

**Minerva Learning Trust**

**Ref (MLT-006)**

**Term (2021-2024) 3 Years**

**Portable Appliance Testing**

**Request for Quotation**

Please complete the attached form.

Please note that a PQQ should also have been completed, any requirement for additional documentation should be sent to procurement@minervalearningtrust,co,uk. Please specify in your communication the above reference at all time.

Contents

[About our trust 1](#_Toc81439749)

[About our process 3](#_Toc81439750)

[Timetable 4](#_Toc81439751)

[Evaluation Criteria 4](#_Toc81439752)

[Commercial 5](#_Toc81439753)

[References 5](#_Toc81439754)

## 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 has individual strengths and we celebrate the diverse and unique qualities of each particular 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 due 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 suitable competent contractor to:-

**Carry out services of Portable Appliance Testing within the schools of the trust in accordance with current legislation.**

## About our process

The objective of this request for quotation is to identify the most economically advantageous tender 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 | Check (x if submitted) |
| Mandatory |  |
| [Pre-Qualification Questionnaire](https://forms.office.com/Pages/ResponsePage.aspx?id=SskizAXdVEW0rNKHneOOtLu-_g8wjrdKp862gj83JqhUMzdKT1VWSUJJNlU4WUFVSTBYTFdZV1RFQiQlQCN0PWcu) |  |
| Relevant Registration Certificates (If required eg Gas Safe Supplier registration) | n/a |
| Environmental / Sustainability Policy |  |
| Desired |  |
| ISO Accreditation Evidence |  |
| Organisation Structure |  |
| Code of Conduct |  |
| Ethics / Bribery / Anti-corruption policy |  |

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

The contract with the successful contractor is intended to commence on **1st January 2022** and will be awarded for an initial period of 3 Years to 31st December 2024

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

**Quotations must reach us by 24th September 2021. Late bids will not be considered. Failure to submit all mandatory documents will invalidate the bid.** We reserve the right, both prior to and after the award of the contract, to inspect the validity of all information given, in order to substantiate the information detailed by a supplier.

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

Bids must be valid for acceptance for a minimum of 90 days from the closing date.

## Timetable

|  |  |
| --- | --- |
| Invitation to bid | 3rd September 2021 |
| Site Visits if Required | n/a |
| Last date for clarifications  | 20th September 2021 |
| **Closing date 12 noon**  | 24th September 2021 |
| Assessment   | 27th September 2021 |
| Award contract  |  11th October 2021 |
| Cooling off period  | 10 Days  |
| Implementation meetings commence  | December 2021 |
| Contract start date  | 1st January 2022 |

**Dates may be subject to change.**

## Evaluation Criteria

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

|  |  |  |  |
| --- | --- | --- | --- |
| Overall Award Criteria | Sub Criteria | Assessment Tools | Weighting |
| Commercial (Pricing) | Per Test Unit Price Mon-Fri | Bid Responses  | 80% |
| Per Test unit Price Sat | Bid Response | 10% |
| Plug & Fuse replacement | Bid Response | 10% |

***Other Tools***

* + Credit Checks (Verifies financial standing and company governance.)
	+ References (Submitted via Pre-Qualification Questionnaire)

## 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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Service | Times | Jan 2022 – Dec 2022  | Jan 2023 – Dec 2023 | Jan 2024 – Dec 2024 |
| 1 | Carry out PAT Testing cost per item | Mon-Fri 8am – 8pm | £ | £ | £ |
| 2 | Carry out PAT Testing cost per item | Sat 8am – 8pm | £ | £ | £ |
| 3 | Cost of replacing a Plug per item |  | £ | £ | £ |
| 4  | Cost of replacing a Fuse per item |  | £ | £ | £ |

Please insert the % increase per year you have applied to your rates

2022 –

2023 –

Please note that these rates will form part of the contract with the winning supplier and will not be subject to change, therefore it is essential you apply an appropriate % increase.

**Estimated number of items**

|  |  |
| --- | --- |
| School | Estimated Items |
| Chapeltown | 900 |
| Ecclesfield | 4500 |
| Handsworth | 2900 |
| High Storrs | 3900 |
| Stocksbridge | 2500 |
| Woodthorpe Primary | 400 |

## References

Minerva Learning trust reserves the right to take up references with those identified in the PQQ. This will normally be carried out with the 3 highest scoring suppliers.

The standard questions we will ask references in relation to contract performance are as follows:-

1. Quality of Service
	1. The overall service, turning up as scheduled, behaviours around site, follow site guidelines (Uniform/ID/DBS checks)
	2. Completion of remedial works, timely and competitive pricing
2. Technical
	1. Completion of necessary documentation and technical support
3. Contract Management
	1. Handling of issues and queries

Scoring given by the references

1- Poor

2-Average

3-Good

4- Excellent

However these questions are subject to change and may differ contract to contract.

**FORM OF RFQ SUBMISSION**

To: **Minerva Learning Trust**

Dear Sir / Madam

1. I/we have read the information provided in your RFQ and, subject to and upon the terms and conditions contained therein, I/we offer to supply the services described in the said RFQ documents in such manner as may be required.

2. Terms and Conditions: I/we agree that this RFQ and any contract which may result there from shall be based upon those included in the RFQ Pack.

3. The prices quoted in this RFQ are valid for acceptance for 90 days from the final day for submission of Quotes and I/we confirm that the terms of the quotation will remain binding upon me/us and may be accepted by you at any time before that date.

4. Law: I/we agree that the construction, validity, performance and execution of any contract that may result from this RFQ shall be governed by and interpreted in accordance with English Law and shall be subject to the exclusive jurisdiction of the Courts of England and Wales.

5. I/we agree to bear all costs incurred by me/us in connection with the preparation and submission of this RFQ and to bear any further costs incurred by me/us prior to the award of any contract.

6. I/we agree that any other terms or conditions of the agreement or any general reservation which may be printed on any correspondence emanating from me/us in connection with this RFQ, shall not be applicable to this Contract.

Signature:

Print Full Name:

Date:

In the capacity of:

*(Please state official position, eg. Director, Sales Manager, etc.)*

being a person duly authorised to sign tenders on behalf of:

Company Name:

Address:

**DECLARATION OF BONA FIDE QUOTATION**

1.  We certify that this is a bona fide quotation, and that we have not fixed or adjusted the amount of the quotation by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this quotation any of the following acts:

a)  Communicate to a person other than the person calling for those quotes the amount or approximate amount of the proposed quote, except where the disclosure, in confidence, of the approximate amount of the quote was necessary to obtain insurance premium quotations required for the preparation of the quotation.

b)  Enter into any agreement or arrangement with any other person that they shall refrain from quoting or as to the amount of any quotation to be submitted.

c)  Offer or pay or give or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to any other quote or proposed quotation for the said work any act or thing of the sort described above.

2.  We further certify that the principles described in paragraph 1 above have been, or will be, brought to the attention of all sub-contractors, suppliers and associate companies providing services or materials connected with the quotation, and any contract entered into with the sub-contractors, suppliers or associated companies will be made on the basis of compliance with the above principles by all parties.

3.  In this certificate, the word “person” includes any persons and any body or association, corporate or otherwise; and “any agreement or arrangement” includes any such transaction, formal or informal, and whether legally binding or not.

4.  I confirm that I accept any breach of the conditions of this Declaration of Bona Fide Quotation will inevitably lead to the termination of the agreement by Minerva Learning Trust

Signature:

Print Full Name:

Date:

In the capacity of:

*(Please state official position, eg. Director, Sales Manager, etc.)*

being a person duly authorised to sign tenders on behalf of:

Company Name:

Address: