

**Minerva Learning Trust**

**Ref (MLT-051-2021)**

**Tender Submission**

Please complete the attached form. Please note that the PQQ should also have been completed, any requirement for additional documentation should be sent to [procurement@minervalearningtrust.co.uk](mailto:procurement@minervalearningtrust.co.uk) Please specify in your communication the above reference at all time.

Contents

[About our trust 2](#_Toc79048795)

[About the tender process 3](#_Toc79048796)

[Tender Timetable 5](#_Toc79048797)

[Evaluation Criteria 5](#_Toc79048798)

[Commercial 6](#_Toc79048799)

[Customer Requirements Questions 7](#_Toc79048800)

[Service Delivery 10% (Supplier Response Required) 8](#_Toc79048801)

[Contract Management 10% (Supplier Response Required) 10](#_Toc79048802)

[Technical Capability 10% (Supplier Response Required) 11](#_Toc79048803)

[Sustainability 10% (Supplier Response Required) 12](#_Toc79048804)

[References 14](#_Toc79048805)

# About our trust

The Minerva Learning Trust was established in October 2014. Our vision is to provide outstanding education for pupils who are from a wide variety of backgrounds across the city of Sheffield. During 2017-18 the trust brought together four secondary schools to create a new partnership which will support the teaching and learning of around 5,000 pupils. We resolutely believe that we are stronger together and that each school within the MAT (Multi Academy Trusts) has individual strengths and we celebrate the diverse and unique qualities of each school. Our aim is for all schools within the Trust to become ‘Outstanding.’

The Trust ethos is one of collegiality which whole heartedly places pupils at the centre of the work we do. We are a recognised Academy Sponsor and consequently will engage with schools in difficulty giving the necessary level of support to bring about school improvement.

Our procurement strategy stipulates the following and suppliers will be expected in the tender documentation to evidence supporting these values: -

* *Ensure procurement supports the education and development of our pupils*
* *Achieve value for money and economies of scale and terms that are favourable but*  *maintain the quality standards*
* *Source locally where feasible and within the requirements*
* *Procure in a sustainable way given consideration to the environment, social and*  *economic factors*
* *Equality and transparency of procurement procedures*
* *Professional conduct during procurement activities should reflect the Trust’s Code*  *of conduct*

Minerva Learning Trust is looking to appoint a contractor to: -

**Provision of Fitness Suite Equipment (Lease or Purchase) as per the specification and in accordance with any relevant legislation / regulations.**

# About the tender process

The objective of this tender is to identify the most economically advantageous offer.   The criteria by which this tender will be evaluated are detailed within this document. Any additional documentation submitted will only be used if required, the following is a list of acceptable documents/links that may be referred to in the scoring mechanism.

|  |  |
| --- | --- |
| Document | Required |
| Pre-Qualification Questionnaire | Yes |
| ISO Accreditation Evidence | No |
| Relevant Registration Certificates (If required e.g., Gas Safe Supplier registration) | No |
| Organisation Structure | Yes |
| Code of Conduct | Yes |
| Environmental / Sustainability Policy | Yes |
| Ethics /Anti Bribery / Corruption Policies processes if not part of code of conduct | Yes |

Please ensure that all questions are completed in full, and in the format requested, failure to do so may result in your submission being disqualified. If the question does not apply to you, please state clearly ‘N/A.’

**All enquiries relating to this Tender must be forwarded in writing via email to procurement@minervalearningtrust.co.uk**

Telephone enquiries to 0114 2838438 or 07309676332

Please note that responses to any queries or clarification requests circulated to all Tenderers.

Minerva Learning Trust reserves the right to issue supplementary documentation at any time during the tendering process to clarify any issue or amend any aspect of the ITT (Initial Teacher Trainers).

The trust reserves the right to cancel the tender process at any point. The trust is not liable for any costs resulting from any cancellation of this tender process nor for any other costs incurred by those tendering for this Contract.

**Tenders must be returned via email to procurement@minervalearningtrust.co.uk**

**Tenders must reach us by 12 January 2021. Late tender bids will not be considered. Failure to use the tender documents will invalidate the tender.** We reserve the right, both prior to and after the award of the tender, to inspect the validity of all information given, to substantiate the information detailed by a supplier.

Tenders will be assessed in strict accordance with the award criteria stated.

Tenders must be valid for acceptance for a **minimum of 90 days** from the tender closing date.

# Tender Timetable

|  |  |
| --- | --- |
| Invitation to tender via Contract finder | 16 December 2021 |
| Site Visits if Required | 3 January 2021 – 7 January 2021 After 4pm |
| Last date for clarifications | 10 January 2021 |
| **Tender closing date 12 noon** | 12 January 2021 |
| Tender opening and assessment | 14 January 2021 |
| Executive & Trust Board Approval | 25 January 2021 |
| Award contract | 26 January 2021 |
| Cooling off period | 8 February 2021 |
| Implementation meetings commence | 9 February onwards |

**Dates may be subject to change.**

# Evaluation Criteria

Minerva Learning Trust intend to assess the eligible tender responses using the criteria below:

|  |  |  |  |
| --- | --- | --- | --- |
| Overall Award Criteria | Sub Criteria | Assessment Tools | Weighting |
| Commercial (Pricing)  60% | Equipment Price & Other Costs | Tender Bid | 30% |
| Interest Costs (Lease) | Tender Bid | 10% |
| Maintenance & Service Costs | Tender Bid | 10% |
| Installation Delivery Costs | Tender Bid | 5% |
| Warranty Costs | Tender Bid | 5% |
| Quality  20% | Service Delivery | Tender Bid | 20% |
| Sustainability  20% | Environmental Policies | Documents | 10% |
| Ethical Policies | Documents | 10% |
| References | If applicable | PQQ and emails | n/a |

Other Tools

* + Credit Checks (Verifies financial standing and company governance.)

# Commercial

**SUPPLIER NAME**

Pricing will be assessed in the following way.

(Lowest Total Cost / Cost to be Scored) x % Weighting = Final Score

Please provide prices exclusive of VAT (Value Added Tax) broken down as follows

|  |  |  |
| --- | --- | --- |
| Item | Service | £ |
| 1 | Equipment Costs |  |
| 2 | Interest Costs (Lease) |  |
| 3 | Maintenance / Service Costs |  |
| 4 | Installation & Delivery Costs |  |
| 5 | Warranty Costs (5 Year parts and labour on most items) |  |
| 6 | Other costs not included above |  |
|  | **TOTAL CONTRACT COSTS** | **£** |

Leasing Interest rate applied by funder

# Customer Requirements Questions

Please complete the following questions. Scores will be allocated for each question as per the criteria below. Each question is weighted. Some questions will be Yes or No answers.

You may submit your answer as part of separate submission document, just please ensure your document answers these questions and you reference where it is in your proposal below e.g., page number / section etc

|  |  |
| --- | --- |
| **Score** | **Criteria for awarding score** |
| 0 | Major Concerns.  The tenderer has failed to address the questions submitted, a nil response or any element of the responses gives a cause for major concern that the requirements will not be met |
| 1 | Unsatisfactory.  The Tenderer has provided a minimal response addressing some of the requirement with very little detail. The response provided does not provide full confidence that the requirements can be met. |
| 2 | Acceptable.  The Tenderer has provided an acceptable response addressing some of the requirement with partial detail. There are a few concerns about whether the requirements can be met, which requires further clarification |
| 3 | Satisfactory.  The Tenderer has provided a satisfactory response addressing most of the requirements in sufficient detail, providing confidence that most requirements can be met |
| 4 | Good.  The Tenderer has provided a strong response addressing most of the requirements in detail, providing confidence that the requirements can be met in full. |
| 5 | Excellent.  The Tenderer has provided a thorough response, addressing ALL requirements in extensive detail, providing confidence that the requirements can be met in full, with added value solutions. |

# Service Delivery 20% (Supplier Response Required)

Please complete the questions below or refer to them in your attached submission document / brochure

Q1

Please explain how you will deliver a quality service from initial implementation and during the 5-year term. How do you measure this to ensure it is a high standard?

**XX Answer or page number / section in submission document xxxxx**

Q2

Please explain what training is offered on the use of the equipment both at the start of the contract and during the 5-year term?

**Xxxx Answer or page number / section in submission document xxxxx**

Q3

At the end of the 5-year agreement what process do you have in place to ensure that the school are aware of the upcoming end of agreement. What options are available to the school at the end of the lease?

**Xxxx Answer or page number / section in submission document xxxxx**

Q4

# Sustainability 20%

Please ensure that you have submitted your sustainability polices on environment and ethics (anti bribery, human slavery etc.)