

# Request for quotation



**Request for Quotation**

**RFQ097**

**New Server**

**Issued 15<sup>th</sup> June 2018**

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## 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 2018 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:

**Thursday 28 June 2018**

**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 22 June 2018

**Adam Baker**

Procurement Assistant

Phone: 01752 305 313

Email: [tenders@cityplym.ac.uk](mailto: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 should meet the following criteria:

Sent via email to: [tenders@cityplym.ac.uk](mailto: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 Appendix D

*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 looking to procure a new server to run the video on-demand library.

The anticipated value of the hardware is £6,000.



## BUSINESS OVERVIEW & BACKGROUND

The College operates on two sites within the city, serving 12,897 students and employing 622 staff. The College operates year round, with opening times from 0800-2100 on some days.

### 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 providers of innovative, technical and professional, education 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 was awarded the Teaching Excellence Framework Gold award for its university-level provision and its most recent Ofsted inspection confirmed that the College continues to be 'Good' with outstanding features. The College was rated first in the South West and second nationally for student satisfaction in the latest FE Choices student satisfaction survey.

City College supports the region's employers with their award-winning Apprenticeship provision, as well as providing a range of courses and bespoke training programmes which enable employees to upskill or retrain to better support their business' requirements. Their successful partnership working with the local business community resulted in a 99.5% satisfaction rate in the Government's national 'FE Choices employer satisfaction survey 2016 to 2017' - placing them first in the country for general further education colleges.

City College Plymouth offers a wide range of academic and vocational courses in a variety of subjects. The total number of students supported by the College in 2016/17 was 12,533 - which comprised: 3,569 full-time students, including 765 higher education students and 179 non EU students; 8,964 part-time students; and 1,599 apprentices. The College also employs over 500 staff.

## REQUIREMENT

The College has run a video on-demand library from Planet EStream for a number of years. This service has been hosted on site and demands a large amount of storage for video content.

The Dell server hosting the current service is in need of replacement and an increase in capacity is also now required. The server needs to be fast enough to stream data content locally but not so fast it needs to be fully ssd.

Due to the large amount of storage, the college wishes to keep the data off its usual VEEAM platform and will therefore consider the purchase of two exact servers, and a method of replicating the data between the two.

## TECHNICAL REQUIREMENTS

### **Hardware (compatible with existing Dell infrastructure):**

No greater than 2U high

Dual CPU (2GHZ approx)

16GB Ram

2 x SSD for OS (100GB or as close as possible) Raid 1

12 TB usable storage for data in a Raid 5

Dual psu (hot swappable)

Minimum dual 1GB network

Sliding Rails for rack mount

No OS required.

### **Replication Software (Optional):**

Cost effective means of replicating data between the two servers.

## MAINTENANCE

We require a 5 Year warranty including Next business day response times.

Advanced replacement of faulty components to minimise potential downtime is also required.

## TESTING

The College will require the software to be tested prior to awarding the final contract. Testing is expected to take place over a minimum two week period, commencing 9 July 2018.

## TIMESCALES

Task	End Date
Tender published	15/6/18
Tender closes	28/6/18
Shortlisting	02/7/18
Evaluation Period - 2 weeks but may be extended	09/7/18
Contract Award	26/7/18
Delivery	1/8/18

## WRITTEN SUBMISSION

You are required to submit a written document detailing your product and demonstrating how it will meet our specific requirements as outlined above. In addition, this document should also outline:

- Your ability to meet our deadlines, in particular to provide hardware and software for testing.
- How you meet the technical specification and the Colleges requirements.
- Your maintenance and support (SLA) offer, including how you will meet the next business day requirement.



## PRICING

Pricing should be specified using Appendix A.

Please provide a cost for the purchase of the new server hardware. Support and maintenance including the 5 year warranty can be included in this or can be shown separately.

There is a space to provide pricing for optional replication software.

The data provided in Appendix A **should not** be considered a commitment to purchase, services will only be ordered on award of contract.

## TERMS AND CONDITIONS

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. The College reserves the right to request a formal contract for all contracts over 1 year duration in supplement to the terms and conditions and contract acceptance documents.

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.

## 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.

## 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 30 days from the date of submission. The date of contract award will be provided within that email.

The marking criteria is as follows:

Category	Weight
Price	65%
Technical Specification and Evaluation	30%
Support & Maintenance, including SLA/Warranty	5%

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
<b>Excellent</b>	4	<i>Comprehensive response supported by examples Description fully supported by details that demonstrate the applicant's ability to provide the required services.</i>
<b>Good</b>	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>
<b>Satisfactory</b>	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>
<b>Poor</b>	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>

<b>Unacceptable</b>	0	<i>No response or insufficient information provided.</i>
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## 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.

## 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 as confidential. The College will not routinely release information to interested parties unless required to do so in order to meet our statutory obligations.

## GENERAL DATA PROTECTION REGULATION (GDPR) 2018

All bidders must comply with the General Data Protection Regulation (GDPR) 2018 in respect of using and processing personal information. Bidders must have in place technical and organisational safeguards to protect personal data from unauthorised use, disclosure or loss.

The College reserves the right to request a copy of your privacy statement if you are the successful bidder.

## SUITABILITY AND ASSESSMENT QUESTIONNAIRE

As this is a contract expected to be awarded for a number of years, you are required to complete the Suitability and Assessment questionnaire, Appendix C. This will not be viewed unless you are the successful bidder and does not form part of the initial contract assessment.

## AGREEMENT CONDITIONS ACCEPTANCE AND DECLARATION

Bidders are required to sign and return the attached Agreement Conditions Acceptance and Declaration.

## **SUPPORTING DOCUMENTATION**

Appendix A: Pricing Schedule

Appendix B: City College Plymouth Standard Terms & Conditions

Appendix C : Suitability and Assessment Questionnaire

Appendix D : Agreement Conditions Acceptance and Declaration Form