample desk be made available by the winning supplier.

The sample desk should include a modesty panel and cable management as described in the sections above. The size of the desk is not essential however the colour and design will be given a final check to ensure it meets the College's requirements. The College reserves the right to award to an alternative supplier should the desks not meet the requirements as outlined within this document.

CONTRACT MANAGEMENT

The College expects that the winning supplier would provide the following contract management:

- Named Contract Manager with suitable authority who is able to visit site within 24 hours in case of concerns being raised
- Site foreman / manager for each phase of the installation who will act as the point of contact between the company, installation staff, Kier Construction Site Manager, and, the College Estates department.

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.

- Payment arrangements (invoice upon successful installation is preferred)
- Responsiveness, lead times, service.
- Assurances that the agreed timescales can be met
- Confirmation that the required personnel will be deployed
- Quality assurance of the Desks to be provided including guarantee
- Sustainability, the environment and social responsibility

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	95%
Payment Arrangements	2%
Sustainability, the Environment and Social Responsibility	3%
Pass / Fail Criteria	
Ability to meet desk design specification	Pass/ Fail
Ability to meet agreed timescales	Pass/ Fail
Ability to meet staffing requirements including PPE and CSCS certification	Pass / Fail
Able to offer 15 year guarantee at a minimum	Pass / Fail
Annual company turnover of at least £118,000	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

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.