



## **THE NATIONAL ARCHIVES**

### **CISCO WI-FI EQUIPMENT**

### **OPEN COMPETITION INVITATION**

**DEADLINE FOR SUBMISSIONS – 5PM (UK TIME), 29<sup>TH</sup> JULY 2022**

## **1 ABOUT US**

- 1.1.** The National Archives (TNA) is the official archive and publisher for the UK government, and for England and Wales. We are the guardians of some of our most iconic national documents, dating back over 1,000 years. We are an accredited archive service.
- 1.2.** Our 21st-century role is to collect and secure the future of the government record, both digital and physical, to preserve it for generations to come, and to make it as accessible and available as possible. More information on TNA can be found at [The National Archives](https://www.nationalarchives.gov.uk)
- 1.3.** TNA is based in Kew, South West London.

## 2. REQUIREMENTS, OBJECTIVES AND DELIVERABLES

- 2.1.** To supply, install, commission and maintain the hardware and software in the specification below, delivered to The National Archives, Kew, Richmond, TW9 4DU

Specification:

Category	Product	Part No.	Quantity required
Hardware	Cisco Catalyst 9800-L Wireless Controller_Copper Uplink	C9800-L-C-K9	3
Software Subscription	Cisco Catalyst 9800 Series Wireless Controller DTLS License	LIC-C9800-DTLS-K9	3
Hardware	C9800 Wireless Controller Rack Mount Tray	C9800L-RMNT	3
Hardware	Cisco Catalyst 9800 L Wireless Controller Power Supply	C9800-AC-110W	3
Hardware	AC Power Cord, Type C5 UK	CAB-AC-C5-UK	3
Hardware	Cisco Catalyst 9800-40 Wireless Controller	C9800-40-K9	1
Software Subscription	Aironet CISCO DNA Essentials Term Licenses	AIR-DNA-E-3Yr	140
Software Subscription	Aironet CISCO DNA Essentials 3 Year Term License	DNA-E- -3Yr	140
Software Subscription	PI Dev Lic for Lifecycle and Assurance Term 3Y	PI-LFAS-AP-T-3Y	140
Software Subscription	Aironet DNA Essentials 3 Year Term License	AIR-DNA-E-T-3Y	140
Hardware	Power Cord UK	CAB-ACU	1
Hardware	Cisco Catalyst 9800-40 750W AC Power Supply, Reverse Air	C9800-AC-750W-RED	1
Software Subscription	Cisco Catalyst 9800 Series Wireless Controller DRLS License	LIC-C9800-DTLS-K9	1
Hardware	Cisco Catalyst 9800-40 Wireless Controller	C9800-40-K9	1
Hardware	Power Cord UK	CAB-ACU	2
Hardware	Cisco Catalyst 9800-40 750W AC Power Supply, Reverse Air	C9800-AC-750W-RED	1

<b>Software Subscription</b>	Cisco Catalyst 9800 Series Wireless Controller DTLS License	LIC-C9800-DTLS-K9	1
<b>Support and Maintenance</b>	SMART Maintenance – 8x5XNBD H/W replacement only – for C9800-L-C-K9 (BRONZE)	SMART-MAINT-HWO-BRONZE	3
<b>Support and Maintenance</b>	SMART Maintenance – 8x5XNBD H/W replacement only – for C9800-40-K9 (BRONZE)	SMART-MAINT-HWO-BRONZE	2

- 2.2.** We require all hardware items to be brand new and boxed upon delivery. We will not accept any refurbished or second hand equipment.
- 2.3.** We require the above specified hardware, software maintenance and licenses. If you wish to suggest alternative models that may be a suitable alternative please propose that clearly within your submission. Please note that this must be in **addition** to the above request and not in place of. This will not be evaluated and will only be for information purposes.
- 2.4.** We also require support services for all hardware items listed above (C9800-L-C-K9 and C9800-40-K9 and accessories). We are not seeking Partner Support. Third party organisations wishing to bid for this opportunity must provide Cisco Support on a pass-through basis. Please provide alternative pricing for service periods of 1 year, 3 years and 5 years respectively. The decision as to whether to award for 1 year, 3 years and 5 years will be at the discretion of The National Archives and all bids will be evaluated on the same basis once this decision has been made
- 2.5.** Our minimum expected support is as follows:
- 2.5.1.** Advice and discussion by phone and email;
  - 2.5.2.** Remote assistance by WebEx or similar supervised access;
  - 2.5.3.** Onsite supervised access during normal hours;
  - 2.5.4.** Replacing faulty hardware and disks should this be required;
  - 2.5.5.** 4 hours response time for queries;
  - 2.5.6.** Support available from 7AM – 7PM from Monday-Friday

- 2.6.** Please provide a full description of the installation and timescales. This should be fully described and include maximum lead times.
- 2.7.** Our target delivery of all hardware is on or before 31<sup>st</sup> January 2023. We will require all equipment to be installed and fully commissioned by the 31<sup>st</sup> March 2023.

### **3. HOW TO RESPOND**

- 3.1.** If you have any clarification questions related to your Tender Response, please submit these to [itfp@nationalarchives.gov.uk](mailto:itfp@nationalarchives.gov.uk) by **12PM (UK Time), 21st July 2022**.
- 3.2.** Please submit your Tender Response to [itfp@nationalarchives.gov.uk](mailto:itfp@nationalarchives.gov.uk) by **5PM (UK Time), 29<sup>th</sup> July 2022**.
- 3.3.** To respond please ensure you complete the attached spreadsheet Appendix A ensuring your response addresses as a minimum, the points below. Should you wish to include any supplementary information please do this as a separate document.
- 3.4.** Your contract price, which must include all taxes (except UK VAT) and other expenses. Your submitted contract price must include any and all duties and levies (except UK VAT, which should be excluded) which may be payable on your proposed solution as submitted. If some or all of your proposed solution includes goods or services which are sourced from outside the UK, you must tell us (a) which goods/services are sourced from outside the UK, (b) the associated commodity code(s), (c) the associated duties and levies payable and (d) confirmation that your contract price includes all such duties and levies (except UK VAT). For the avoidance of doubt, your contract price should reflect the equivalent of Incoterm DDP (Delivery Duty Paid) and therefore the full cost to The National Archives should your bid be successful.
- 3.5.** Please clearly state within your submission an expected delivery date. Should you not be able to provide a specific delivery date please clearly state within your submission the reason for this. For budgetary reasons we will not be able to consider bids that cannot guarantee full commissioning by 31st March 2023. Please note that bids will not be evaluated on the expected delivery dates prior to 31st March 2023.
- 3.6.** Your proposed Service Level Agreement (SLA) document detailing the Service Levels offered for support. As a minimum you should describe the

resources you propose to allocate, house of operation and response times.

**3.7.** A comprehensive description of your proposed solution(s). Suppliers must describe their offering in a succinct, clear, comprehensive and unambiguous fashion. however, please ensure that within this description you specify:

**3.7.1.** What services you will provide, and how, addressing point by point each of the services described in Section 2;

**3.7.2.** What resourcing commitments you are making, the skills and relevant experience of the staff involved. You may wish to include any relevant industry certifications you hold to support this element of your submission;

**3.7.3.** What resourcing and other commitments you require TNA to make;

**3.7.4.** What sub-contracting arrangements (if any) you will put in place.

## 4 EVALUATION CRITERIA

### 4.1 Your Tender Response will be evaluated using the following criteria:

Category	Maximum pre-weighted score	Weighting	Maximum weighted score
Price	8	8	80
Quality (Installation, Commissioning and Support)	2	20	20
Delivery, installation and fully commissioned by 31 <sup>st</sup> March 2023 (Yes or No)	Pass/Fail		

### 4.2 The bidder submitting the lowest compliant price will be awarded the maximum of 8 (unweighted) points. All other bidders will be awarded (unweighted) points scores by applying the following formula:

$((\text{lowest submitted price} / \text{bidder's submitted price}) * 8)$

To illustrate this via a worked example:

Bidder 1 submits a price of £10,000

Bidder 2 submits a price of £17,000

Bidder 3 submits a price of £31,000

Bidder 1 is awarded 8 (unweighted points) –  $((10,000/10,000)*8) = 8$

Bidder 2 is awarded 4.71 (unweighted) points –  $((10,000/17,000)*8) = 4.71$

Bidder 3 is awarded 2.58 (unweighted) points –  $((10,000/31,000)*8) = 2.58$

### 4.3 For the Quality category a point score between 0 and 10 is available. These points will be allocated applying the criteria as listed in the below table. If your response mainly has the criteria of one score, but also has one or

more criteria of a lower score, then that Category will be awarded the lower score.

<b>10 Points</b>	<b>Outstanding:</b> <ul style="list-style-type: none"> <li>• Potential Supplier has provided a response that addresses all parts of the requirement</li> <li>• Potential Supplier has provided evidence to support all elements of their response</li> <li>• The evidence supplied is convincing and highly relevant to the requirement</li> <li>• Potential Supplier's response is clear and easy to understand</li> <li>• Where relevant, Potential Supplier has demonstrated a high level of capability to deliver new and innovative service approaches</li> </ul>
<b>7 Points</b>	<b>Good:</b> <ul style="list-style-type: none"> <li>• Potential Supplier has provided a response that addresses all parts of the requirement</li> <li>• Potential Supplier has provided evidence to support most elements of their response</li> <li>• The evidence supplied is good and relevant to the requirement</li> <li>• Potential Supplier's response is clear and easy to understand</li> <li>• Where relevant, Potential Supplier has demonstrated some level of capability to deliver new and innovative service approaches</li> </ul>
<b>5 Points</b>	<b>Average:</b> <ul style="list-style-type: none"> <li>• Potential Supplier has provided a response that addresses most parts of the requirement</li> <li>• Potential Supplier has provided evidence to support most elements of their response</li> <li>• The evidence supplied has some relevance to the requirement</li> <li>• Potential Supplier's response is clear and easy to understand</li> <li>• Where relevant, Potential Supplier has demonstrated limited capability to deliver new and innovative service approaches</li> </ul>
<b>3 Points</b>	<b>Poor:</b> <ul style="list-style-type: none"> <li>• Potential Supplier has provided a response that addresses some parts of the requirement</li> <li>• Potential Supplier has provided evidence to support some elements of their response, but not all</li> <li>• The evidence supplied is weak and has limited relevance to the requirement</li> <li>• Potential Supplier's response is not always clear and easy to understand</li> </ul>



	<ul style="list-style-type: none"> <li>Where relevant, Potential Supplier has demonstrated limited capability to deliver new and innovative service approaches</li> </ul>
<b>1 Point</b>	<b>Very Poor:</b> <ul style="list-style-type: none"> <li>Potential Supplier has provided a response that fails to address most parts of the requirement</li> <li>Potential Supplier has provided little or no evidence to support most elements of their response</li> <li>The evidence supplied is very weak and has very limited relevance to the requirement</li> <li>Potential Supplier's response is not always clear and easy to understand</li> <li>Where relevant, Potential Supplier has demonstrated little or no capability to deliver new and innovative service approaches</li> </ul>
<b>0 Points</b>	<b>Fail:</b> <ul style="list-style-type: none"> <li>No response provided</li> </ul>

## 5 PROCUREMENT TIMETABLE

5.1 The procurement timetable is as follows:

Ref.	Description	Date
1	Requirement published	13 <sup>th</sup> July 2022
2	Deadline for Potential Suppliers to submit clarification questions to <a href="mailto:itfp@nationalarchives.gov.uk">itfp@nationalarchives.gov.uk</a>	12PM (UK Time), 21 <sup>st</sup> July 2022
3	Deadline for Potential Suppliers to submit Tender Responses to <a href="mailto:itfp@nationalarchives.gov.uk">itfp@nationalarchives.gov.uk</a>	5pm (UK Time), 29 <sup>th</sup> July 2022

\* Any clarification question received that TNA deems to be relevant to more Than one Potential Supplier may be shared with all Potential Suppliers.

## **6 CONTRACT TERMS**

- 6.1** The Contract, and any subsequent Contract variations, shall be governed by our standard terms and conditions, available [here](#) and by submitting a response to this ITT, you accept these terms and conditions.
- 6.2** TNA reserves the right not to award in full and to complete its objectives through other means.
- 6.3** Time is of the essence of this agreement and each of its terms.