



The Planning Inspectorate
Yr Arolygiaeth Gynllunio

2-in-1 Laptops for the Planning Inspectorate

Reference: PINS 17/2/732

Statement of Requirements

30 January 2017

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1. Introduction

About the Planning Inspectorate

The Planning Inspectorate is an Executive Agency in the Department for Communities and Local Government and the Welsh Assembly Government. We are responsible for a wide variety of tasks under planning, housing, environment, highways and allied legislation. Most of our work relates to the consideration of appeals against the decisions of local planning authorities on planning applications.

Our headquarters are in Temple Quay House in Bristol, where about 400 administrative support staff and senior management are based. We also have a small office in Cardiff which deals with casework arising in Wales. The remainder of our workforce consists of some 300 Planning and Examining Inspectors who work from home and are provided with remote access to the Inspectorate's ICT systems. These services are shared with the Department of Communities and Local Government and provided by Fujitsu as an outsourced service provider.

More information about the Planning Inspectorate is available at:
<https://www.gov.uk/government/organisations/planning-inspectorate>

Background to the requirement

We are looking to purchase 2-in-1 laptops (and supporting accessories) with the aim of supplying them to our Inspector workforce. The exact number required is being finalised and will be confirmed following evaluation of proposed products and costs.

This document sets out our requirements and timescales for delivery.

2. Requirement

The following table lists the benchmark for our product requirements based on a Microsoft Surface Pro4.

We are willing to consider equivalent products and brands which meet the requirements below and welcome proposals from suppliers which they consider best meets our criteria.

| Ref. | Description |
|------|---|
| A1 | Display Screen: 12.3" PixelSense Display Resolution: 2736 x 1824 (267 PPI) Aspect Ratio: 3:2 Touch: 10 point multi-touch |
| A2 | Graphics m3: Intel HD graphics 515; i5: Intel HD graphics 520; or i7: Intel Iris graphics |
| A3 | Processor 6th Gen Intel Core m3 |
| A4 | Operating system and software Windows 10 Pro Office 365 30-day trial |
| A5 | Security TPM chip for enterprise security |
| A6 | Wireless 802.11ac Wi-Fi wireless networking; IEEE 802.11a/b/g/n compatible Bluetooth 4.0 wireless technology |
| A7 | Weight 1.69 lbs (766g) |
| A8 | Memory 8GB |

| | |
|-----|---|
| A9 | <p>Dimensions 11.50 x 7.93 x 0.33 in (292.10 x 201.42 x 8.45 mm)</p> |
| A10 | <p>Battery life Minimum of 8½ hours of viseo playback</p> |
| A11 | <p>Ports Full-size USB 3.0 microSD card reader Mini DisplayPort Headset jack Cover port Surface Connect</p> |
| A12 | <p>Exterior No specific colour required Casing should be durable, preferably magnesium Physical buttons including volume and power</p> |
| A13 | <p>Cameras, video and audio Windows Hello face-authentication camera (front-facing) 5.0MP front-facing camera with 1080p HD video 8.0MP rear-facing autofocus camera with 1080p HD video Stereo microphones Stereo speakers with Dolby Audio Premium</p> |
| A14 | <p>Sensors Ambient light sensor Accelerometer Gyroscope Magnetometer</p> |
| A15 | <p>Accessories to be included with the device Surface Pen Power Supply Quick Start Guide Safety and warranty documents</p> |
| A16 | <p>Warranty 1-year limited hardware warranty</p> |

3. Additional Items and Services

Accessories

In addition to the 2-in-1 laptops, we may also wish to purchase the following accessories if they are not part of the standard build of the model offered.

| Ref. | Description |
|------|---|
| B1 | <p>Keyboard A black, detachable, magnetic keyboard such as the Microsoft Surface Pro 4 Type Cover (or equivalent) with:</p> <ul style="list-style-type: none">· Accelerometer sensors· Moving (mechanical) backlit keys· A QWERTY, full row of function keys (F1 – F12) layout· Dedicated buttons for Windows shortcuts, media controls, screen brightness· Right click button· A maximum weight of 0.64 lbs (292 grams)· Dimensions to fit the proposed device· A 1-year limited hardware warranty |
| B2 | <p>Dock A dock to enable the proposed device to become a desktop PC, compatible with the proposed device such as the Microsoft Surface Dock (or equivalent) with:</p> <ul style="list-style-type: none">· 2 Mini DisplayPorts· 1 Gigabit Ethernet port· 4 USB 3.0 ports· 1 Audio out port· Surface Connect cable· External power supply· A 1-year limited hardware warranty |
| B3 | <p>Sleeve A high quality, professional looking sleeve to protect the proposed device and aid transportation. Suppliers may propose various sleeves for consideration.</p> |

Please note that the accessories listed above are optional and may not be purchased. We also reserve the right to purchase the accessories from an alternative supplier as part of this procurement.

Warranty

Please provide full extended warranty details, options and costs for the following periods:

- 1 year extended warranty
- 2 years extended warranty
- 3 years extended warranty

Please ensure that details of how the management of any selected warranty will be undertaken and provided.

Please note that the warranty element in this requirement is optional and may not be purchased.

Delivery

Time is of the essence and all items must be delivered to Temple Quay House in Bristol no later than 24 March 2017.

Please ensure that you include any associated costs and lead times for delivery in your proposal.

4. Key Dates

| Activity | Key Date* |
|---|----------------------------|
| <p>Invitation to tender issued The tender will be published by the Inspectorate on the Crown Commercial Service web portal and Contracts Finder.</p> | 30 January 2017 |
| <p>Final date for submission of questions Please submit any questions you may have by 5pm on this date to procurement@pins.gsi.gov.uk.</p> | 3 February 2017 |
| <p>Response to questions Questions and answers will be provided to all tenderers however any such information will be made anonymous before being passed on. The Inspectorate reserves the right to not respond to such enquiries where this would be inappropriate.</p> | 6 February 2017 |
| <p>Tender deadline Tenders must be submitted through the Crown Commercial Service portal no later than 5pm. Tenders received after this deadline will not be accepted.</p> | 13 February 2017 |
| <p>Evaluation The Inspectorate will evaluate all tenders in accordance with the evaluation criteria provided in Annex A. Should the Inspectorate have any clarification questions we will be in touch so please be prepared to provide a response as requested.</p> | W/C 13 February 2017 |
| <p>Contract award and order placed A formal acceptance letter will be issued to the successful bidder</p> | W/C 20 February 2017 |
| <p>Last possible delivery date for devices to BS1 6PN</p> | 24 March 2017 |

5. Evaluation

The Contract shall be awarded to the most economically advantageous tender scored in accordance with the matrix provided at Annex A.

Criteria will be scored on a scale of 0-5 in accordance with the Inspectorate's standard scoring guide as shown below.



Quality

The Customer will evaluate the quality of all tenders in accordance with the evaluation matrix provided in Annex A.

The quality evaluation will be calculated as follows:

- Evaluators will independently score quality by rating tenders on a scale of 0-5 for each criterion of the evaluation matrix in Annex A.
- The maximum quality score which can be awarded per tenderer is 100.
- The total score will be divided by the maximum score to produce a final % quality score.

Price

Tenderers are asked to propose a firm cost for the products and services via completion of Annex B.

The pricing evaluation will be calculated as follows:

- The total value of the costs proposed in Annex B will be scored as a percentage of the score in the pricing criteria. The lowest Value will score the maximum score available (100%)

- The lowest final evaluation prices will receive the maximum scores and all other tenders will be reduced by reference to the lowest price using the “Lowest Cost Price Scoring Methodology” set out in Annex B.
- The pricing provided by the winning tenderer will be taken across in any agreed contract.

For the avoidance of doubt, any tender which is double that of the lowest price tender will receive a zero score for this criterion.

Total evaluation score

The total evaluation score will be calculated as follows.

60% of the final quality score
+
40% of the price score

Tenders will be then ranked and the contract awarded to the highest scored tender.

6. Other Matters

Terms and conditions of contract

The contract will be subject to the following call off terms and conditions:

Crown Commercial Service framework
Technology Products 2 (RM3733)
Lot 1 - Hardware

Transparency

Tenderers should be aware that in accordance with the Government's transparency agenda, the Inspectorate will publish the following information on data.gov.uk:

- This ITT and all related documentation
- The resultant contract (except any information which is exempt from disclosure in accordance with the provisions of the Freedom of Information Act).

In addition to the above the Inspectorate publishes all spend in excess of £250. This spend is published on a monthly basis and can be viewed on [DCLG's website](#) and data.gov.uk.

Further information on the Government's transparency agenda is available via the 'Programme for Government' website: <http://programmeforgovernment.hmg.gov.uk>

Costs and Expenses

You will not be entitled to claim from the Inspectorate any costs or expenses which you may incur in preparing your tender whether or not your tender is successful.

7. Your Response

The tenderer must complete:

- Annex A describing how they will meet each element of the requirements set out in the this requirement; and
- Annex B, the price schedule.

Contents of your tender

As a minimum your tender should include the following information:

- Unqualified acceptance of the call-off contract terms and conditions.
- Confirmation that the timescales can be met.
- Details of your organisation including information showing how your organisation is well placed to provide the products required.
- Contact name, telephone number and e-mail address.
- Details of any proposed Partners and/or Sub-contractors and a description of how any Partnership/Sub-contracting arrangement between contractors will operate. For the avoidance of doubt the selected tenderer will be the Prime Contractor responsible for service delivery under the Contract.

Where to send your tender

Tenders must be submitted through the Crown Commercial Service web portal no later than 5pm on 13 February 2017. Tenders received after this deadline will not be accepted.

Should you encounter any problems please contact procurement@pins.gsi.gov.uk.

8. Contact at the Planning Inspectorate

Nathan Lumber, a Commercial Officer at the Inspectorate, is the manager of this procurement and he can be reached via the following contact details:

E-mail: nathan.lumber@pins.gsi.gov.uk

Telephone: 0303 444 5422

Address: 4C Eagle Wing, Temple Quay House, 2 The Square,
Temple Quay, Bristol, BS1 6PN