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**FURTHER COMPETITION**

**FOR**

**PS/21/33 – Supply of 300 Dell Laptops**

**CONTRACT**

**UNDER FRAMEWORK RM6068 TECHNOLOGY PRODUCTS AND ASSOCIATED SERVICES**

1. INTRODUCTION

This further competition invitation relates to the further competition to award a contract for the Supply of 300 Dell Laptops (PS/21/33) contract to a sole supplier.

This further competition is being conducted under the CCS Technology Products and Associated Services Framework Agreement (RM6068) Lot 2.

Authority: DVLA

1. BACKGROUND TO THE CONTRACTING AUTHORITY

The Driver and Vehicle Licensing Agency (DVLA) is an Executive Agency of the Department for Transport, based in Swansea and employs around 5,000 staff. The Agency’s primary aims are to facilitate road safety and general law enforcement by maintaining accurate registers of drivers and vehicle keepers and to collect Vehicle Excise Duty

DVLA play a key role, working with the police and other organisations, to keep road users safe by:

* maintaining over 44 million current driver records and 36 million current vehicle records, handling around 200 million customer interactions each year;
* collecting nearly £6 billion a year in Vehicle Excise Duty (road tax);
* limiting tax that has not been collected because of non-compliance to no more than 1 per cent; and
* Supporting the Police and intelligence authorities in dealing with crime.

DVLA also:

* leads the way in Government in providing electronic service channels to its customers, drawing on public sector best practice to make such transactions easier and more secure;
* seeks out opportunities to work in partnership with industry representatives; and
* contributes to the Government Sustainable Development agenda by reducing carbon emissions, energy use and waste.

1. THE REQUIREMENT

The Authority requires a contract to allow the purchase of:

* 300 x Dell Latitude 7410 (CTO) with Dell adaptor -USB 3 to Ethernet (PXE) included. Laptops to be issued with laptop bag/case.

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| Minimum amount required | Device | Model |
| 300 | Laptop | Latitude 7410  Intel Integrated UHD Graphics i7 – 10610u 4 Core Processor  Windows 10 Pro  Memory: 16GB  HD 256GB SSD  Dell adaptor - USB 3 to Ethernet (PXE)  Laptop bag/case |

Please see attached specification below;

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For each laptop, the following support is required:

* Hardware Pro Support for PCs (which includes 3 years manufacturer’s warranty including of keep your hard drive)

All units to have identical chipsets.

Devices to be registered against the DVLA Store for business (MS) – Auto Pilot.

**Note: Any Deviations will be treated as a non-compliant bid and will not be evaluated.**

The contract will be for a duration of 1 year only.

1. DELIVERY INFORMATION
   1. Required delivery Date: To be on site within 2 weeks of Purchase Order number reaching successful Supplier.
   2. Delivery Location: DVLA, ITS Stores, Longview Road, Morriston, Swansea, SA6 7JL
   3. The Supplier must provide the Buyer with advanced notice of at least 2 days for all deliveries. All deliveries must have a delivery note attached that specifies the Purchase Order number. The Supplier must deliver the Goods during the Buyer’s working hours between 07:00hrs and 15:00hrs.
2. FURTHER COMPETITION TIMETABLE

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| **Description** | **Date** |
| Upload ITT to portal for procurement exercise | 16/02/2021 |
| Closure of clarification questions period | 18/02/2021 12:00 noon |
| Closure of competition (bid submission deadline) | 22/02/2021 14:00 |
| Evaluation | 23/02/2021 |
| Intended award of contract | 25/02/2021 |

## The Authority may change this timetable at any time. Potential Providers will be informed if changes to this timetable are necessary.

# questions AND CLARIFICATIONS

# Potential providers may raise questions or seek clarification regarding any aspect of this further competition at any time prior to the tender clarification deadline.

# The authority will not enter into exclusive discussions regarding the requirements of this further competition with potential providers.

# To ensure that all potential providers have equal access to information regarding this further competition, the authority will publish all its responses to questions raised by potential providers on an anonymous basis.

# Responses will be published in a questions and answers document via the eSourcing Portal to all potential providers who were invited to tender.

1. SUBMITTING A TENDER

## Suppliers intending to bid for this requirement are requested to confirm their intention and submit proposal via the CCS E-Sourcing suite.

## A Tender must remain valid and capable of acceptance by the Authority for a period of 30 Days following the Tender Submission Deadline. A Tender with a shorter validity period may be rejected.

## **TENDER EVALUATION**

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| **MANDATORY QUESTION** |  |
| 1. The Supplier must ensure that the Specification of the goods do not deviate in any way from the Specification outlined within the Further Competition Template document. (Any Deviations will be treated as a non-compliant bid and will not be evaluated.) | **Yes/No** |
| 1. Ability to meet deadline: - the supplier must be able to supply goods listed in section 3 – The Requirement within 2 weeks of Purchase Order number reaching successful Supplier. | **Yes/No** |

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| **COST** | **Weighting – 100%** |
| Total aggregate cost of ALL specified goods, including **any/all delivery charges including delivery notifications** | Lowest priced bid receives full score. |

# Points of Contact

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| **Procurement Contacts** | Name | XXXXXX redacted under FOIA section 40 |
| e-mail | XXXXXX redacted under FOIA section 40 |
| Address | DVLA, Longview Road, Swansea. SA67JL |

**All queries/ questions should be sent via the E-sourcing suite.**

# CONTRACT AWARD

The maximum mark available for Price will be 100%. This mark will be awarded to the lowest priced Potential Provider. Remaining Potential Providers will receive a mark out of this maximum mark on a pro rata basis dependent on how far they deviate from the lowest price.

The calculation that will be used to determine marks is as follows:

Score = Lowest Tender Price     x  100 (maximum mark available)

Tender Price

# Outcome Letters AND CALL OFF CONTRACTS

# Upon contract award potential providers will be notified of the outcome by letter.

## **OTHER REQUIREMENTS**

**Sustainability**

The DVLA require the Supplier to confirm their understanding and acceptance of each point S1 – S6 and supply information if it has been requested.

S.1 - The DVLA is committed to sustainability and as such the Supplier should consider this as part of their submission.

The DVLA requires the Supplier to:

Comply with the DVLA’s Environmental Policy (see Appendix A);

* Where appropriate, assist the DVLA in achieving its Greening Government Commitments as detailed on [www.gov.uk](http://www.gov.uk) i.e. Reduce CO₂ emissions through energy consumption and travel, reduce water consumption and waste produced;
* Be able to evidence continual environmental improvements in their own organisation (ideally through an accredited EMS, i.e. ISO 14001,Green Dragon etc); and
* Ensure its own supply chain does not have a negative environmental or social impact; and
* Where required, be able to provide data on carbon emissions related to the products / services being supplied.

S.2 - The Supplier shall assist the DVLA in achieving these key initiatives throughout the period of the contract.

S.3 - The Supplier shall provide their sustainability or environmental policy upon request.

S.4 - The DVLA requires details on the carbon emissions for the transportation of the consumables / parts / documentation to the DVLA sites, upon request.

S.5 - The DVLA requires details of the country of origin of any equipment / parts / operating consumables used, upon request.

S.6 – The Supplier shall regard any packaging associated and replaced/redundant parts as their own waste, remove them from our site and promote a reuse or recycling route(s) to reduce further waste arising and consumption of natural resources. Any non-reusable or recyclable waste shall be disposed of correctly and accordance with the waste duty of care.

**Health and Safety**

The DVLA requires contractors to fully comply with DVLA’s Health and Safety Policy Appendix B and follow all applicable UK and EU Health and Safety Legislation, Acts, Orders, Regulations and Approved Codes of Practices at all times.

**Diversity and Inclusion**

DVLA requires contractors to fully comply with DVLA’s Diversity and Inclusion Policy as detailed in Appendix C.

**Procurement Fraud**

The DVLA adopts a zero tolerance approach to procurement fraud/bribery. Please see the DVLA Procurement Counter Fraud/Bribery statement in Appendix D.

**Business Continuity**

The supplier shall have robust business continuity and disaster recovery plans which align to a code of practise such as ISO22301. The supplier must supply the contents of these plans to the Agency. The supplier shall notify the Agency within 24 hours of any activation of the business continuity plan in relation to the service it provides DVLA.

The supplier shall confirm how often business continuity arrangements are tested and provide the Agency with information on such tests when requested in writing.

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| Please note that the successful tenderer as part of the contract agrees to comply with all applicable requirements of the Data Protection legislation (including the General Data Protection Regulation ((EU) 2016/679), the Law Enforcement Directive (Directive (EU) 2016/680), and all applicable Law about the processing of personal data and privacy). |

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| The Government has developed Cyber Essentials, in consultation with industry, to mitigate the risk from common internet based threats.  It will be mandatory for new Central Government contracts, which feature characteristics involving the handling of personal data and ICT systems designed to store or process data at the OFFICIAL level of the Government Security Classifications scheme (link below), to comply with Cyber Essentials.  <https://www.gov.uk/government/publications/government-security-classifications>  All potential tenderers for Central Government contracts, featuring the above characteristics, should make themselves aware of Cyber Essentials and the requirements for the appropriate level of certification. The link below to the Gov.uk website provides further information: <https://www.gov.uk/government/publications/cyber-essentials-scheme-overview> |

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## **APPENDICES**

Appendix A - Environmental Policy



Appendix B – Health and Safety Policy

 

Appendix C – Diversity and Inclusion Policy



Appendix D – Procurement Counter Fraud and Bribery Statement



Appendix E – Invoicing Procedures



Appendix F – Armed Forces Covenant

