**Early Market Engagement**

Provision of Laptops for the IPO

Intellectual Property Office

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# **Introduction of Preliminary Market Consultation**

1. The Intellectual Property office (IPO) is conducting Early Market Engagement (Engagement) for the provision of Laptops for the IPO.
2. The purpose of the Engagement is to provide the market with the opportunity to influence the potential structure of the proposed tender process. Through this process you can express views and confirm latest product/service developments, ways of working etc which may meet the need of the IPO.
3. This Engagement is not a formal procurement process, although it may form part of a tender opportunity in the future and as such will be conducted in accordance with PCR2015. Neither this document nor any associated Prior Information Notice constitutes a ‘call for competition’.
4. No contract or offer of award will be made following participation in this Engagement. The IPO may decide, following this process, that a future procurement process is not the right solution to meet the specific need identified.
5. Any information is given entirely in good faith and liable to change as the future procurement process progresses. All costs and expenses associated with participating in this Engagement process, including any invitations to meetings and/or presentations, will not be reimbursed.
6. The IPO has an obligation to ensure the principles of equal treatment and transparency as required by PCR2015 are upheld throughout this process. It may be required therefore to make publicly available any of the information provided during this Engagement process. Respondents should also be aware that the IPO is subject to the Freedom of Information Act 2000.

# **Background**

1. More information on the IPO can be found here - [Intellectual Property Office - GOV.UK (www.gov.uk)](https://www.gov.uk/government/organisations/intellectual-property-office) .
2. The purpose of this Engagement is two-fold; firstly, to raise awareness across the market of the intention to issue a tender for the described services. Secondly, we are seeking supplier feedback on the scope of the proposed tender and your experience in this area.

# **Instructions for Participation**

1. Please complete the attached questionnaire (found on the IPO’s e-sourcing platform Atamis) which seeks your feedback on our proposed strategy.
2. The requested date for the submission of your feedback to the Engagement is Friday 06/10/2023 at 17:00.
3. Clarifications and questions regarding this Engagement process should be raised via Atamis.
4. Suppliers are asked to advise if they would be interested in bidding for this opportunity as part of their response to the Engagement. If Suppliers are not interested, it is requested that they inform the IPO and provide a reason why.

# **Proposed Procurement Timelines**

|  |  |
| --- | --- |
| **Engagement Process** | 05/10/2023 to 16/10/2023 at 17:00 |
| **Publication of the Invitation to Tender** | 05/10/2023 at 12:00 |
| **Clarification Opens** | 05/10/2023 at 12:00 |
| **Clarification Closes** | 10/10/2023 at 09:00:00 |
| **Deadline for publication of responses to clarification questions** | 12/10/2023 at 17:00 |
| **Deadline for supplier submission of tender** | 16/10/2023 at 17:00:00 |

# **(Draft) Specification**

1. The draft specification (below) states the services that a customer may require. More specific details will be available during any subsequent tender stage.
2. Note that this is a draft version only at this stage and this may change following the feedback from the Engagement process.

**Specification (Draft)**

**Background to the need:**

The Intellectual Property Office is seeking market engagement input from companies who can provide and supply new kit to IPO offices and hybrid workers. These are to be delivered to Concept House.

The IPO intend to purchase around 1,800 devices in total. The IPO intend to begin purchasing in January in 2024. We will receive batches of around 500 devices at a time and total number of approximately 1,800 over 12 months period. The IPO intent to have a mixed estate of Devices One and Two. At present it is not known what the split needed between device’s one and two will be. This decision will be made later based on the pricing received as well as other factors.

**Requirements:**

The draft specification (below) states the services that a customer may require. More specific details will be available during any subsequent tender stage.

Note that this is a draft version only at this stage and this may change following the feedback from the Engagement process

**Device One – Must meet the below specification**

* Clam Shell Laptop
* 3:2 Aspect Ratio Recommended, Touchscreen, minimum brightness 340nit
* Windows 11 compatible (support for windows 10 backward compatible)
* Intel i5 gen 12 or later, 256Gb SSD, 16Gb RAM
* Colour Calibrated screens to support accessibility features in Windows 11
* Teams certified Camera, Microphone, Studio Speakers
* Windows Hello for business compatible
* Devices enrolled in Autopilot
* DFCI “Chip-to-Cloud” Security
* Advance Exchange Warranty with Devices fully repairable on site
* Hard Disc retention
* Minimum 12-hour battery life
* No more than 1.2KG in weight
* Must meet MIL-STD-810H standard

**Device Two – Must meet the below specification**

* 2-in-1 Laptop Tablet (please include in your pricing for Device Two the cost of keyboard)
* 3:2 Aspect Ratio Recommended, Touchscreen, minimum brightness 340nit
* Windows 11 compatible (support for windows 10 backward compatible)
* Intel i5 gen 12 or later, 256Gb SSD, 16Gb RAM
* Colour Calibrated screens to support accessibility features in Windows 11
* Teams certified Camera, Microphone, Studio Speakers
* Windows Hello for business compatible
* Devices enrolled in Autopilot
* DFCI “Chip-to-Cloud” Security
* Advance Exchange Warranty with Devices fully repairable on site
* Hard Disc retention
* Minimum 12-hour battery life
* No more than 1.2KG in weight
* Must meet MIL-STD-810H standard