Invitation to Tender

IT Equipment – Servers & Software

**BIG2055**

# Background/Introduction

Frugi was established in 2004 and designs & sells organic children’s wear, maternity wear and soft toys. We sell to around 550 independent retail stores in over 60 countries. We have also won several awards including The Queens award for enterprise and at the Cornwall Business Awards the most dynamic growth and best international business.

As Frugi continues its growth, new employees are being recruited. The existing hardware we have is reaching capacity as each new user increases the amount of storage required. Our current small business server 2011 allows for only 75 licenses. The new equipment gives us the capability to grow the workforce and in turn grow the business.

The purchase of the system is part of a grant funded application process and therefore procurement will be subject to grant approval of the project as a whole. We will compare tenders received on a compliance basis only.

# Project Specifications

Frugi currently run a single Physical Server with internal storage that hosts the main Small Business server, RDS Server as well as our SQL server. A NAS server hosts some archived data and some live bulk data due to a lack of space on the main server. Virtual Server Images are backed up across the network to a removable drive and taken offsite – the NAS data is backed up to the cloud.

To support growth and increase resilience, an additional server and storage space is required.

**Specification**

**Software**

Hypervisors, Operating systems and SQL server must all be able to be supported by the in-house IT team. Therefore software must be Microsoft Windows based.

* Windows Server licence x 2 (To allow at least 4 VMs)
* Windows Server User CALs x 100
* Microsoft SQL Server
* Microsoft SQL Server User CALs x 20
* Microsoft Windows Remote Desktop Services CALs x 16
* Backup Software Solution to cover 2 x Virtual Hosts (6 VMs) and 10TB of data (uncompressed) to existing Network Share

**Hardware**

Additional equipment that is compatible with existing equipment to allow use of existing Server to increase storage capacity and increase data centre robustness and allow for failover. (Existing server = HP DL380 Gen8)

* Server – Min 2 CPU (min 6 Cores each) 1.8GHz , At least 128GB RAM At least 300GB RAID 1 OS Drive
* SAN, At least 450GB RAID 10 for SQL Data, At least 16TB RAID 6
* Min 3 Year Next Business Day Onsite support for above
* UPS with Extended Run time to power the above during power outages
* 3.5” Hard drives and removable drive caddies for backup of data (at least 3 drives of at least 6TB in size)

# ITT Timetable

 The anticipated timetable for submission of the tender and commission milestones are set out below:

|  |  |
| --- | --- |
| Activity | Date |
| Date ITT available on Contracts Finder | 2/11/2016 |
| Last date for raising queries | 9/11/2016 |
| Last date for clarifications to queries | 11/11/2016 |
| Deadline to return ITT | 17/11/2016 |
| Evaluation of ITT | 18/11/2016 |
| Award of Contract  | This is subject to successfully obtaining grant funding and will normally be no later than 90 days from contract evaluation |

# Conflicts of Interest

Please provide a statement with regards to a conflict of interest for this procurement through the provision of either:-

A Declaration that to your knowledge there is no conflict of interest between your company and the Cut4Cloth Ltd T/A Frugi that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the contexts of this procurement procedure.

Or

A Declaration that there is a likely conflict of interest between your company and Cut4Cloth Ltd T/A Frugi that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the contexts of this procurement procedure, please provide details of this connection.

This will permit Cut4Cloth Ltd T/A Frugi, that in the event of a conflict of interest, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial party.

**Exclusion**

Cut4Cloth Ltd T/A Frugi shall exclude applicants from participation in this procurement procedure where they have established or are otherwise aware that the applicant, to include administrative, management or supervisory staff that have powers of representation, decision or control of the applicants company, has been the subject of a conviction by final judgment of one of the following reasons:-

 Participation in a criminal organisation

 Corruption

 Fraud

 Terrorist offences or offences linked to terrorist activities

 Money laundering or terrorist financing

Child labour and other forms of trafficking in human beings

# Consortium or sub-contracting

Where a consortium or sub-contracting approach is proposed, all information requested should be given in respect of the proposed prime contractor or consortium leader. Relevant information should also be provided in respect of consortium members or sub-contractors who will play a significant (greater than 25%) role in the delivery of the services under any ensuing Contract.

# Tender Application Requirements

Please provide paper copies of your application which should include:

1. Confirmation that **you the supplier** are able to meet the requirements outlined in the brief above.

**Dated** your response, used our company’s full postal address (albeit your submission might be by email) and included the **Reference:** IT Equipment – Servers & Software **BIG2055**

1. Details of who to **contact** in your company in relation to this tender
2. Total fixed lump sum cost of providing the equipment requested within the scope
3. Company registration and VAT number if applicable
4. Declaration duly signed by the authorised person within your organisation

# Tender Scoring Criteria

The tender will be scored only on their compliance to the specification set out in section 2 and awarded to the lowest compliant tender.

# Tender Returns

Tenders may be returned by email or post, or by delivery in person.

Tenders are to be returned by:-

Latest date to be returned: 17/11/2016

Latest time to be returned: 17:00 pm

If submitting by **email,** tenders should be sent electronically to it@welovefrugi.com with the following message **clearly noted in the Subject box; ‘**IT Equipment – Servers & Software **BIG2055’**

Tenderers are advised to request an acknowledgement of receipt when submitting by email.

If submitting by post or in person, the Tender must be enclosed in a sealed envelope, only marked as follows:-

Tender - Strictly Confidential – IT Equipment – Servers & Software **BIG2055’**

Contract Reference Number: BIG2055

Addressed to:

Hornsby House

Wheal Vrose Business Park

Helston

Cornwall

TR13 0FG

The envelope should not give any indication to the Tenderer’s identity. Marking by the carrier will not disqualify the tender.

If delivery **by hand** please obtain an official Receipt at point of delivery

# Clarification

There will not be any negotiations of any of the substantive terms of the Tender Documents. Only clarification queries will be answered. Any clarification queries arising from the Tender Documents which may have a bearing on the offer should be raised as soon as possible in writing. The deadline for clarification questions is 6 days before the submission date. All e-mailed queries should be sent to:-

Name: Matt Waterton

E-mail: matt.waterton@welovefrugi.com

No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, Contract or other Tender Documents or as to any other matter or thing to be done under the proposed contract shall bind us unless such representation is in writing and duly signed by Tracy Carroll of Cut4Cloth Ltd T/A Frugi. All such correspondence shall be returned with the Tender Documents and shall form part of the Contract.

Tenderers must provide a single point of contact in their organisation for all contact between the Tenderer and Cut4Cloth Ltd T/A Frugi.

Responses to any queries will be shared through Contracts Finder website

# Disclaimer

The issue of this documentation does not commit Cut4Cloth Ltd T/A Frugi to award any contract pursuant to the bid process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between Cut4Cloth Ltd T/A Frugi or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Cut4Cloth Ltd T/A Frugi and any other party (save for a formal award of contract made in writing by or on behalf of Cut4Cloth Ltd T/A Frugi).

Bidders must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to bidders by Cut4Cloth Ltd T/A Frugi or any information contained in Cut4Cloth Ltd T/A Frugi’s publications are supplied only for general guidance in the preparation of the tender response. Bidders must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by Cut4Cloth Ltd T/A Frugi for any loss or damage of whatever kind and howsoever caused arising from the use by bidders of such information.

Bidders shall be responsible for their own costs and expenses in connection with or arising out of their response. Cut4Cloth Ltd T/A Frugi reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any time) under any circumstances will not render Cut4Cloth Ltd T/A Frugi liable for any costs or expenses incurred by bidders during the procurement process.