**Client: Oxford Innovation Services – Cornwall & Isles of Scilly Programmes**

**Date: 4th January 2017**

**Area: Tender for the Supply of Laptops and Desktops - FRP programme**

**Introduction, background and business context**

Oxford Innovation Services (OIS) is the UK’s leading specialist coaching company. We work with businesses at all stages of development to maximise their growth potential, benefiting both the enterprise and its people through uniquely tailored coaching programmes.

OIS has recently been awarded a project to deliver a Financial Readiness Programme (FRP) in Cornwall and the Isles of Scilly to support businesses in identifying and accessing finance.

The FRP project is financed by the Cornwall & Isles of Scilly European Regional Development Fund (ERDF), part of the European Structural Investment Fund (ESIF) portfolio 2015 to 2020. The Department for Communities and Local Government is the managing authority for the fund, which was established by the European Commission to help improve the competitiveness of SMEs by increasing their capacity and capability and promoting entrepreneurship to strengthen the pipeline of high growth businesses across England.

**Key objectives of this brief**

This tender is for the urgent supply of Dell laptops and computers and associated equipment in support of Oxford Innovation Service’s new team for the FRP project. Hardware must be delivered to onsite technical IT support team based in Oxford on a next day delivery basis from date of order.

Laptops and desktops are required for new team members and will be required on an ongoing basis during the contract for any further new team members and to replace old, inefficient and underperforming Dell laptops and desktop PC's.

Specification as outlined below:

**Desk top Computers - estimated up to 2**

* Dell Optiplex O3046 Desktop
* 8 GB Memory
* 256GB SSD (Hard Drive)
* i5 processor
* 3 year next business day UK warranty
* UK Model desktop with UK Keyboard
* Delivered to Syplex on next day delivery basis to Oxford Centre for Innovation, New Road Oxford, OX1 1BY

**Laptops – estimated up to 13**

* Dell
* E5470
* 8 GB Memory
* 256GB SSD (Hard Drive)
* i5 processor
* 3 year next business day UK warranty
* UK Model laptop with UK Keyboard
* Delivered to Syplex on next day delivery, Oxford Centre for Innovation, New Road Oxford, OX1 1BY

**Docking stations - estimated up to 13**

* Dell
* Manufacturer Part: MVP71 | Dell Part : 452-11429
* Port Replicator: UK E-Port II with USB 3.0, 130W AC Adapter (without stand)
* USB 3.0
* Display Port 1.2
* Power Supply: 130W External AC Adapter (Dell Latitude)
* Video Ports: VGA, Display Port, DVI-D
* Ports: USB, Powered eSATA (shared with 1 USB), RJ-45, Audio and Mic, Lock Slot, E-Monitor Stand Connector
* 3 year next business day UK warranty
* UK Model laptop with UK Keyboard
* Delivered to Syplex on next day delivery, Oxford Centre for Innovation, New Road Oxford, OX1 1BY

**Monitors – estimated up to 15**

* Dell UltraSharpTM U2412M 24 monitor
* Manufacturer Part : R8C14 | Dell Part : 210-AGYR
* Interfaces: VGA, DVI-D, DisplayPort, USB 2.0 upstream (Type B), 4 x USB 2.0 downstream (Type A)
* 3 year next business day UK warranty
* UK Model laptop with UK Keyboard
* Delivered to Syplex on next day delivery, Oxford Centre for Innovation, New Road Oxford, OX1 1BY

**Additional items**

Additional items may also include Dell keyboards, mice and other misc. IT equipment.

Quantities: Approx. figures given above to cover immediate requirements. Exact numbers will be confirmed at time of order.

The maximum budget is £25,000 to cover additional equipment as may be required during the contract. OIS reserves the right to order less than the estimated quantities / budget. The contract duration will be 3 years, expiring 31st December 2019.

Laptops provided must be brand new and provided by a genuine Dell Retailer partner

<http://www.dell.com/uk/partner/p/>. Reconditioned models must not be quoted.

**Evaluation**

Scoring: 0 (very poor) – 5 (excellent). Weightings as outlined in brackets.

**The following assessment criteria will be used to choose the successful supplier:**

1. Price (70%)
2. Ability to meet the hardware specification and models outlined above (Pass/Fail)
3. Delivery timings (Pass/fail)
4. Warranties & Service information – Pass/fail and Scored (30%)
5. Company is a Genuine Dell Retail Partner - (Pass/Fail)

**Timeline**

|  |  |
| --- | --- |
| Action | Date |
| Brief published | 4th January 2017 |
| Deadline for response to brief | 18th January 2017 |
| Order placed | 23rd January 2017 |
| Delivery of hardware | 24th January 2017 |

**Supplier Response to this tender**

Please complete the questionnaire and submit along with your quotation and send by e-mail FAO Amanda Greenall, to the e-mail address below.

**The deadline is 18th Jan 2017**

**Contact details**

Any queries regarding this must be sent (preferable in writing) by e-mail to:

E-mail [a.greenall@oxin.co.uk](mailto:a.greenall@oxin.co.uk)

Amanda Greenall, Procurement Specialist

Address: Unit 2A(b) Gateway Business Centre, Barncoose Gateway Park, Redruth TR15 3RQ

Telephone: 01872 300116

In line with OIS tender requirements, a copy of all questions and answers will be circulated to all tenderers for fairness and transparency, unless confidentiality is expressly requested.

|  |  |
| --- | --- |
| Supplier Questionnaire - Part A - Company Information | |
| 1. Full company name |  |
| 1. Registered Address (and local / branch address where applicable) | Registered Address:  Local branch address: |
| 1. Contact details   Please advise contact details for this tender and all key personnel we would be dealing with during the contract. |  |
| 1. Company registration number   (NB OIS may carry out a financial check on the company) |  |
| 1. Date of company formation: |  |
| 1. VAT registration number: |  |
| 1. Public and product liability insurance: Please provide a copy of your public and product liability insurance. | Attached: Y/N |
| 1. Acceptance of OIS Terms & Conditions: Please confirm acceptance of our Terms and Conditions as attached. |  |
| 1. Warranty and Service Information   Please confirm warranty period and the returns / warranty procedure: A pass/fail requirement for this contract is a 3 year next business day UK warranty for all repairs / replacements.  Please also include any contact details for dealing with warranty issues.  Please confirm any other information on service levels and customer service as may be relevant. |  |
| 1. Genuine Dell supplier / partner   Please confirm that you are a genuine direct dell provider (third parties will be rejected) |  |
| 1. Equipment   Please confirm that all equipment quoted is brand new (not refurbished) and is a genuine Dell product. |  |
| 1. Pricing   Please confirm pricing and full product specifications for all equipment as specified. Please confirm if delivery is included and any minimum order values. (please also confirm delivery costs under the minimum order value for any of the items specified). |  |

**Supplier checklist:**

Please ensure you have provided the following (as requested under Supplier response to tender)

|  |  |
| --- | --- |
| Checklist: Requested Information |  |
| 1. Quotation – covering all items, confirming full product specifications |  |
| 1. Supplier questionnaire: including supporting attachments |  |