



## **Request for Quotation RFQ038**

Mobile Devices, Laptops Upgrade & Storage and Self Issue Devices

Issued 06/06/2017



**BE PART  
OF IT**

**CITY COLLEGE PLYMOUTH  
KINGS ROAD, PLYMOUTH, PL1 5QG**

## TABLE OF CONTENTS

Confidentiality Statement .....	3
Submission Details.....	3
Submission Deadlines .....	3
Submission Delivery Address .....	3
Submission Questions and Clarifications.....	3
Electronic Submissions.....	4
Introduction and Executive Summary.....	4
Business Overview & Background .....	4
Our Vision ... is where our future lies .....	5
Our Mission ... is what we focus on each and every day.....	5
Background .....	5
Requirement.....	5
Pricing .....	7
Written Submission .....	7
Terms and Conditions .....	7
Validity.....	7
Freedom of Information Act 2000 .....	8
Selection Criteria .....	8
Assessment of Quotations .....	9
Agreement Conditions Acceptance and Declaration .....	9
Supporting Documentation.....	9
Agreement Conditions Acceptance and Declaration .....	11

## CONFIDENTIALITY STATEMENT

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Thank you for your consideration, City College Plymouth.

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## SUBMISSION DETAILS

### SUBMISSION DEADLINES

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

**19 June 2017**

**12:00 Noon**

Any submissions received after this date will not be considered.

### SUBMISSION DELIVERY ADDRESS

All submissions should be submitted electronically as below.

### 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: by 12 June 2017

**Natalie Hockings**

Procurement Officer

Phone: 01752 856809

Email: [tenders@cityplym.ac.uk](mailto:tenders@cityplym.ac.uk)

**ELECTRONIC SUBMISSIONS**

Electronic submissions in response to this Request for Quotation will be accepted as long as they 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
- Signed Agreement Acceptance and Declaration.
- Completed Suitability Assessment Questionnaire (Appendix C).

**INTRODUCTION AND EXECUTIVE SUMMARY**

The College is seeking to acquire a number of Windows Laptops, Chrome Books, and self-issue lockers to support students and staff as the College consolidates its operation on the one main campus site at Kings Road.

**BUSINESS OVERVIEW & BACKGROUND**

The College currently operates on four sites within the city, serving 12,897 students and employing 622 staff. The College operates year round, with opening times from 0800-2100 on some days. From September 2017, our new STEM centre will be opened enabling the consolidation of our estate into 2 main sites and a small city centre satellite site:

**Kings Road 24,321m<sup>2</sup>**

Consisting of 8 buildings including an 8 storey tower block.

A new 5 floor 4,500m<sup>2</sup> STEM centre to open in July 2017

**Picquet Barracks 1706m<sup>2</sup>**

Distributed across 7 different buildings at the site including a 2 storey building.

**Pace 569m<sup>2</sup>**

2 storey building located in the city centre.

**OUR VISION ... IS WHERE OUR FUTURE LIES**

We are a College with a national reputation for promoting enterprise, employability and science, technology, engineering and mathematics (STEM).

**OUR MISSION ... IS WHAT WE FOCUS ON EACH AND EVERY DAY**

To be the South West's leading provider of innovative, technical, professional education and training by supporting partnerships for growth, raising aspirations and fostering wealth creation

**BACKGROUND**

City College Plymouth is one of the largest professional, vocational and technical colleges 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 is dedicated to enabling local people to access both new and existing job prospects through its strong links with industry. Working in partnership with employers, the College's training offer is practical, relevant to business needs and prepares people for the real work environment.

The College's £13million Regional Centre for Excellence in STEM is due to open in autumn 2017. The state-of-the-art facility will provide a flexible learning environment that simulates 'real work' scenarios with industry-standard workshops, laboratories and studios. It will be equipped with high-tech resources to support a broader and more relevant STEM curriculum.

The most recent Ofsted inspection confirmed that the College continues to be 'Good' with outstanding features and this year it won the Beacon Award for the Promotion and Delivery of Successful Apprenticeships.

**REQUIREMENT**

Due to the consolidation of operations on our main Kings Road site with effect September 2017, the College has reviewed its use of classrooms ensuring these remain available for multi-purpose use. This has meant a reduction in the number of specialist computer classrooms and the reduction in the number of desktop computers available for student study areas. These are to be replaced with laptops and Chrome books, mainly for loan to support student self-study, and an upgrade to the current stock of laptops available to lecturers and staff. The estimated value of all requirements is £114,000

A detailed specification for all the devices is included in Appendix D.

Appendix A gives a breakdown of the number of devices required. The requirement has been split into a number of separate lots as detailed below. You are required to complete the relevant tab for the lot you are bidding for. Where you are able to quote for **all** the equipment required and are able to give preferential prices should you be awarded all lots you should complete the Lot 4 tab. You do not need to complete this tab if your prices are not dependent on winning all lots.

### **Delivery Dates**

We require the equipment to be delivered around the following dates

- self-Issue Devices week beginning 14<sup>th</sup> August 2017
- Devices Week beginning 14<sup>th</sup> August 2017

It is expected that all bidders will provide prices for the items stipulated on each lot, or where an exact match is not available, a substitute that is as close as practicably possible. The data provided in Appendix A **should not** however be considered a commitment to purchase.

### **Lot 1 Loan Devices**

Windows Laptops and Chrome books to be loaned between students and staff.

For laptops we are looking for 50 in number x 13 inch screens.

For the Chrome books we require 80 in number x 11 inch and 6 in number x 13 inch.

**See Lot 1 in Appendix D for full information**

### **Lot 2 Laptops Upgrade**

City College is aiming to upgrade its current stock of laptops. A total of 100 laptops are required: 40 machines for Students and 60 machines for staff & specialised student use. These will be a mixture of 13 – 16 inch screens.

**See Lot 2 in Appendix D for full information**

### **Lot 3 Storage & Self Issue Devices**

This lot is for trolleys and lockers which will be used to store, charge and loan out the devices to staff and students in support of Lot 1. We are looking for a total of 9 Trolleys and 12 Lockers.

**See Lot 3 in Appendix D for full information**

### **Lot 4 Combined lot 1,2 & 3**

If you can offer all the requested equipment at preferential rates should you be awarded all lots please complete this tab.

#### **PRICING**

Bidders should provide their pricing for each of the relevant Lots using Appendix A.

#### **WRITTEN SUBMISSION**

In addition to your pricing on Appendix A you are required to provide a written document outlining your offer with specific regard to the follow:

Your detailed specification and how you meet the specific requirements outlined in Appendix D, as well as the below;

- Your lead time for delivery
- Any added value you are able to offer, to include student specific benefits such as workshops, student talks, work opportunities, training ....
- How you will contribute to the College's sustainability agenda.
- Warranty (must be 3 years plus)

#### **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.

### 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.

### 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 30<sup>th</sup> June 2017. The date of contract award will be provided within that email.

The marking criteria are as follows:

Category	Element Weight
Price	60%
Quality- Technical Specification	30%
Delivery time	5%
Added Value	5%
Sustainability	5%
Pass/Fail Criteria	
Delivery Time	

Assessment	Score	Interpretation
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<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.

## AGREEMENT CONDITIONS ACCEPTANCE AND DECLARATION

Bidders are required to sign and return the attached Agreement Conditions Acceptance and Declaration. An editable document has been provided at Appendix E.

## SUPPORTING DOCUMENTATION

Appendix A: Pricing Schedule

Appendix B: City College Plymouth Standard Terms & Conditions Goods and Services

Appendix C: Suitability and Assessment Questionnaire

Appendix D: Specification for Mobile Devices, Laptops Upgrade & Storage and Self Issue Devices

Appendix E: Signed Acceptance and Declaration Document – (editable word version)

## AGREEMENT CONDITIONS ACCEPTANCE AND DECLARATION

**Agreement for the Provision:** Mobile Devices, Laptops & Storage and Self Issue Devices

I/We the undersigned DO HEREBY UNDERTAKE to provide the Goods/Services upon and subject to City College Plymouth's standard terms and conditions set out in Appendix B, together with the Specification and the pricing and rates contained in our quote and all other Agreement Documents as are contained or incorporated herein.

I/We agree to establish and maintain appropriate business standards, procedures and controls including those necessary to avoid any real or apparent impropriety or to prevent any action or conditions which could result in conflict with the College's best interests.

I/We declare that we have not offered to pay or to give or agree to pay any sum of money or valuable consideration directly or indirectly to any person nor entered into any agreement or arrangements with any person that he/she shall refrain from quoting or as to the amount of any quote to be submitted.

I/We agree that we have satisfied ourselves before submitting this quote as to the correctness and sufficiency of the pricing/rates quoted.

DATE .....  
COMPANY\* (1) Signature: .....  
Name: .....  
Position in Company: .....  
For and on behalf of: .....  
.....  
.....  
(Print Company's full name and registered number)

\*NOTE:

- i) An electronic or typed signature will be accepted.
- ii) Where the bidder is a limited company the Quote and this Declaration must be signed on behalf of the company by an authorised officer whose designation must be stated and the address of the registered office of the company must be given.
- iii) In the case of a partnership the names of all the partners must be given on a separate sheet and attached to this Request for Quote and the Quote and this Declaration must be signed by one of the partners on behalf of the partnership.
- iv) Where the supplier is a private firm the Quote and this Declaration must be signed with the firm's name.