

# Request for quotation



**Request for Quotation**

**RFQ163**

**Periodic IT and Specialist  
Equipment Cleaning**

**Issued 26<sup>th</sup> November 2020**

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**CONFIDENTIALITY STATEMENT**

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Thank you for your consideration, City College Plymouth.

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## OPEN PROCEDURE

The College fully adheres to the requirements of the Public Contracts Regulations 2015, including for opportunities which are under threshold amounts.

Any Contractor who directly or indirectly canvasses any Member or Officer of the Institution, or advisor concerning the award of the contract for the provision of the services, or who directly or indirectly obtains or attempts to obtain information from any such member or Officer concerning any Tender or proposed Tender for the service will be disqualified from having his/her Tender considered.

## SUBMISSION DETAILS

### SUBMISSION DEADLINES

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

**10<sup>th</sup> December 2020**

**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: 3<sup>rd</sup> December 2020.

**Carol Williams**

Procurement Officer

Email: [tenders@cityplym.ac.uk](mailto: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 warranting 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 to appoint a contractor to undertake the cleaning of IT equipment, photocopiers and other specialist equipment, such as musical keyboards.

The opportunity will be advertised on the government portal 'Contracts Finder'.

## BUSINESS OVERVIEW & BACKGROUND

The College operates on two sites within the city, serving 12,500 students and employing over 600 staff. The College operates year round, with opening times from 0800-2100 on some days.

### OUR VISION

To be 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.

### BACKGROUND

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 Gold award for its university-level provision and its most recent Ofsted inspection confirmed that the College continues to be 'Good' with 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 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. Their successful partnership working with the local business community resulted in a 99.5% satisfaction rate in the Government's national 'FE Choices employer satisfaction survey 2016 to 2017' - placing them first in the country for general further education colleges.

City College Plymouth offers a wide range of academic and vocational courses in a variety of subjects. The total number of students supported by the College is 12,500, comprising over 4,000 full-time students; 600 higher education students including 99 non EU students; 8,400 part-time students; and 1,600 apprentices. The College also employs over 600 staff.

## DETAILED REQUIREMENT

City College Plymouth is looking to appoint a company to undertake periodic cleaning of the following items:-

Computers - monitors, keyboards and mouse approx. 1400

Photocopiers approx.100

Appendix E indicates the number of rooms containing PCs to be accessed.

Cleaning of additional equipment is likely to be required on an ad hoc basis, for example musical keyboards. As it is not possible to give exact numbers, please indicate a 'per item' cost for such items. Exact requirements for such equipment will be discussed prior to the start of scheduled cleans and a price agreed as appropriate.

The estimated spend is not expected to exceed £7,000 per visit (excluding VAT). Please include in your pricing the cost for termly and annual cleaning.

A first clean is required during the Christmas shut down period to avoid disruption to business. You must indicate that you will be able to provide your service during this week.

Cleaning and products used should prevent, as far as possible, the transmission of viruses such as Covid-19.

The purpose of this request is to establish an exclusive 1 year contract with a view to extend for a further 1 + 1 up to a maximum of 3 years.

## TIMESCALES

Action	Date
Tender Issued	26/11/2020
Deadline for Queries	03/12/2020

Tender Response Date	10/12/2020
Award Date	14/12/2020
Initial clean to commence	21/12/2020

## WRITTEN SUBMISSION

You are required to provide a written document which details your company offer and covers the following areas.

- Price -(please complete Appendix A)
- Method statements and quality of products to be used
- Ability to undertake work within time frame and flexible work approach to avoid disruption to business
- Optional services you can offer if you were awarded the contract

You should indicate the expected duration of work based on the information provided, with a maximum duration of 1 week expected, to fit with holidays within the academic year. As the College remains open for the majority of the year (Christmas closure an exception), please outline how you would work around the business when on site. You should also outline how you will adhere to the Safeguarding requirements detailed below.

Please provide a case study of similar requirements with contact details for reference.

This submitted document will be scored as per the table on page 9.

## SAFEGUARDING

The College requires that all contractors, prior to undertaking work on the College site, will have been subject to a (DBS) English Disclosure Barring and Services check. You will be required to provide evidence of compliance before commencing work. This requirement may be suspended where works are undertaken during the college holiday breaks or outside of the main school week, providing the College is satisfied any risk to students who may be on site for revision or taster sessions is adequately managed.

All staff on site will be required to comply with health and safety requirements at all times and to wear appropriate identification.

All staff will be required to sign in and sign out when on College premises.

## 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	80%
Method Statement/Quality of products to be used	10%
Ability to undertake work within time frame and flexible work approach	5%
Optional services	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
<b>Excellent</b>	4	<i>Comprehensive response supported by examples Description fully supported by details that demonstrate the applicant's ability to provide the required services.</i>
<b>Good</b>	3	<i>Broad response supported by relevant examples. Description well supported by details that demonstrate the applicant's ability to provide the required services.</i>
<b>Satisfactory</b>	2	<i>Reasonable response supported by some evidence. Description adequately supported by details that demonstrate the applicant's ability to provide the required services.</i>
<b>Poor</b>	1	<i>Limited response not well supported by evidence. Description inadequately supported by details that demonstrate the applicant's ability to provide the required services.</i>
<b>Unacceptable</b>	0	<i>No response or insufficient information provided.</i>

## 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 D

## **SUPPORTING DOCUMENTATION**

Appendix A: Pricing Schedule

Appendix B: City College Plymouth Standard Terms & Conditions

Appendix C: Suitability Assessment & Selection Questionnaire

Appendix D: Agreement Conditions Acceptance and Declaration

Appendix E: Classroom Hardware Location