

**Request for Quotation**

**RFQ203**

**Hair Products 2023**

**Issued 27th June 2023**

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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:

**11th July 2023**

**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: 5th July 2023

**Adam Baker**

Procurement Officer

Email: 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 guaranteeing 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

City College has two salons, Stars and Creative Solutions.

The College is seeking to contract with a single supplier for the provision of Hair colour products and various other supplementary products. 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.

The anticipated value of the supply contract may exceed £30,000. Therefore, as per the Public Contracts Regulations 2015 the opportunity will be advertised on the government portal ‘Contracts Finder’.

# Business Overview & 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 (TEF) Gold award for its university-level provision and its most recent Ofsted inspection confirmed that the College continues to be ‘Good’ with many outstanding features.

City College Plymouth is also one of the first Institutes of technology in the UK Working in collaboration with education providers and employers across the South West to improve the training in science, technology, engineering and maths in order to address skills gaps within these industries and support regional growth.

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.

The College operates on two main 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 Guiding principle

City College Plymouth has a learning environment and organisational culture that impacts positively on the health, wellbeing and sustainability of our community and enables all of our students and staff to achieve their full potential.

## Our Vision

To be the learning destination of choice

## Our CORE VALUES

Respect, ownership, integrity.

## 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

## The Way Forward - our Priorities

• Staff - our most important investment

• Students - our purpose

• Community - making a difference

• Achievement - reputation for success

• Wellbeing - infusing health into every day

# Detailed Requirement

The **estimated** spend over the contract period is £40,000. This has been based on existing levels of spend at the current rates. This level of spend cannot be guaranteed as requirement’s will vary based on student numbers and mix of courses run.

The main requirement is for various hair colour & salon products to cover all our student needs with an addition to further offerings that will add value to the college.

We require a varied price/value range of products to suit the different needs of the students and staff, as detailed in the specification Appendix A.

Our Students start at the Creative Solutions at our Kings Road site where they work on hair blocks therefore they require more value brands. They will then progress to actual clients and will require the use of higher value products. Our Stars salon is our main commercial offer where we have higher level students, apprentices and self-employed staff and this salon is stated at the more high profile location at the front of the front of college so we will be looking for a higher value branded name of product.

Appendix A provides a detailed breakdown of the College’s requirements. It is expected that all bidders will provide prices for the items stipulated, 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** be considered a commitment to purchase, services will only be ordered on an ad-hoc basis, however the successful supplier will benefit exclusively from the College’s annual spend.

The College holds an annual hair show for students. This is an opportunity to work in partnership with the College to display your products. You should state whether you are prepared to support the annual hair show with a contribution towards costs. The College is happy to display details of your products in its 2 hair salons.

## Written Document

You are required to submit a written document which details your company offer with particular interest to the areas detailed below. This submitted document will be scored as per the table on page 9. Please ensure you specify any minimum order value and any delivery charges.

* Price breaks for larger volumes and/or discounts available. The College would be willing to consider a call off order if this would result in a better pricing, subject to conditions and ability to return excess stock.
* Description and Quality of products, including brand makes you are offering.
* Contract Management, order lead time.
* Added Value, for example to include your offer for:
* Training for Staff and Students
* Sponsorship/Contribution toward the annual hair show.
* Buy back of excess stock if applicable
* Any branded Merchandise you are able to offer
* Salon Essentials i.e. bowls, tint, Brushes, gowns you would be prepared to supply.
* Any student workshops, talks, work experience, apprenticeship offers you are able to make.
* Your contribution to the College’s sustainability agenda.

## Pricing

Bidders should provide their pricing for each of the key products using 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.

## Timescales

|  |  |
| --- | --- |
| **Action** | **Date** |
| Tender Issued | 28/06/2023 |
| Deadline for Queries | 05/07/2023 |
| Tender Response Date | 11/07/2023 |
| Award Date | 21/07/2023 |
| Implementation Date | 01/09/2023 |

# 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 | 65% |
| Description and Quality of products | 10% |
| Contract management, lead time. | 10% |
| Added value | 10% |
| Sustainability, the Environment and Social Responsibility | 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** |
| **Excellent** | 4 | *Comprehensive response supported by examples*  *Description fully supported by details that demonstrate the applicant’s ability to provide the required services.* |
| **Good** | 3 | *Broad response supported by relevant examples.*  *Description well supported by details that demonstrate the applicant’s ability to provide the required services.* |
| **Satisfactory** | 2 | *Reasonable response supported by some evidence.*  *Description adequately supported by details that demonstrate the applicant’s ability to provide the required services.* |
| **Poor** | 1 | *Limited response not well supported by evidence.*  *Description inadequately supported by details that demonstrate the applicant’s ability to provide the required services.* |
| **Unacceptable** | 0 | *No response or insufficient information provided.* |

# 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