



Home Office

## Invitation to Quote

# Provision of Specialist IT Equipment - Rental Service

Home Office

**Version:** v02

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## 1. Introduction

- 1.1 This Invitation to Quote (ITQ) relates to the Procurement to award a Rental agreement to a Specialist IT Equipment provider to a sole Supplier.
- 1.2 This ITQ contains the information and instructions the Potential Providers needs to submit a quotation.
- 1.3 This Contract is being offered under Home Office Terms & Conditions.
- 1.4 The contract will be for a minimum of 12 months with the possibility to extend for a maximum of 24 months.

## 2. Overview of Invitation to Quote

- 2.1 The following appendices accompany this ITQ:

- 2.1.1 **Appendix A – Terms of the Procurement**

Sets out rights and obligations which apply to the Potential Provider and the Home Office during this Procurement.

- 2.1.2 **Appendix B – Service Description**

A detailed description of the services that the Supplier will be required to supply to the Authority.

- 2.1.3 **Appendix C – Terms and Conditions of Contract**

Sets out the terms and conditions of Contract that will exist between the Authority and the Supplier.

- 2.1.4 **Appendix D – Response Guidance**

A template containing questions which the Potential Provider is required to respond to.

## 3. Invitation to Quote Responses

- 3.1 Potential Providers must submit their proposals/answer all questions via email ([Christopher.Wynne@homeoffice.gsi.gov.uk](mailto:Christopher.Wynne@homeoffice.gsi.gov.uk)) as outlined in Appendix D – Response Guidance.
- 3.2 Potential Providers must not submit any additional information with their ITQ other than that specifically requested in Appendix B – Service Description or Appendix D – Response Guidance.

- 3.3 If Potential Providers have any questions with regards to the requirement these need to be submitted via email before the ITQ Clarifications Deadline.

## 4. Procurement Timetable

- 4.1 The timetable for this Procurement is set out in the table below.
- 4.2 This timetable may be changed by the Home Office at any time. The Potential Provider will be informed via email if changes to this timetable are necessary.

Date	Activity
10 <sup>th</sup> May 2019	Publication of the ITQ
10 <sup>th</sup> May 2019	Clarification period starts
21 <sup>st</sup> May 2019	Clarification period closes (ITQ Clarifications Deadline”)
22 <sup>nd</sup> May 2019	Deadline for the publication of responses to ITQ Clarification questions
27 <sup>th</sup> May 2019	Deadline for submission of a ITQ to the Home Office (“ITQ Submission Deadline”)
31 <sup>th</sup> May 2019	Award

## 5. Questions and Clarifications

- 5.1 Potential Providers may raise questions or seek clarification regarding any aspect of this Procurement at any time prior to the ITQ Clarification Deadline. Questions must be submitted via email.
- 5.2 Home Office will not enter into exclusive discussions regarding the requirements of this Procurement with Potential Providers.
- 5.3 To ensure that all Potential Providers have equal access to information regarding this Procurement, the Home Office will publish all its responses to questions raised by Potential Providers on an anonymous basis.
- 5.4 Responses will be published in a Questions and Answers document to all companies who expressed an interest and were subsequently invited to quote.
- 5.5 At times the Home Office may issue communications to the email address for the tender contact provided in Appendix D (Response Guidance), therefore please ensure that this mailbox is reviewed on a regular basis.

## 6. Price

6.1 Prices should be submitted inclusive of any expenses but should exclude VAT.

## 7. Invitation to Quote Submission

7.1 Potential Providers should submit their quotation via email to the procurement contact in section 10 during the ITQ unless otherwise stated.

7.2 Potential Providers are responsible for all costs incurred in submitting a quotation for this requirement irrespective of contract award.

## 8. Invitation to Quote Evaluation

8.1 Tenders will be evaluated in line with the Marking Scheme set out in Appendix D (Response Guidance).

8.2 For reference an Evaluation Guidance document has been provided to Potential Providers to ensure full understanding of how Tenders are to be evaluated by the evaluation teams.

8.3 Upon completion of the evaluation, the marks obtained by the Potential Provider for each question will be converted into a “**Question Score**”, this is a percentage of the Total Score Available as indicated in the Marking Scheme for the specific question.

8.4 The Question Scores will be added together to determine an overall “**Total Score**” for the Potential Provider.

8.5 The Total Score Available for each question set out in Appendix D (Response Guidance) is as follows:

Question Number	Question	Total Score Available	Weighting %
(1)	Company Information	Information Only	N/A
(2)	Tender Contact	Information Only	N/A
(3)	Mandatory Requirements	Pass/Fail	N/A
(4)	Questions	100	50%
(5)	Whole Life Cost	100	50%
<b>Total</b>			<b>100%</b>

## 9. Contract Award

- 9.1 The Potential Provider that achieves the highest total score will be awarded the Contract.
- 9.2 If two or more Potential Providers obtain the highest total score, the Potential Provider with the highest score for the „Price“ element will be deemed the winner and awarded the Contract.
- 9.3 If the Authority receives only one Tender in relation to this Procurement, the Potential Provider will be awarded the Contract provided that they meet the Minimum Total Score of 85%

## 10. Procurement Contact

- 10.1 The Procurement lead for this requirement is;

Name: Christopher Wynne  
Tel: 07827 233 193  
Email: [Christopher.Wynne@homeoffice.gsi.gov.uk](mailto:Christopher.Wynne@homeoffice.gsi.gov.uk)

## 11. Glossary

In this ITQ the following words and phrases have the following meanings:

“**Authority**” means Home Office, 2 Marsham Street, London SW1P 4DF;

“**Contract**” has the meaning set out in Appendix C (Terms and Conditions of Contract);

“**Invitation to Quote**” or “**ITQ**” means this invitation to quote document and all related documents published by the Home Office in relation to this Procurement;

“**Marking Scheme**” means the range of marks that may be given to a Potential Provider depending on the quality of its response to a question which is located in the boxes below the applicable question;

“**Minimum Total Score**” means the minimum score that the Potential Provider must obtain in order to be awarded the Contract;

“**Total Score Available**” means the maximum potential score that can be awarded for a response to a question;

“**Potential Provider**” means a company that submits a quotation in response to the Invitation to Tender;

“**Procurement**” means the process used to establish a Contract that facilitates the provision of Television maintenance for Home Office Service Contract

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**“Supplier”** means the Potential Provider with whom the Authority has concluded the Contract;

**“SME”** means an organisation or entity:

- (a) having less than 250 employees; and
- (b) having an annual turnover of less than forty million pounds (£40,000,000); or
- (c) having a balance sheet of less than thirty five million pounds (£35,000,000);  
and
- (d) is totally independent of other enterprises; or
- (e) holds less than 25% of the capital or voting rights in one or more other enterprises and other enterprises do not each own more than 25% of its capital or voting rights;

**“ITQ Clarifications Deadline”** means the time and date set out in paragraph 4 for the latest submission of clarification questions;

**“ITQ Submission Deadline”** means the time and date set out in paragraph 4 for the latest uploading of Tenders; and

**“Quotation”** means the Potential Provider’s formal offer in response to the Invitation to Quote.

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