



European Union
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HM Government



HARTPURY
AGRICULTURE
DIGITAL INNOVATION FARM
TECH BOX PARK

Digital Innovation in Agri-Tech Project

TENDER SPECIFICATION DOCUMENT

Supply and Fit of Tech Box Unit Furniture

Tender for the supply of office furniture for five modular units.

Date: 16th August 2021

Hartpury University and College
Registered Office:
Hartpury House
Hartpury
Gloucester
GL19 3BE

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1. Introduction

- 1.1. Hartpury University and Hartpury College's mission is to be a specialist niche provider delivering relevant, effective and high-quality education and training for employment in sport, equine, animal and agricultural industries; locally, nationally and internationally.
- 1.2. The vision for Hartpury Agriculture is to create an industry leading Digital Innovation Farm providing excellent facilities, education and research to meet global demand for new technology in farming.
- 1.3. Hartpury is now seeking to appoint an office furniture supplier to supply and install furniture for its Tech Box Park innovative workspace.
- 1.4. This contract will be to supply and install office furniture to five self-contained modular units each measuring 51.5m². Each unit to accommodate up to 8 individuals and house a facility for hot desking, flexible meeting space, a small demonstration space and a break out area.

2. Background

- 2.1. Hartpury University is procuring a furniture supplier acceptance of its full application for ERDF funding.
- 2.2. Project funding for a Tech Box Park on Hartpury's Agricultural campus will establish the next phase of the Digital Innovation Farm initiative, which includes the recently established Agri-tech Centre.
- 2.3. The Digital Innovation in Agri-Tech (DIA-T) project will support agri-tech firms with support to develop new products and services to market connecting them to Hartpury's commercial farm and well-established farming network.
- 2.4. The Tech Box Park project will ultimately provide a cluster of business accelerator units to accelerate the growth of SME agri-tech firms creating new products, driving productivity and competitiveness in the agri industry.
- 2.5. Workspace will be constructed from five environmentally sustainable purpose-built units, each 51.5sqm, giving a total area of 305sqm, 'Tech-Box Park' located within Hartpury's on-site commercial farm close to Hartpury's Agri-Tech Centre creating a cluster of agri-tech innovation. The project will deliver a dedicated support programme for SMEs in Gloucestershire operating, or wishing to operate, in the agri-tech sector.



- 2.6. The contract will be required to be underway as soon as possible to deliver the projects outputs within their allocated timescales specified in point 5.

3. Tender Specification

- 3.1 Hartpury's Digital Innovation Farm Tech Box Park will aim to attract leading agri-tech companies to Gloucestershire.
- 3.2 Hartpury aims to offer these companies facilities and the Tech Box Park which is made up of five self-contained flexible workspaces where design thinking and innovative product development is key. Companies will have access to technology and AV equipment to showcase new products and services to the market.
- 3.3 Hartpury are to procure a supplier that can offer flexible innovative workspace furniture and this requirement should be reflected in the design, supply and installation of furniture for five modular units to include but not limited to:
1. Hotdesking for up to 8 individuals – a combination of bench desks with chairs and electronic height adjustable desk with chairs
 2. Informal soft seating options
 3. Meeting tables and chairs for up to 6 individuals
 4. Breakout table and chairs for kitchenette area accommodating up to 3/4 individuals
 5. Lockable lockers for up to 8 individuals
 6. Privacy pods for up to 2/3 individuals
 7. Soundproofing screens
 8. Demonstration workspace
 9. Options for outdoor furniture

4 Knowledge, Skills & experience

4.1 Suppliers are required to demonstrate that they can offer:

- Value for money
- Significant experience of delivering such contracts
- Proven ability space management design
- Consideration given to COVID restrictions
- Consideration for environmental sustainability
- Furniture storage facility options
- Use of standard Hartpury colours (red, black and dark grey)

5 Duration of Contract

5.1 Award of contract by 10th September 2021. Supply and installation of furniture to be completed by 29th October 2021. However, this is subject to build completion and therefore supplier will need to offer an element of flexibility and an option for storage facilities should it be required.

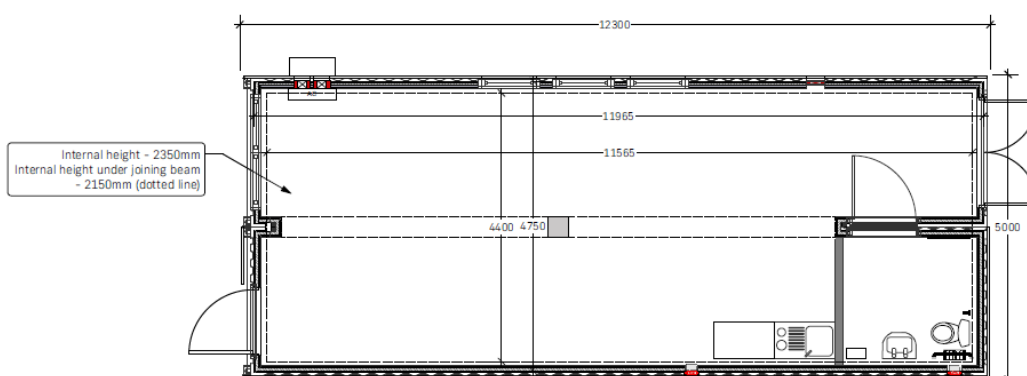
5.2 Key dates:

Date	Activity
9am 16 th August 2021	Invitation To Tender published
9am 23 rd August 2021	Deadline for queries
Midday 31 st August 2021	Tender submission deadline
2 nd September 2021	Panel Tender scoring and review
6 th September 2021	Tender presentation meetings (if applicable)
7 th September 2021	Decision on selected supplier(s) and notification to unsuccessful bidders
10 th September 2021	Contract award

6 Requirements

- 6.1 Hartpury University is inviting tenders from suitably qualified suppliers for the provision of furniture for Tech Box Park facilities. Suppliers must be able to demonstrate a proven track record in delivering similar services to educational and business sectors.
- 6.2 Suppliers must be able to fulfil contract within the given timescales.
- 6.3 Suppliers must be able to offer space management designs for each unit.

- 6.4 Suppliers must be able to deliver to Hartpury University and Hartpury College campus.
- 6.5 Suppliers should possess and maintain public and professional indemnity insurance and employer's liability insurance (if applicable). Evidence of current insurance policies and the limits of these policies must be provided as part of your tender submission.
- 6.6 The above specification points are not an exhaustive list. The successful tenderer may therefore be requested to provide additional services. Such services will be agreed between the supplier and Hartpury University.



7 Payment

- 7.1 The total budget available for space management and design, supply and installation is £107,000 excluding VAT for all five modular units. The supplier will be paid on invoice.
- 7.2 Suppliers should provide full cost breakdown.
- 7.3 The furniture supplier will issue an invoice to Hartpury University This invoice should be accompanied by a summary of procured furniture along with any supporting evidence and paperwork.
- 7.4 Hartpury University's normal payment terms for approved invoices is 30 days.

8 Content of Tender Submission

- 8.1 A template for your response is attached at Appendix A. Potential suppliers are asked to provide the following within their submission:
- Your understanding of the requirements;
 - Space management drawings
 - Name of point of contact for who will be responsible for managing and undertaking the contract.
 - Evidence of current insurance policies and value of indemnity (as a minimum this should include public and professional indemnity and employers liability if applicable);
 - Evidence of previous work relevant to this contract (including client details, approximate scale of work, and dates / confirmation of delivery);
 - Names and contact details of two referees to whom you have provided a similar service in the last three years.
 - Evidence of any membership of professional bodies that are relevant to this contract.
- 8.2 Potential suppliers should note that answering 'No' to questions in sections 4-7 inclusively of the template will not preclude your bid from being considered. These are standard questions that we include in all our procurement exercises.
- 8.3 If successful, you will be required to supply copies of any certificates for any standards identified in Sections 4 – 7 of the Response Template.

9 Evaluation of Tenders

- 9.1 Tenders will be evaluated by an Evaluation Panel, which will determine which of the submissions provides Hartpury University with the most confidence that those suppliers have the relevant experience, personnel and capability to meet the requirement's objectives.
- 9.2 Scores will be agreed for each response in line with the Scoring Methodology and criteria set out below:

<i>Criteria:</i>	<i>Assessment / Score:</i>	<i>Weighting:</i>	<i>Total possible:</i>
Tenderers financial stability	Pass / Fail		
Understanding of the requirement	0(unacceptable)-4 (excellent)	5	20
Methodology	0(unacceptable)-4 (excellent)	5	20

<i>Criteria:</i>	<i>Assessment / Score:</i>	<i>Weighting:</i>	<i>Total possible:</i>
Previous experience	0(unacceptable)-4 (excellent)	5	20
Personnel	0(unacceptable)-4 (excellent)	5	20
Total score available			80

9.3 Scores will be given based on the following assessment of responses:

Score:	Assessment:	Description of assessment:
0	Unacceptable	Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.
1	Poor	Response is partially relevant and poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.
2	Acceptable	Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.
3	Good	Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.
4	Excellent	Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.

10 Instruction to Tenderers

10.1 Please submit your full tender submission by midday on 31st August 2021 to:
Catherine.Briggs@hartpury.ac.uk

10.2 Submissions should be titled "**Tender for Digital Innovation in Agri-Tech Project**".

10.3 Subject to the number of tenders received, tenderers may be invited to give a virtual online presentation which will form part of the final evaluation of the tenders. Tenderers are therefore requested to reserve 6th September 2021 and will be notified should they be required to attend and present.



- 10.4 Tenderers should note that in the event that a bid is considered to be fundamentally unacceptable on a key issue, regardless of its other merits, that bid may be rejected.
- 10.5 Tenders submitted after the stipulated time and date advised will be rejected.
- 10.6 If you require further information concerning the tender process, or the nature of the proposed contract, in the first instance please contact:
catherine.briggs@hartpury.ac.uk with the subject line "Tender for Digital Innovation in Agri-Tech Project". No questions will be answered that provide a competitive advantage to any party tendering.
- 10.7 Should questions arise during the tendering period, which in our judgment are of material significance, we will post additional information on the Hartpury website [Tech Box Park | Commercial | Hartpury University and Hartpury College](#) to explain the nature of the question, and our formal reply. All tenderers should then take that reply into consideration when preparing their own bids, and we will evaluate bids on the assumption that they have done so.

11 Conditions of Tender

- 11.1 Tenderers may contact Hartpury University using the e-mail address:
catherine.briggs@hartpury.ac.uk to obtain any further information about the requirements of the contract or the tendering procedures if these are not evident or clear from the documents supplied to tenderers.
- 11.2 For the avoidance of doubt, the tender specification document shall include all requirements explicit or implied within the invitation to tender.
- 11.3 Hartpury University reserves the right to withdraw this tender document and all funding contained within it without notice.
- 11.4 No tender will be considered for acceptance if the tenderer has indulged or attempted to indulge in any corrupt practice or canvassed the tender with an officer of Hartpury University. If a tenderer has indulged or attempted to indulge in such practices and the tender is accepted, then grounds shall exist for the termination of the contract and the claiming of damages from the successful tenderers.
- 11.5 It is unlikely that any tender will be accepted which (a) is incomplete or inaccurately or inadequately completed or which purports to impose conditions other than those provided in the contract documents and (b) is delivered out of time or in a manner other than specified in the specification.

12 Collusive Tendering

- 12.1 In submitting a tender against this contract, the tenderer confirms that he has not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person.
- 12.2 The tenderer also certifies that at no time, before or following the submission of the tender, has the tenderer carried out any of the following acts:
- (i) communicating to a person other than the person calling for the tenders the amount or approximate amount of the proposed tender, except where such disclosure is required for the purpose of obtaining insurance;
 - (ii) entering into any agreement or arrangement with any person that he shall refrain from tendering or as to the amount of any tender to be submitted;
 - (iii) offering or paying or giving or agreeing to give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above. The context of this clause the word 'person' includes any persons and/or any body or association, corporate or unincorporated; and
 - (iv) 'any agreement or arrangement' includes any such transaction, formal or informal, and whether legally binding or not.

13 Timetable for submission

- 13.1 The procurement timetable is as follows:

Date	Activity
9am 16 th August 2021	Invitation To Tender published
9am 23 rd August 2021	Deadline for queries
Midday 31 st August 2021	Tender submission deadline
2 nd September 2021	Panel Tender scoring and review
6 th September 2021	Tender presentation meetings (if applicable)
7 th September 2021	Decision on selected supplier(s) and notification to unsuccessful bidders
10 th September 2021	Contract award

- 13.2 Bidders should note that although the submission date is fixed, the remainder of this timetable may be subject to change.



14 Appendix A: Template Response

for

Section 1	Applicant information	
Question number	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	
1.1(b) – (i)	Registered office address (if applicable)	
1.1(b) – (ii)	Registered website address (if applicable)	
1.1(c)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status)	
1.1(d)	Date of registration in country of origin	
1.1(e)	Company registration number (if applicable)	
1.1(h)	Registered VAT number (if applicable)	
1.1(i)	Are you a Small, Medium or Micro Enterprise (SME) ¹ ?	YES <input type="checkbox"/> NO <input type="checkbox"/>
1.1(j)	Details of immediate parent company (if applicable): - Full name of the immediate parent company - Registered office address - Registration number - Head office DUNS number - Head office VAT number (Please enter N/A if not applicable)	
1.1(k)	Details of ultimate parent company (if applicable): - Full name of the ultimate parent company - Registered office address - Registration number - Head office DUNS number	

¹ See EU definition of SME https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en

	- Head office VAT number (Please enter N/A if not applicable)	
1.1(l)	Would the parent company be willing to provide a guarantee if necessary?	YES <input type="checkbox"/> NO <input type="checkbox"/>

Section 2	Previous experience and contract examples
2.1	<p>Please provide details of three different instances where you have provided similar support to that outlined in the specification during the past three years.</p> <p>The named customer contact should be willing to provide written evidence to confirm the accuracy of the information provided below which we reserve the right to verify.</p>

	Instance 1	Instance 2	Instance 3
Name of customer organisation			
Contact person in the organisation			
Position in the organisation			
E-mail address			
Description of support and the impact it had.			
Support start date			
Support completion date			

2.2	If you cannot provide at least one example for question 2.1, in no more than 500 words please provide an explanation for this, e.g. your organisation is a new start-up
Response:	

Section 3	Financial and Economic Standing
	Please indicate which of the following you have provided to demonstrate your economic/financial standing:
3.1	a) Copies of your full accounts for the last two years YES <input type="checkbox"/> NO <input type="checkbox"/>

	b) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.	YES <input type="checkbox"/> NO <input type="checkbox"/>
	c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	YES <input type="checkbox"/> NO <input type="checkbox"/>

Section 4	Quality					
Is your organisation assessed and certified to a recognised Quality Management Standard? (e.g. ISO 9001)		<table border="1"> <tr> <th>YES</th> <th>NO</th> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>
YES	NO					
<input type="checkbox"/>	<input type="checkbox"/>					
If YES, please attach a copy of your current certificate with your submission and go to Section 5						
If NO, please answer the following questions:		<table border="1"> <tr> <th>YES</th> <th>NO</th> </tr> </table>	YES	NO		
YES	NO					
Do you have a written Quality Policy?		<input type="checkbox"/> <input type="checkbox"/>				
Do you have a Quality Manual and/or Quality Procedure?		<input type="checkbox"/> <input type="checkbox"/>				
Is there a system which ensures control of Documents?		<input type="checkbox"/> <input type="checkbox"/>				
Is there a system for controlling non-conforming products?		<input type="checkbox"/> <input type="checkbox"/>				
Do you have a system for traceability and maintain records?		<input type="checkbox"/> <input type="checkbox"/>				
Do you monitor and audit your suppliers?		<input type="checkbox"/> <input type="checkbox"/>				
Is there a system for calibration of inspection, measuring and test equipment?		<input type="checkbox"/> <input type="checkbox"/>				
Do you regularly carry out internal audits of your Quality Management System?		<input type="checkbox"/> <input type="checkbox"/>				
Do you have a system in place for monitoring/resolving customer complaints?		<input type="checkbox"/> <input type="checkbox"/>				

Section 5	Environmental Management					
Is your organisation assessed and certified to a recognised Environmental Management Standard? (e.g. ISO 14001)		<table border="1"> <tr> <th>YES</th> <th>NO</th> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>
YES	NO					
<input type="checkbox"/>	<input type="checkbox"/>					
If YES, please attach a copy of your current certificate with your submission and go to Section 6						
If NO, please answer the following questions:		<table border="1"> <tr> <th>YES</th> <th>NO</th> </tr> </table>	YES	NO		
YES	NO					
Do you have a written Environmental Policy?		<input type="checkbox"/> <input type="checkbox"/>				
Have you identified and assessed the main environmental impacts of your business activities?		<input type="checkbox"/> <input type="checkbox"/>				
Do you carry out internal environmental audits?		<input type="checkbox"/> <input type="checkbox"/>				
Have you ever been prosecuted for breaches of environmental legislation?		<input type="checkbox"/> <input type="checkbox"/>				



Do you segregate/recycle any of your waste?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any energy reduction programmes in place?	<input type="checkbox"/>	<input type="checkbox"/>

Section 6 Health & Safety		
Is your organisation assessed and certified to a recognised Health & Safety Management Standard? (e.g. OHSAS 18001)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES, please attach a copy of your current certificate with your submission and go to Section 7		
If NO, please answer the following questions:	YES	NO
Do you have a written Health & Safety Policy?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a Health and Safety at work management system in place?	<input type="checkbox"/>	<input type="checkbox"/>
Do you carry out Risk Assessments of your business activities/processes?	<input type="checkbox"/>	<input type="checkbox"/>
Do you regularly carry out internal audits of your Health & Safety Management System?	<input type="checkbox"/>	<input type="checkbox"/>
Are there controls in place for visitors and contractors attending your premises?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a system for reporting accidents and near miss incidents?	<input type="checkbox"/>	<input type="checkbox"/>

Section 7 Information Security		
Is your organisation assessed and certified to a recognised Information Security Standard? (e.g. ISO27001, Cyber Essentials Plus)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES, please attach a copy of your current certificate with your submission and go to Section 8		
If NO, please answer the following questions:	YES	NO
Do you have an Information Management System?	<input type="checkbox"/>	<input type="checkbox"/>
Do you utilise an email and web filter?	<input type="checkbox"/>	<input type="checkbox"/>
Do you take regular back-ups and store copies off site?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have information security systems in place i.e. up-to-date Anti-Virus Software, perimeter firewalls, regular patching of software and computer operating systems?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have independent penetration testing of your networks and websites?	<input type="checkbox"/>	<input type="checkbox"/>
Have you experienced a cyber attack that has disrupted your business?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have staff awareness training in place to raise awareness of cyber security risks?	<input type="checkbox"/>	<input type="checkbox"/>

Section 8 Data Protection		
Is your organisation registered with the Information Commissioner's Office (ICO) under the Data Protection Act?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES, please provide your registration number and then go to Section 9		
If NO, please answer the following questions:		
Do you comply with the Data Protection Act (DPA) 2018?	<input type="checkbox"/>	<input type="checkbox"/>
Do you use personal information fairly and lawfully?	<input type="checkbox"/>	<input type="checkbox"/>
Do you collect only the information necessary for a specific purpose(s)?	<input type="checkbox"/>	<input type="checkbox"/>
Do you ensure it is relevant, accurate and up to date?	<input type="checkbox"/>	<input type="checkbox"/>
Do you only hold as much as you need, and only for as long as you need it?	<input type="checkbox"/>	<input type="checkbox"/>
Do you allow the subject of the information to see it on request?	<input type="checkbox"/>	<input type="checkbox"/>
Has your organisation experienced a data breach that has resulted in the loss or revealing of personal data?	<input type="checkbox"/>	<input type="checkbox"/>

Section 9	Requirement Specific Questions
9.1	Please provide details of the key personnel who will be responsible for managing and undertaking the work, including their experience and relevant qualifications. Please identify one named Account Manager who will co-ordinate your services.
Response:	
9.2	Please outline your understanding of our requirements and your proposed methodology for meeting our requirements. Please include details of likely outcomes of the support delivered.
Response:	

Section 10 Insurances			
Do you have Public Liability Insurance?	<input type="checkbox"/> Yes	Limit: £	<input type="checkbox"/> No
Do you have Employers Indemnity Insurance?	<input type="checkbox"/> Yes	Limit: £	<input type="checkbox"/> No
Do you have Product or Professional Indemnity Insurance?	<input type="checkbox"/> Yes	Limit: £	<input type="checkbox"/> No
If yes, please attach evidence with your submission.			

Section 11	Contact Details and Declaration <p>I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.</p> <p>I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.</p> <p>I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.</p> <p>I am aware of the consequences of serious misrepresentation.</p>
Contact name:	
Name of organisation:	
Role in organisation:	
Phone number:	
E-mail address:	
Postal address:	
Signature (electronic is acceptable):	
Date:	