



Transport Systems Catapult

Invitation to Tender
For

Supply of IT products to:
3rd Floor The Pinnacle
170 Midsummer Boulevard
Milton Keynes
MK9 1BP

February 2015

REFERENCE TSC22015.12.14.JT.TH

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1. SECTION 1 - INTRODUCTION & BACKGROUND

1.1. Company background & information

The Transport Systems Catapult (TSC) forms part of an elite network of nine technology and innovation centres established and overseen by Innovate UK. Together, they represent a £1 billion public and private sector investment over the next five years.

Efficient transport systems are essential to the health and wealth of the UK, its businesses, its economy and its people. The Transport Systems Catapult will support UK industry in exploiting the massive global market for new products and services that will drive the integration of transport and its systems.

The key challenge is how to increase mobility: the efficient and cost effective movement of people and goods.

The Transport Systems Catapult will enable UK industry to generate economic growth, playing a transformational role in transport systems technology and innovation.

Building this centre of excellence will enable the UK to become globally recognised as the first place to find expertise when exploiting opportunities or managing risk in a transport systems environment.

Vision

The Transport Systems Catapult's integrated approach will generate substantial and long term economic benefit to the UK. It will position the UK as the leading provider of innovative and integrated transport solutions to the rest of the world, exploiting a market estimated to be worth around £900bn by 2025.

Mission

To help UK businesses to create products and services that meet the needs of the world's transport systems as they respond to ever stretching demands. It will help sell UK capability on the global stage, using the UK as a test bed. It will bring together organisations in a way that has not happened before, breaking down barriers and providing a unique capability to develop innovative transport systems.

1.2. Approach

This Invitation to Tender (ITT) is being issued to potential suppliers as part of the procurement of IT products (see examples at Appendix 2) (referred to hereafter as the Products) to be provided to Transport Systems Catapult (TSC).

The objective of this ITT is to provide sufficient information for Respondents to:

- Understand TSC requirements and proposed procurement approach
- Understand the scope and nature of the products that they will contract to provide
- Assess and confirm their ability and interest in bidding to provide this service
- Provide agreement and/or feedback on proposed approach to the management and

- governance of this service
- Provide agreement and/or feedback on proposed contractual terms and commercial approach
- Develop and price a proposed solution based on currently available information in the format specified

Respondents' compliance with the requirements and submission in the required format will enable TSC to carry out a fair and thorough evaluation of the responses. Please see section 2 for details of the instructions of the evaluation process. Failure to comply with these instructions will invalidate the Respondents submission.

Prior to reading this ITT the Respondents attention is drawn to the principles and terms set out in Appendix 3 and the acknowledgement letter in Appendix 1. Appendix 1 requires written approval by a suitably authorised member of the Respondents organisation and returned to TSC in accordance with the instructions for acknowledgement of bidding set out in Section 2.

Each Respondent must perform its own appraisal of all information and data provided by TSC in this ITT. The products and service that form the basis of this document have been documented to the best of TSC's knowledge and are not warranted.

1.3. Scope

This ITT refers explicitly to the supply of Hardware, Software and Licences. The duration of the proposed contract is for two years, with the possibility of one 12 month extension.

The requirement for products is detailed in Appendix 2 but at a high level they are:

- a. Hardware, Software and Licenses for an increased headcount and floor area which is being renovated
- b. On-going supply of IT requirements for the whole organisation

It is the intent of TSC to appoint a maximum of **four** Suppliers under separate framework agreements for a period of two years to meet its on-going requirements for IT products.

Vendors are requested to provide a quotation for the initial requirement indicated in point a. above, and indicative pricing for those items detailed in item b.

For each periodic requirement after this initial phase, all four appointed suppliers will be invited to provide quotes. The vendor which provides the lowest technically compliant quote will be issued with a purchase order for that particular requirement. Please see Appendix 5 for example of Request for quotation document which will be used periodically to obtain IT equipment.

2. SECTION 2 - TENDER PROCESS & INSTRUCTIONS

You are invited to tender for the supply of IT products in line with the requirements stated in section 1 of this document. All information in this document is confidential and should not be transmitted in any form to third parties without the prior written consent of TSC. TSC will similarly regard the tender responses as commercial in confidence.

2.1. Due date and confirmation of compliance and bidding

Respondents should, within three (3) working days of receipt, acknowledge receipt of the ITT documents, confirm their intention to submit a bid and identify their contact person for all matters

relating to the submission of their bid. This should be carried out by completing and sending the "Letter of Acknowledgement" in Appendix 1.

In the event that a Respondent does not wish, or is unable, to submit a bid it shall so notify TSC, by completing and sending the "Letter of Acknowledgement" in Appendix 1. Furthermore, the Respondent must destroy all paper copies of the ITT and erase all electronic copies in their entirety.

The tender response should be received by no later than **12.00 GMT on 29th February 2016**.

2.2. Tender submission

An electronic copy of the Respondents' proposal should be submitted to the individual(s) named below.

John Thompson
Procurement Executive
procurement@ts.catapult.org.uk

Respondents should quote the Reference number at the front of this ITT in all correspondences related to this tender

Responses will not be opened until the closing time and date for receipt of tenders. Tenders that are received late will not be considered.

Respondents must format their response using the structure and numbering sequences as documented in the tender (see Appendix 4) with the appropriate responses to each item listed numerically by section and paragraph. Where it is necessary to refer to other documents such as brochures, charts/graphs etc, Respondents should collate this information into appendices and detail where this information may be found within their response.

Tender responses must be submitted in English and should be no more than 20 sides of A4 including appendices.

2.3. Tender process

The expected approach and timetable for this project is set out in the table below and each section is then discussed in more detail below.

| Activity | Date |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| ITT issue ITT issued to Respondents | 17 February 2016 |
| Return of Acknowledgement Letter as indicated in Appendix 1 | 22 February 2016 |
| Receipt of written questions: See section 2.4 | 23 February 2016 |
| Issue of Answers to received questions: All questions and answers, unless of a commercial in confidence nature will be distributed to all Respondents | 25 February 2016 |

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Respondents proposals TSC to receive responses to ITT in accordance with the requirements of Appendix 4. | 12:00hrs 29 February 2016 |
| Shortlisting Evaluation of proposals & inform all respondents of results of Shortlisting process i.e.: successful and unsuccessful Review, score and evaluate proposals, including a credit check of potential suppliers | 04 March 2016 |
| Shortlisted Respondent reference calls to past customers | w/c 04 March 2016 |
| Shortlisted Respondent presentations Respondent presentations of proposals | 10 & 11 March 2016 |
| Management and / or Internal Board Approval | 14 March 2016 |
| Nomination of the Preferred Suppliers – A maximum of four Suppliers will be appointed | 14 March 2016 |
| Issue Standstill letters and commencement of Mandatory Standstill period (10 days) | 14 March 2016 |
| Suppliers appointed following completion of contract negotiations | 24 March 2016 |
| Contract commences (with Respondent fully accountable for ongoing service) | 24 March 2016 |
| Dispatch Contract award notice | 23 April 2016 |

All Respondents will be advised of any alteration to the dates outlined above.

2.4. Respondent enquiries and clarification

The Respondents will be able to raise clarification questions. All questions concerning the tender must be made in writing via email and must reference the tender page number and section number. Questions should be concisely stated and be numbered in sequential order. All questions should be submitted by **23 February 2016**.

Questions must be submitted by email and addressed to John Thompson at procurement@ts.catapult.org.uk. Questions will be responded to within two days of receipt, by circulation of anonymised responses to all Respondents. Answers to all questions will be issued on **25 February 2016**.

Any approaches to other members of staff, direct or otherwise in direct relation to this tender will result in exclusion from this process.

2.5. Respondents Responses

Respondents are invited to respond to this ITT by submitting a detailed bid that addresses all the requirements set out in the document and appendices. This includes a formal response (in the format requested in Appendix 4).

Each response should be submitted in the name of the Respondent who will be entering into any resultant contract with TSC. The bid must apply from the closing date for ITT bid submission and be valid for a period of twelve months. TSC may require the Respondent to extend the validity of its bid at any time prior to the contract award.

All proposals should use the same numbering system, structure and sequence set out in the Response Format in Appendix 4 of this ITT.

Appendix 4 also details the minimum requirements of each section of the required ITT response. Additional data, explanation or clarifications can be included at the Respondents discretion, within the response to specific requests where relevant, or as further appendices to their proposal, provided that Respondents do not exceed the stated proposal page limit.

All proposals must be received by **12:00hrs 29 February 2016**. Proposals received after this date will not be accepted. All Proposals must be submitted to the following mailbox:
procurement@ts.catapult.org.uk

2.6. Shortlisting Respondent responses

Following the closing date receipt of proposals, the evaluation panel will review all received documentation. The team will, using the evaluation criteria contained in Section 2.9 collectively determine which proposals are most likely to be most suitable to TSC's requirements. **A maximum of 5 (five) Respondents will be shortlisted for the final stages of the evaluation**

All Tenderers will be advised whether they have been shortlisted or not on 04 March 2016. As part of the evaluation process it is the intention of TSC to undertake reference telephone calls to selected customers of Shortlisted Respondents.

Exact dates will be agreed as the ITT process progresses.

2.7. Presentation by Shortlisted Respondents

A potential shortlist of Respondents will be invited to make a presentation to introduce their company and present their tender response in more detail. It is intended that these presentations will take place on **10 & 11 March 2016**

TSC will provide guidance where it considers it appropriate to do so to each Respondent ahead of this presentation as to any specific queries or issues to be covered in respect of that specific Respondents proposal.

Specific dates, times and locations for presentations will be advised later on in the selection process and if possible notified at least a week in advance. For now, Respondents should assume a one hour slot, with formal presentations for around thirty minutes followed by questions and answers.

The presentation must be capable of being delivered on a projector with a PC attached (both of which can be supplied if required).

For each Respondent the senior manager that would be responsible for the contract is required to attend the presentation.

Respondents may also be required to make themselves available to attend additional meetings if required.

2.8. Selection

All contact with TSC regarding this project during the period between the issue of the ITT and notification of selection should be via John Thompson Procurement Executive. Email is the preferred method of communication and the relevant email addresses are mailbox@ts.catapult.org.uk

TSC will review Respondent proposals and raise any necessary clarification questions at this time and as appropriate provide feedback on areas of apparent misunderstanding, failure to meet requirements / expectations and at its discretion offer an opportunity for the Respondent to clarify / address these issues.

Selection will be based on the Respondents response to the information set out in this document and the evaluation criteria set out in the section 2. Respondents will be notified at the end of each point in the selection period as to whether they have been shortlisted, and the next steps. An opportunity for feedback to unsuccessful Respondents on why they were not selected will be offered – however the timing of this debrief will be based on availability of TSC project team members and the timing of essential project activities.

Respondents should note that TSC reserve the right at their sole and absolute discretion to reject any or all proposals, with or without reason. The following reasons may lead TSC to consider automatic rejection of a bid:

- I. Missed deadline for the response.
- II. Failure to respond or, having responded, failure to clarify points raised by TSC.
- III. Failure to submit a bid that complies with TSC requirements.
- IV. Any breach of confidentiality whatsoever.
- V. Unless specified to the contrary channelling any communications with regard to this project to anyone not specified in the ITT
- VI. Substantial non-compliance with the terms agreed to in the Respondents Acknowledgement letter (see Appendix 1).

2.9. Evaluation criteria

The high level criteria that will be utilised to evaluate Respondents responses are laid out below. Respondents should note that the evaluation decision will be primarily be made on price and capability to deliver the Products.

The Responses received will be evaluated in accordance with the following criteria:

| AQSCIR | Question | Suggested score |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Assurance of Supply | <p>Demonstrate your capability to provide the goods specified in the attached specification both as an initial tranche for TSC's refurbishment requirements, and on an on-going basis for the period of the proposed project.</p> <p>Please provide two examples of customers to whom you currently supply and contact details for the TSC team to see references.</p> | 15 |
| Quality | How can your organisation demonstrate its commitment to quality in terms of the equipment supplied to TSC and the delivery of the Products which will be required throughout the duration of the proposed contract? | 10 |
| Service | Demonstrate what is about your service offering that sets your organisation apart from your competitors in this generic market place. | 5 |

| | | |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| Cost | <p>For both baskets of requirements (one-off and on-going) the Tenderer who submits the lowest price will be given the maximum score available. Other tenderers higher prices will be divided into the lowest price and the result multiplied by the maximum score available to achieve a score for each tenderer for each basket.</p> <p>a. Initial requirement: Max score available 50 b. On-going requirement: Max score available 10</p> <p>The score achieved by each tenderer from both baskets will added together to achieve the total score for this criteria.</p> | 60 |
| Innovation | Demonstrate how your company could offer access to technology road maps and training opportunities for TSC to access new sources of technology which could be useful in its future activities. | 5 |
| Regulatory Requirement | Demonstrate how your entity will follow both Regulatory Requirement and Good practise with regard to the Environmentally sustainability of both the acquisition and disposal of the products required? | 5 |
| Total: | | 100 |

The four Respondents proposals which receive the highest overall evaluated scores from the TSC team will be nominated at the Preferred Suppliers, and TSC will agree four framework contracts for the Supply of the Products indicated in this ITT for a period of two years, with the possibility of two one year extensions.

Upon completion of each successful Respondent's framework agreement, they will be periodically invited to quote for TSC's ongoing requirements as they arise over a two year period. **Details of how this quotation process will be undertaken are detailed in Appendix 3 a (Framework Agreement for the supply of services).**

2.9.i Suitability as a business partner

Whilst considering the Service and Assurance of Supply criteria TSC wishes to assure itself that each Respondent has the resource, capability and substance to provide the requirements to a consistent high quality and cost effectiveness. The Respondents, corporate pedigree, stability, soundness and experience will be assessed in both financial and non-financial terms to determine suitability as a potential business partner to TSC.

The Respondents' specific experience and demonstrated ability in providing the required Products to organisations on a scale and / or complexity comparable to those described in this ITT will also be assessed.

2.9.2.Capability to deliver requirements

Whilst considering the Quality criteria Respondents will be assessed against their ability to deliver the core products and services. The ability to flex and change products and services and cost base as the business changes and grows.

2.9.3.Strategic direction and innovation

Whilst considering the Innovation criteria, although the scope of this ITT is clearly defined, TSC will investigate the capability of the Respondent to deliver additional services that TSC may choose to avail themselves of.

The Services should deliver business value of which reducing cost is a key but not the only element. Respondents will be evaluated as to the appropriateness of their proposals to create business added value.

Respondents will also be evaluated as to the appropriateness of any innovations or other value creating proposals contained in their response and how they will ensure innovation is maintained.

2.9.4.Cultural fit

Whilst considering the Service criteria TSC will assess the ability of the Respondent and TSC to work together throughout the term of the contract. TSC will evaluate a number of factors including:

- Client relationship management and commitment to working in the best interests of TSC.
- Openness.

It is recognised that this particular criteria is more readily evaluated once the number of potential Respondents has been further reduced and TSC is in the process of final selection however an early view will be taken based on the above factors.

2.10. Commercial & contractual considerations

Commercial and contractual considerations will obviously play an important part in the overall evaluation. Key factors under consideration include:

- Pricing and costing proposed over the contract duration
- Flexibility and innovation
- Impact of change
- Problem / issue management across TSC business departments and other Respondents

2.11. Costs and expenses

Respondents shall bear all costs associated with the preparation and submission of their tender and TSC shall not be responsible or liable for any costs or expenses regardless of the conduct or outcome of the procurement process.

2.12. Right to cancel

TSC reserves the right to terminate the process. This ITT does not represent a commitment to enter into any contract.

2.13. Right not to award contract

TSC reserves the right to reject all tenders if none, in its opinion, adequately satisfies the requirements, or if TSC's circumstances change. In such circumstances TSC may subsequently issue another ITT.

2.14. Confidentiality

All communications issued by TSC to Respondents must be treated as strictly confidential. Respondents shall not release details of such communications other than on an "In Confidence" basis to those who have a legitimate need to know or whom they need to consult for the purpose of preparing their tender. Under no circumstances may Respondents release any information concerning such communications for publication in the press or on radio, television, screen or any other medium. The content of the tenders and the details of the evaluation of the proposals will remain confidential to TSC and its advisors who will comply with all relevant legislation. Should Respondents wish that any information supplied by them as part of this process not be disclosed because of its commercial sensitivity or confidentiality or otherwise, they must, when providing this information, clearly identify the specific information they do not wish to be disclosed and clearly specify the reasons for its sensitivity.

Please note that it is not sufficient to include a statement of confidentiality encompassing all the information provided in the response.

2.15. Adherence to tender process

The tender process must be strictly adhered to as outlined in this document. Any deviation may render a tender ineligible.

Appendices

Appendix 1 - Acknowledgement Letter

Appendix 2 - Overview of requirements

Appendix 3 - Terms & Conditions

Appendix 4 - Respondent response template (including the pricing template and grounds for mandatory exclusion which should be reviewed before completing a response)

Appendix 5- Example Request for Quotation form for on-going requirements

3. APPENDIX 1 – ACKNOWLEDGEMENT LETTER

To: Transport Systems Catapult

Attn: John Thompson

From (Company who will bid): **Invitation to Tender – Provision of IT products
TSC22015.12.14.JT.TH**

We acknowledge receipt of your Invitation to Tender for the above work and are in receipt of all documents listed in the contents.

- I. We agree to comply with the requirements of the Instructions to Respondents and confirm that we will respond to your request and submit our bid no later than the date required.

- II. We agree to the proposed Terms and Conditions contained at Appendix 3. We also confirm that any substantial departure from these terms during any final negotiations may render our response invalid and TSC will be free to enter into negotiations with an alternative Tender Respondent.

Or

We shall not submit a bid. We confirm that all paper copies of the ITT have been destroyed, and that all electronic copies have been erased in their entirety from our systems

(Respondent to delete item as applicable).

Our primary point of contact in connection with this bid is:-

Regards

(Signature & Title):.....

(Printed Name):.....

(Company):.....

4. APPENDIX 2 – OVERVIEW OF REQUIREMENTS

As part of its proposed office refurbishment, TSC intends to purchase those items detailed within Section 1 of Appendix 4. The items specified are required towards the end of the planned works and are not seen as a key dependable to their completion.

Upon completion of the planned works, the four selected vendors will be required to participate in a number of Request for Quotation processes as detailed within this ITT for TSC's ongoing IT requirements for a period of two years, plus a further potential one year period based upon satisfactory performance. Examples of the items that have been purchased in the past are contained at Section 2 of Appendix 4.

5. APPENDIX 3 – TERMS AND CONDITIONS

PLEASE SEE SEPARATE DOCUMENTS

A. FRAMEWORK AGREEMENT FOR THE SUPPLY OF GOODS

B. CALL OFF TERMS FOR THE SUPPLY OF GOODS

6. APPENDIX 4 RESPONDENT RESPONSE TEMPLATE (INCLUDING THE PRICING TEMPLATE)

Respondents are required to submit a proposal based on the information and response format contained in this document.

The Respondents response must be provided in the format set out below with responses required against each point listed below. Respondents are requested to follow the numbering scheme in their response. Detailed documents may be referred to in appendices where appropriate.

Respondents should note that all responses should be constructed based on the proposed contract duration.

Format of responses:

1. A front cover sheet should be attached, including:
 - Name and contact details of key Respondent contact(s) for this proposal.
 - A table of contents indexing the response should also be included.
2. An executive summary covering the key points.
3. The actual proposal should include:
 - I. Confirmation of Service being bid for and an overview of the proposed methodology to meet the advertised timetable for this project
 - II. Assessment of key risks and how they will be managed/mitigated.
 - III. A cost summary. Respondents should submit their financial offer using the template indicated within this ITT document (see below). This should be signed by an authorised signatory of your organisation.
 - IV. Company organisation chart showing full details of parent subsidiary and associate companies (as applicable).
 - V. Ownership details of the company including when it was established and how long it has been involved in the supply of the Products as described in this ITT. Additionally details of any material acquisitions / mergers relevant to the Products in the past two years.
 - VI. The proposed contracting entity, its financial standing (if not clear from overall company financial statements or IV, and relationship to parent (if applicable).
 - VII. A summary of annual turnover (revenue), profit and employee numbers and turnover for last 2 years.
 - VIII. A summary of pertinent quality standards, awards, or other accreditation achieved in the UK in the last two years that are relevant to this ITT, and how these will be used to guarantee the quality of the works being procured.
 - IX. Proposed key team (or equivalent) for the term of the agreement.
 - X. Please provide two client references covering the products described in this ITT including the size, nature and duration of the relationship with these customers.
 - XI. Please also provide for each of these references the following details.
 - Name
 - Position
 - Company
 - Address
 - Phone
 - Email
 - Role during initial engagement

Please note that the above named contacts will NOT be approached without your prior knowledge.

- XII. If the Respondent is responding to this ITT on the basis of another Respondent being a material sub-contractor then the information requested in response to questions detailed above should be repeated for the second Respondent and the nature of the relationship with the second Respondent should be fully explained.

Before you complete your ITT response please review the following information:

You will be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).

If you have answered “Yes” to question 2.2 on the non-payment of taxes or social security contributions, and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have not yet had time to fulfil your obligations since learning of the exact amount due. If your organisation is in that position, please provide details using a separate Appendix.

| <i>2.1 Within the past five (5) years, has your organisation (or any member of your proposed consortium, if applicable) Directors, Partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?</i> | <i>Please indicate your answer by marking “X” in the relevant box</i> | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|-----------------------------|
| Conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime; | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906; | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| The common law offence of bribery; | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010; or section 113 of the Representation of the People Act 1983; | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Any of the following offences, where the offence relates to fraud affecting the European Communities’ financial interests as defined by Article 1 of the Convention on the protection of the financial interest of the European Communities: | | |
| (i) The offence of cheating the revenue; | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (ii) The offence of conspiracy to defraud; | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (iii) Fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978; | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (iv) Fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006; | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

| | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|
| (v) | Fraudulent evasion within the meaning of section 170 of the Customs and Excise management Act 1979 or section 72 of the Value Added Tax Act 1994; | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (vi) | An offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993; | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (vii) | Destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969; | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (viii) | Fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (ix) | The possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act; | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| any offence listed: | | | |
| (i) | in section 41 of the Counter Terrorism Act 2008; or | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (ii) | in Schedule 2 to that Act where the court has determined that there is a terrorist connection | | |
| any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f); | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| money laundering within the meaning of sections 430(11) and 415 of the Proceeds of Crime Act 2002; | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 92B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996; | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004; | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| an offence under section 59A of the Sexual Offences Act 2003; | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| an offence under section 71 of the Coroners and Justice Act 2009; | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug trafficking Act 1994; or | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| any other offence within the meaning of Article 57(1) of the Public Contracts Directive: | | | |
| (i) | as defined by the law of any jurisdiction outside England, Wales and Northern Ireland; or | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (ii) | created, after the day on which these Regulations were made, in the law of England, Wales and Northern Ireland. | | |

Section 1 - IT Requirements for 3rd Floor Refurbishment project

One-off requirement Hardware

| Item | # Units | Price | Notes | Total |
|-----------------------------------------------------------------------------------------------------------|------------|-------|--------------|-------|
| Warranty for APC | 1 | | 3 year cover | |
| HP EliteDisplay E241i - LED monitor - 24 | 100 | | | |
| KTG USB 3.0 Dual Uni Dock | 100 | | | |
| LOGITECH Wireless Combo MK520 | 100 | | | |
| CISCO SYSTEMS 8831 IP phone EU | 3 | | | |
| Cisco IP Phone 7841 - VoIP phone | 3 | | | |
| M8CW1S - M8 single arm, clamp | 100 | | | |
| Prism 39U 800 x 1200 Rack | 1 | | | |
| Prism 6 Way UK PDU | 1 | | | |
| Prism PI 4 Way Roof Mount | 1 | | | |
| APC SMART-UPS 5000VA | 1 | | | |
| Cisco Catalyst 3850 48 Port Full PoE IP Base | 5 | | | |
| OSP-WSC388FS Hardware Onsite 24 x 7 x 4 on WS-C3850-48F-S | 15 | | | |
| 1100W AC Config 1 Secondary Power Supply for 3850 | 5 | | | |
| Cisco Catalyst 3850 2 x 10GE Network Module | 5 | | | |
| 10GBASE-SR SFP Module | 8 | | | |
| Any other costs please detail – Any other costs submitted at a later stage will not be entertained | | | | |
| One off Requirement Hardware Total: | | | | |

One-off requirement - Cabling - Supply only

| Item | # Units | Price | Notes | Total |
|--------------------------------------------------------|------------|-------|-------|-------|
| 2MT LC-LC Duplex 62.5/125 Orange Fibre | 2 | | | |
| 2m PINK CAT 6 UTP Patch Lead | 18 | | | |
| 0.1m PINK CAT 6 UTP Patch Lead (10cm excluding boot) | 16 | | | |
| 2m PINK CAT 6 UTP Patch Lead | 16 | | | |
| 3m PINK CAT 6 UTP Patch Lead | 4 | | | |
| 1m GREEN CAT 6 UTP Patch Lead | 10 | | | |
| 0.1m GREEN CAT 6 UTP Patch Lead (10cm excluding boot) | 200 | | | |
| 1m GREEN CAT 6 UTP Patch Lead | 20 | | | |
| 0.1m PURPLE CAT 6 UTP Patch Lead (10cm excluding boot) | 10 | | | |
| 19 X 450mm Heavy Duty Fixed Vented Shelf | 2 | | | |
| 24 Way CAT6 High Density 1U UTP Patch Panel | 14 | | | |

| | | | |
|----------------------------------------------------------------------------------------------------|---|--|--|
| 1U Beige Plastic Cable Management Bar. 5 Vertical Hoops | 3 | | |
| Cage Nut Tool | 1 | | |
| CAGE/BOLTS (PER 50) BAG OF 50 | 1 | | |
| CAT3850 UNIVERSAL | 5 | | |
| Cabinet Jumper Power Cord, 250 VAC 13A, C14-C15 Connectors | 5 | | |
| 50CM Type 1 Stacking Cable | 5 | | |
| Catalyst 3750X and 3850 Stack Power Cable 30 CM | 5 | | |
| 1M Type 1 Stacking Cable | 1 | | |
| Catalyst 3750X and 3850 Stack Power Cable 150 CM | 1 | | |
| Any other costs please detail – Any other costs submitted at a later stage will not be entertained | | | |

**One off Requirement Cabling
Total:**

**Total cost for One-off
requirement items:**

Maximum Score available: 50

These are fixed prices against which the one successful tenderer will be issued a Purchase Order.

Section 2 - Anticipated Annual Requirements

A – Examples of Probable replacement items:

| Description | Price | # Units | Total |
|----------------------------------------|-------|---------|-------|
| Licensing | | | |
| MS Visio 2013 | | | 20 |
| MS Windows 10 Pro | | | 150 |
| MS Windows Server CALS | | | 50 |
| MS Windows Server Datacentre 2012 R2 | | | 10 |
| MS Project 2013 | | | 20 |
| Adobe Acrobat Pro | | | 5 |
| VmWare Horizon Enterprise 10 cu | | | 2 |
| VmWare Vsphere Enterprise per proc | | | 10 |
| MS Office 365 Business Premium PrePaid | | | 220 |

| | | | |
|-------------------------|--|--|----|
| Desktop Hardware | | | |
| HP Probook 4030 G2 | | | 20 |

| | | | |
|---------------------------------------------------------|--|----|--|
| Apple Ipad Air 2 64gb | | 5 | |
| Microsoft Surface 4 Pro - 8gb/256gb SSD | | 10 | |
| Samsung 256gb SSD | | 50 | |
| Apple iPhone 6s 16gb | | 15 | |
| | | | |
| Server Hardware | | | |
| Cisco UCS B200 M3 Blades | | 6 | |
| HP Proliant DL380 G9 Servers | | 6 | |
| NetApp Storage Drives/Drive Trays | | 4 | |
| Cisco UCS 5108 Blade Chassis | | 1 | |
| Cisco UCS SAS/SATA HDD | | 50 | |
| Fortinet 1500D Firewall | | 2 | |
| | | | |
| Network Hardware | | | |
| Cisco Catalyst 3850 48 Port Full POE | | 2 | |
| Cisco Catalyst 3850 48 Port IP Base | | 2 | |
| Misc | | | |
| USB stick 16gb | | 50 | |
| Fortinet FortiGate Firewall | | 2 | |
| Total cost for probable replacement requirement: | | | |

Maximum Score available: 10

These are indicative prices as the successful tenderers will provide quotations moving forward.

Name:.....

Organisation:.....

Date:.....

7. APPENDIX 5 EXAMPLE OF REQUEST FOR QUOTE DOCUMENT FOR ON-GOING REQUIREMENTS



Request for Quotation of IT Requirements

| | |
|------------------------------------------------------------|--|
| Name of TSC Requester: | |
| Date of Request: | |
| Date/time response required: | |
| Details of requirement: To be completed by the requestor): | |
| | |
| Notes: | |
| | |

The Vendor who submits the lowest priced, technically compliant quotation will be issued with a Purchase Order.

All Purchase Orders will be completed under the Terms agreed between TSC and the Supplier dated **xxx 2016**.

