

**Request for Quotation**

**Fitness Equipment for Bodypump Classes**

Falmouth Exeter Plus Reference Number: **830FXPLUS**

#### PART 1

#### INTRODUCTION

Dear Sir or Madam,

**Re. Request for Quotation for the provision of Fitness Equipment for Bodypump Classes**

You are invited on behalf of Falmouth Exeter Plus to quote for the requirement as set out within this document.

Falmouth Exeter Plus (hereafter referred to as FX Plus) is a company limited by guarantee and the service delivery partner established by Falmouth University and the University of Exeter to deliver their shared Higher Education services in Cornwall.

FX Plus currently delivers these services to 5,633 students and 982 members of staff at a shared campus, Penryn Campus, in the heart of rural Cornwall and Falmouth University’s second campus three miles away. The £200M Penryn Campus has been funded by the European Regional Development Fund’s Objective One and Convergence Programmes, and the UK government to stimulate Cornwall’s economic regeneration.

Suppliers are requested to upload their submissions in a common electronic format (such as PDF, WORD, EXCEL OR POWERPOINT) including clearly referenced supporting information, and e-mail to Procurement@fxplus.ac.uk

The deadline for the submission of quotations is 12:00 Noon on Friday 3rd June 2016.

Yours faithfully,

Mike Carlyon

Procurement

**Falmouth Exeter Plus**

Penryn Campus, Penryn, Cornwall TR10 9EZ



#### PART 2

**Description of goods/services to be supplied**

The new £4M Sport Centre at Penryn Campus is scheduled for completion by the autumn of 2016 and will provide benefit for students, staff and the local community.

Included in the new centre will be a new studio and a brand new class timetable including BODYPUMP (Les Mills).

Falmouth Exeter Plus is looking to appoint a supplier to provide 26 equipment stations for a Body Pump class. The successful supplier will be required to provide equipment based on the following credentials.

**Equipment Requirement**

* Provide brand new or once show used equipment.
* Clearly indicate the type, make/model and quantities of proposed equipment within their proposal.
* Provide justification as to why particular equipment has been proposed and how it will be of benefit to the facility.

**Equipment Specification**

**Bars**

* To provide 26 bars.
* Rotating ends.
* Retractable teeth system or equivalent.
* Quick transition time.
* And should include 3 sets of weights with the bar set up ranging from 1.5kg-5kg.

**Weights**

* A quote for an added 52, 10kg plates.
* All plates included in the set up and above to have a steel core and a rubber exterior.

**Steps**

* Ability to incline.
* fixed support & stable stackers (minimal movement) –‘lock in’ system
* Grip or non-slip surface.

**Delivery/Installation/Training**

Suppliers are requested to include within their submission information on the following:-

* Equipment delivery lead times.
* Details on delivery method to point of use.
* Details on any installation requirements.
* Full details on any required staff training.

 **After Sales Support**

The after sales support offered by prospective suppliers is an important aspect of FX Plus’s requirements. Suppliers submissions should include:-

* Clear details on points of contact for maintenance/handling issues.
* Options on how maintenance/handling info, contact can be made e.g. phone numbers, e-mail etc.

**PART 3**

**CONDITIONS OF QUOTING**

This document is a Request for Quotation (RFQ) for the prices and, or services stated. **It is not a purchase order.** FXPlus will issue the successful Supplier with an official purchase order should it decide to make a purchase arising from this quotation.

The supplier is requested to submit their best price for the item(s) as detailed in the Pricing tables as included in Part 4 Section 1 of this document. All prices to exclude VAT.

No responsibility &/or liability will be accepted by Falmouth Exeter Plus for delivery, insurance and/or other charges unless they are stated within your quotation response (i.e. on this document).

The dates as detailed in the table below are indicative only. FX Plus does not guarantee to complete each phase by the date stated and reserves the right to make changes to the timetable.

|  |  |  |
| --- | --- | --- |
| **RFQ Process (Indicative)** | **Stage** | **Date** |
| RFQ released | 20th May 2016 |
| Deadline for clarification questions | 12:00 Noon, 31st May 2016 |
| Deadline for receipt of quotes | 12:00 Noon, Friday 3rd June 2016  |
| Successful supplier announced | Week commencing 6th June 2016 |

Falmouth Exeter Plus reserves the right to amend or withdraw the RFQ at any stage of the process.

Suppliers should complete the following sections of this document:-

* PART 4 Section 1 – Pricing
* PART 4 Section 2 - Quality & Service Delivery

**Receipt of Quotes**

Submissions will be received up to 12:00 noon on 3rd June 2016.

The completed quotation documents should be uploaded in a common electrictronic format (such as PDF, WORD, EXCEL OR POWERPOINT) including clearly referenced supporting information, and e-mailed to Procurement@fxplus.ac.uk

Please ensure your quotation is delivered no later than the appointed time and give due consideration that documents can take time to send by e-mail. Your offer may not be considered if it is received after the deadline.

Suppliers may e-mail their completed quotation response and attachments at any time before the stated closing date and time for submission.

**Questions/Clarifications**

All requests for clarification or communications relating to this RFQ must be submitted by the deadline to Procurement@fxplus.ac.uk and with the procurement reference number clearly indicated.

No approach of any kind in connection with the RFQ should be made in any other manner, or to any other person within, or associated with, FX Plus (including its representatives).

FX Plus intends to provide all information that is relevant to all Suppliers, even if this information is only requested by one Supplier.

Please note that the deadline for receipt of clarifications is 12:00 Noon, 31st May 2016.

**Right to Reject Quotation**

FX Plus is under no obligation to accept any quotation and does not bind itself to accept the lowest or any quotation for all or any part of the requirement. FX Plus will not accept responsibility for any expense or loss which may be incurred by any Supplier in relation to the this process, including in the preparation of the quotation, attendance at any presentations, site visits etc.

**PART 4**

**EVALUATION & AWARD CRITERIA**

Please note that the successful Suppliers response will form part of the contract.

The evaluation will be assessed against the Suppliers ability to meet the requirements as set out in Part 2.

Supplier responses will be scored, with the objective of helping to determine compliance with FX Plus’s requirements, whether in whole or part; and the most economically advantageous quotation.

The evaluation is split into 2 sections and based on the following scoring weightings:-

**Section 1**: Price – 30%

**Section 2**: Quality/Service Delivery Questions – 70%

**Section 1**

**Price**

The scoring for the pricing section will be based on the following criteria:-

* This section carries a total score of 30 marks.
* Suppliers are requested to enter the details of their product offers and any additional costs in the respective tables below.
* The Suppliers **total cost** will be used for evaluation purposes.
* The bidder with the lowest price will receive full marks.
* Remaining prices from other Suppliers will be compared with the lowest cost and awarded the relevant proportion/percentage of the possible score.

Price scoring example:

If Supplier A submits a cost of £1000, Supplier B £1500 and Supplier C £2000. The allocated scores would be as follows:-

 Supplier A: £1000 ÷ £1000 x 30 = 30.00 marks

 Supplier B: £1000 ÷ £1500 x 30 = 19.99 marks

 Supplier C: £1000 ÷ £2000 x 30 = 15.00 marks

**EQUIPMENT COSTS**

Please submit your best price(s) in the pricing table as attached below. All prices to exclude VAT.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REQUIREMENT** | **QTY** | **OFFERED MAKE/MODEL** | **PRICE (EACH)** | **PRICE (TOTAL)** |
| **BARS** (to include 3 sets of weights. Set up 1.5kg-5kg) | 26 |  |  |  |
| **WEIGHTS**  (Additional 10kg plates) | 52 |  |  |  |
| **STEPS** | 26 |  |  |  |
| **TOTAL COST** | **£** |

**ADDITIONAL COSTS**

Please provide full details of **ALL** additional costs in the table below e.g. delivery, training, installation. Please provide total costs in each case.

Falmouth Exeter Plus will not accept liability for any costs that the Supplier has not declared in their quotation.

|  |  |
| --- | --- |
| **ITEM DESCRIPTION** | **COST** |
|  |  |
|  |  |
|  |  |
| **TOTAL COST** | **£** |

**Section 2 Quality & Service Delivery**

This section will be scored and has a maximum of 70 marks attributed to it.

Each answer provided by the Suppliers in Section 2 will be assessed against Falmouth Exeter Plus’ requirements and allocated a score from 0-5 as defined below:

|  |  |
| --- | --- |
| **SCORE** | **DETAILS** |
| **5 Very Good** | The response by the Supplier provides a very high degree of confidence of being able to support the achievement of the intended outcomes of the requirement.The response is fully detailed with appropriate explanations and supporting evidence, there are a limited number of minor issues and no major issues.The response demonstrates many more strengths than weaknesses, that any desired standards will be exceeded in most respects |
| **4 Good** | The response by the Supplier provides a high degree of confidence of being able to support the achievement of the intended outcomes of the requirement.The response is detailed with appropriate explanations and supporting evidence, there are a number of minor issues and a limited number of major issues.The response demonstrates more strengths than weaknesses, that any desired standards will be exceeded in some respects |
| **3 Acceptable** | The response by the Supplier provides an acceptable degree of confidence of being able to support the achievement of the intended outcomes of the requirement.The response is sufficiently detailed with some appropriate explanations and supporting evidence, there are a number of minor issues and a limited number of major issues.The response demonstrates more strengths than weaknesses, that any desired standards will be met. |
| **2 Concern** | The response by the Supplier gives rise to some concerns about being able to support the achievement of the intended outcomes of the requirement.The response has limited detail with limited appropriate explanations and supporting evidence, there are a number of minor issues and a number of major issues.The response demonstrates less strengths than weaknesses, that any desired standards may not be met. |
| **1 Poor** | The response by the Supplier gives rise to many concerns about being able to support the achievement of the intended outcomes of the requirement.The response has limited detail with limited appropriate explanations and supporting evidence, there are many minor issues and a high number of major issues.The response demonstrates less strengths than weaknesses, that any desired standards are unlikely to be met. |
| **0 Unacceptable** | The response by the Supplier is non-compliant; the response gives rise to many concerns about being able to support the achievement of the intended outcomes of the requirement.The response has insufficient detail with virtually no appropriate explanations and supporting evidence, there are many minor issues and a high number of major issues.The response demonstrates less strengths than weaknesses, that any desired standards are highly unlikely to be met. |

**Supplier Questionnaire**

Please answer all of the questions below. Failure to answer the questions may result in disqualification from the process. Please ensure that your submitted answers are in the order given below and where possible in the boxes as indicated alongside the questions. If the space provided is not adequate for your answer, then please ensure that any appendices/supplementary information is clearly indicated and labelled with the correct question number.

Available weighting for each question as indicated in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Question** | **Sub-Weighting** | **Answer** |
| 1 | Please provide full details of your proposal for the body pump equipment. Please include, as a minimum, details on:- All equipment specification as detailed in this document & any proposed alternative activities & usage. | 60% |  |
| 2 | Please provide details on how you would bring additional added value to the requirement (promotional / marketing etc.) | 10% |  |
| 3 | Please provide full details in relation to the offered warranty length and what is included within the warranty cover. | 5% |  |
| 4 | Delivery / Installation / Training / After-Sales SupportPlease provide full details, on the following:-* How all equipment will be delivered to the point of use on campus – including lead times.
* Equipment acceptance testing
* Staff training – including training programme
* How you will provide a reliable and consistant after-sales service to FX Plus throughout the duration of the warranty – including how equipment faults are reported.
 | 5% |  |

**PART 5**

**FXPLUS STANDARD TERMS & CONDITIONS**

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