

**Request for Quotation**

**RFQ212**

**Digital timetables 2024**

**Issued 12th June 2024**

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# Confidentiality Statement

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Thank you for your consideration, City College Plymouth.

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# Submission Details

## Submission Deadlines

All submissions for responding to this Request for Quote must be submitted electronically as stated below, no later than:

**20th September 2024**

**12:00 Noon**

Any submissions received after this date will not be considered.

## 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 **Friday 13th September 2024**

**Adam Baker**

Procurement Officer

Phone: 01752 305313

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 are required and must 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.

*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 warrantying 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

The College is looking for an innovative solution to display room timetables on digital devices outside of each classroom.

# Business Overview & Background

City College Plymouth has a learning environment and organisational culture that impacts positively on the health, wellbeing and sustainability of our community and enables all of our students and staff to achieve their full potential.

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 (TEF) Gold award for its university-level provision and its most recent Ofsted inspection confirmed that the College continues to be ‘Good’ with many 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 Plymouth is also one of the first Institutes of technology in the UK Working in collaboration with education providers and employers across the South West to improve the training in science, technology, engineering and maths in order to address skills gaps within these industries and support regional growth.

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.

The College operates on two main sites within the city, serving 12,000 young people and adults and employing over 650 staff. The College operates year round, with opening times from 0800-2100 on some days.

## Our Guiding principle

City College Plymouth has a learning environment and organisational culture that impacts positively on the health, wellbeing and sustainability of our community and enables all of our students and staff to achieve their full potential.

## Our Vision

We are the learning destination of choice

## Our CORE VALUES

Respect, ownership, integrity for all

## Our CULTURE

Nurturing a passion for teaching and learning

Enriching our community through knowledge, experience and skills

Enabling every student to be the best that they can be

## The Way Forward - our Priorities

• Staff - our most important investment

• Students - our purpose

• Community - making a difference

• Achievement - reputation for success

• Wellbeing - infusing health into every day

# Detailed Requirement

The College is looking to purchase 200 digital devices to allow the viewing of classroom timetables outside of the College classrooms.

Please see detail requirement below;

* Approx. A4 size screens
* have to be connected to a database, live pulling info from a data source showing who is in the room at that time, next session, agenda for the day. Rotate messaging. Timetables currently sit in a Microsoft SQL database
* Colour display
* Accessibility features
* Wall mounts with screen protection

We would also like to know if the following functionality would be possible;

* Allow for push messages: ie in the event of an emergency
* Able provide electronic access controls to doors (Paxton)

We would welcome your suggestion on the appropriate solution to achieve the Colleges goal.

## Support/WARRANTY

* Please state what the basic warranty is with the purchase.
* Please provide options for additional warranty’s and any KPIs that sit in these.
* Please provide details of any ongoing licence/support options

## Installation

The college aim is to get the devices installed w/c 28th October (halt term)

Please state if you are able to provide an installation service and if so the anticipated cost. If a site survey is required please initially email tenders@cityplym.ac.uk

## Training/Implementation

* Please state what initial training will be provided in the use of the hardware
* Please state any ongoing licence training costs

## Timescales

|  |  |
| --- | --- |
| **Action** | **Date** |
| Tender Issued | 5th September 2024 |
| Deadline for Queries | 13th September 2024 |
| Tender Response Date | 20th September 2024 |
| Contract award | 27th September 2024 |
| Delivery/installation of units | w/c 28th October 2024 |

## Written Submission

We 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.

* Support, including warranty agreements
* Quality of proposed solution
* Added value and other uses of devices
* Sustainability, the Environment and Corporate Social Responsibility including Modern Slavery
* Potential partnering arrangements with regard to student work experience, apprenticeships and working partnerships.

# Pricing

Bidders should provide their pricing for each of the key products in Appendix A.

Prices should be firm and valid for at least the initial contract period (12 months) and not subject to increase or escalation of any kind throughout the contract.

# 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.

# 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 follows:

|  |  |
| --- | --- |
| Category | Weight |
| Price | 60% |
| Quality – Technical Specification | 30% |
| Added Value | 5% |
| Sustainability, the Environment and Social Responsibility | 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** |
| **Excellent** | 4 | *Comprehensive response supported by examples*  *Description fully supported by details that demonstrate the applicant’s ability to provide the required services.* |
| **Good** | 3 | *Broad response supported by relevant examples.*  *Description well supported by details that demonstrate the applicant’s ability to provide the required services.* |
| **Satisfactory** | 2 | *Reasonable response supported by some evidence.*  *Description adequately supported by details that demonstrate the applicant’s ability to provide the required services.* |
| **Poor** | 1 | *Limited response not well supported by evidence.*  *Description inadequately supported by details that demonstrate the applicant’s ability to provide the required services.* |
| **Unacceptable** | 0 | *No response or insufficient information provided.* |

# 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 a 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.

# Agreement Conditions Acceptance and Declaration

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

# Supporting Documentation

Appendix A: Pricing Schedule

Appendix B: City College Plymouth Standard Terms & Conditions

Appendix C: Agreement Conditions Acceptance and Declaration