

Product Validation Lot 8 Only

Attachment 10

**RM6119**

**Furniture and Associated Services**

**1. INTRODUCTION**

1.1 This document provides an overview of the evaluation methodology which will be adopted by the Authority to undertake a product validation exercise against products presented by Potential Providers that are submitting a Tender for Lot 8.

1.2 For the avoidance of doubt, references to “you” or “your” in this document shall be a reference to the Potential Provider.

1.3 For the purposes of this document the terms “CCS”, “we”, “us” or “our” refers to the Authority (Crown Commercial Service).

**2. PRODUCT VALIDATION**

2.1 In order to evaluate your ability to meet the Lot 8 requirements (as set out in Attachment 1a – Framework Schedule 1 Specification and Framework Schedule 1 Annexes E – G) the Authority will validate a selection of products and evaluate if they are compliant with the Lot 8 product specifications. The list of products that will be evaluated is set out in the Validation Report at section 6 below. For each product, the Validation Report sets out the criteria that each product must meet in order to demonstrate compliance with the product specification. For further detail of the specification for each product, please see Attachment 3 – Pricing Matrix Lot 8.

2.2 Lot 8 Suppliers who have successfully passed the selection stage shall be invited to the product validation stage.

**3. LOGISTICS**

3.1 The product validation will take place at your premises, or, if you are a dealership, at a primary manufacturer within your supply chain. The visit should take approximately 3 hours.

3.2 Following the validation process, a tour of the manufacturing facility will take place either at your premises or, if you are a dealership, at a primary manufacturer within your supply chain.

3.3 If you proceed to the Product Validation Stage, we will send you a message via the eSourcing Suite to confirm the date on which your products will be validated. You will be required to respond to this message to acknowledge receipt and to confirm the contact details of your key representatives that will be present at your premises during our visit, including a named single point of contact.

3.4 Bidders will be given 5 working days’ notice of any invitation, and will be provided in advance with a list of things that will require demonstration to be validated. Bidders must ensure that all systems are available, and it is their responsibility to ensure any systems are working and online on the date of the demonstration.

3.5 We expect the product validation exercises to be undertaken on the 3rd and 4th of February 2020 and between the 11th and 14th of February 2020. Morning sessions will take place between 09:30 and 12:30. Afternoon sessions will take place between 13:30 and 16:30.

3.6 All of the products listed at section 6 below must be available for product validation during our visit.

**4. EVALUATION CRITERIA AND MARKING SCHEME**

4.1 The Product Validation Stage will be scored on a pass / fail basis.

4.2 Evaluators will examine the products to validate if they comply with the criteria for each product, as set out in section 6, Validation Report, against the Validation Checklist identified at section 5 of this document.

4.3 If the evaluators determine that your products satisfactorily comply with the criteria set out in the Validation Checklist and Validation Report, you will be awarded a ‘pass’ for the Product Validation Stage.

4.4 If the evaluators determine that your products do not satisfactorily comply with the criteria set out in the Validation Report, you will receive a ‘fail’ for the Product Validation Stage. If you receive a ‘fail’, your Tender for Lot 8 will be excluded from further consideration for the purposes of this Procurement.

**5. Validation Checklist**

5.1 Checklist for Validation and Due Diligence Check

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Type of Check** | **How** | **Mark** |
| 1 | Due diligence of full supplier catalogue images and specification | Submitted supplier catalogues are checked against the FFE Design Specification for compliance. | Acceptable / Not Acceptable |
| 2 | Validation Check of selected furniture. This should include **ALL** task furniture and a selection of loose furniture. Checks will be undertaken as follows:   * Item matches required FFE Design Specification – this includes task furniture meeting all required metrics and loose furniture being as close to specified dimensions as possible. * Loose furniture should fit with workspace design as required by the objectives of the Government Hubs Programme to achieve new ways of working. * Furniture with integral power should be shown as a ‘mock-up’ fully powered with required suite (such as height adjustable workstation, power module, monitor arms and task chair). * Quality of manufactured Product (reference should be made to Schedule X of the General Specification), specifically;   + Upholstered items - fabric, cut, stitching, stapling, underside of seat covered, and general quality finish.   + System Storage Units – smooth edges, stability, ease of openings, locks (security & ease to operate).   + Meeting and project tables, workstations and benching - finish, edge banding, fixings, legs, brackets   + Chairs – as for upholstered items list, brace, legs, upholstery, fabric and finish.   + Outdoor furniture check of weight approx. 10 kgs, materials being suitable for all-weather 24/7, ability to fix to floor. | Check of item as stated in the FFE Design Specification as compliant.  Check of item as stated in the FFE Design Specification as compliant by using AMENITY, INTERACT and DO NOT DISTURB workspaces. Check against document Framework Schedule 1 Annex E Lot 8 Government Hubs Look and Feel Vision which provides details on the objectives & vision of the Government Hubs Programme.  Check that product works in the way it is intended in the FFE Design Specification with power.  Visual quality check by visit to manufacturing site. | Acceptable / Not Acceptable |

**6. Validation Report**

6.1 The following products will be validated by the Authority, utilising the checklist identified at Section 5 of this document. For full specification please see Attachment 3 – Pricing Matrix Lot 8:

|  |  |
| --- | --- |
| **Task Furniture** | |
| The Authority will require to view a workstation set up as 2P and to include the power module (SUNT-03) and monitor arms (dual) FOCUS-01-MS. | |
| **FOCUS-01-MS** | Monitor Arms |
| **FOCUS-01-RMC** | Storage Unit with tambour and a single locking unit 3 drawer |
| **FOCUS-01-RMCa** | Storage Unit with planters – single locking unit 3 drawer |
| **FOCUS-01-STC** | Task Chair |
| **FOCUS-01-TWB** | Benching 2P |
| **FOCUS-01-TWD** | Height Adjustable Workstation 2P |
| **AMENI-01-RLK** | Personal Lockers 4H 8L with sloping top  Lockers to include digital lock, shelf and recessed handles. |
| **SUNT-03** | Power Modules |
| **Loose Furniture** | |
| Please note that SUNL-32 Free Standing Acoustic Divider on castors / 1800 mm high by 1000 mm needs to read as being on castors in the Pricing Schedule. | |
| **INFOR-01-TIM** | Touchdown High Counter |
| **INFOR-01-SHC / AMENI-01-SHC** | High Stools  To be shown in all configurations of:  Seat: Plastic/Timber Shell or upholstered.  Base: Metal/Timber Legs |
| **DONOT-01-SLC / BOOKA-01-SLC / INTER-01-SLC / AMENI-01-SLC** | High Back Lounge Chair Seating |
| **DONOT-02-SLC / BOOKA-02-SLC** | High Back Lounge Seating Chair  (small) |
| **DONOT-01-SMC / INTER-01-SMC** | Fully Upholstered Chair |
| **DONOT-01-SSO** | High Back Acoustic Seating |
| **DONOT-01-TCE / INTER-01-TCE / AMENI-01-TCE** | Side Table |
| **DONOT-02-TCE** | Height Adjustable Side Table |
| **DONOT-02-SSO** | 1P-Pod with 360 degree swivel |
| **DONOT-03-TWD / BOOKA-02-TWD** | Work Table |
| **BOOKA-01-SOT** | Upholstered Flexible Soft Seating  To be flexible in dims as provided for length |
| **BOOKA-01-STKa** | Business Events Chair  Stacking Chair (with arms) (4 leg base) |
| **BOOKA-01-STKb** | Business Events Chair  Stacking Chair (without arms) (4 leg base) |
| **BOOKA-01-TFT / INTER-01-TFT / AMENI-01-TFT** | Foldable Mobile Table |
| **INTER-01-SSO / AMENI-02-SSO** | Soft Seating System  Length 2000 mm |
| **INTER-01-TIM** | Meeting Table – 2000 mm x 1000 mm |
| **INTER-01-TWD** | Meeting Booth/Pod |
| **INTER-02-TWD** | 2P Meeting Booth/Pod |
| **INTER-02-SMC** | Cantilever Meeting Chair |
| **INTER-02-TIM** | Media Unit  To be flexible in dims |
| **SUNL-32** | Free Standing Acoustic Divider on castors  1800 mm high by 1000 mm |
| **SUNL-09** | Outdoor Armchair |