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| Invitation to Tender |

LAPTOP PERSONAL COMPUTER TENDER

DUKLCV BIG2148-2

Version Control

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| --- | --- | --- |
| Version | Date | Description |
| 1.0 | 20/10/17 | Tender document creation with requirements |

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1 Background/Introduction

Datasharp UK Ltd (‘Datasharp’ from here on) has been in operation for 35 years and is still a family run company. Datasharp pride themselves on service and excellence in providing bespoke telephone solutions and IT solutions to business customers across the UK

Datasharp recently expanded its team into a second premises in Truro Business Park to accommodate its expansion into IT Services and Support. Datasharp benefit from the talent located in Cornwall and across the South West, and the new premises with custom built test and development areas ensure Datasharp can continue to provide its customers with a superior level of care.

In 2016 Datasharp was recognised by Microsoft as being ranked in their Top 5% of Network Partners globally. This recognition follows Datasharp’s latest accreditation for “Small and Midmarket Cloud Solutions” for implementing and supporting Microsoft’s cloud services, in particular Microsoft Office 365. This recognition is testament to the fact that Datasharp are dedicated to remaining at the forefront of technology for the benefit of its customers.

## Company description and profile

Please see:

Enclosure 1: *Welcome to Datasharp.pdf*

Our website: [www.datasaharp.co.uk](http://www.datasharp.co.uk)

Datasharp require 35 NEW Laptop Personal Computers (LPC) for use by the expanding engineering services. The purchase of these LPC is part of a grant funded application process and therefore procurement will be subject to grant approval of the project. We will award the contract to the lowest compliant bid

2 Project Specifications

Datasharp require 25 NEW Laptop Personal Computers (LPC) for use by the expanding engineering services

For more information of the above requirements please refer to Enclosure 2 *Datasharp LPC Requirements.*

The supply of the vehicles must comply to the following conditions:

1. Meet the requirements as specified in Enclosure 2
2. Be delivered on or before 31st December 2017 to Datasharp UK Limited, Woodlands Court, Truro Business Park, Truro, Cornwall, UK, TR4 9NH

3 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 | 20th October 2017 |
| Last date for raising queries | 27th October 2017 |
| Last date for clarifications to queries | 3rd November 2017 |
| Deadline to return ITT | 10th November 2017 |
| Evaluation of ITT | 17th November 2017 |
| Award of Contract | This is subject to successfully obtaining grant funding and will normally be no later than 90 days from contract evaluation |

4 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 Datasharp 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 Datasharp 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 Datasharp, in the event of a conflict of interest, to take appropriate steps to ensure that the evaluation of any submission will be undertaken by an independent and impartial party.

**Exclusion**

Datasharp 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 applicant’s 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

5 Tender Application Requirements

Please provide pdf files of your application which should include:

1. A covering letter confirming that you the supplier can meet the requirements outlined in the brief
2. The following reference must be included in any correspondence:DUKERP BIG2148-2. This reference must be used in the subject of any email.
3. Details of who to contact in your company in relation to this tender
4. Company registration Number and VAT number (if appropriate)
5. A fully completed Laptop Personal Computer Specification And Response Form (enclosure 2)
6. A manufacturers marketing brochure and warranty documents covering the LPC specifications responded to in item 5 above
7. A providers marketing brochure and terms and conditions documents covering the LPC warranty and repair cover responded to in item 5 above

6 Tender Evaluation

The tender will be awarded to the lowest compliant bid.

7 Tender Returns

Tenders may be returned by e-mail or post, or by delivery in person.

Tenders are to be returned by: 10th November 2017

Latest date to be returned: 10th November 2017

Latest time to be returned: 23:59 (UK time)

If submitting by **e-mail,** tenders should be sent electronically to ***paul.hayes@datasharp.co.uk*** with the following message **clearly noted in the Subject box:**

*LAPTOP PERSONAL COMPUTER TENDER DUKLPC BIG2148-2*

email submissions should not give any indications as to the tenderers identity. A business name identified via e-mail address will not disqualify the tender. The receipt of documents using this format is the tenderer’s responsibility.

Tenderers are advised to request an acknowledgement of receipt when submitting by e-mail.

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

*Tender - Strictly Confidential – LAPTOP PERSONAL COMPUTER DUKLPC BIG2148-2*

Contract Reference Number: BIG2148-2

Addressed to:

Paul Hayes

Head of Finance

Datasharp UK Ltd

Woodlands Court

Truro Business Park

Truro

Cornwall

TR4 9NH

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

8 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 to be raised is 27th October 2017. All e-mailed queries should be sent to: -

Name: Paul Hayes

E-mail: paul.hayes@datasharp.co.uk

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 Jane Cockcroft of Datasharp. 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 Datasharp.

Responses to any queries will be shared through Contracts Finder website.

9 Disclaimer

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

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 Datasharp or any information contained in Datasharp’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 Datasharp 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 about or arising out of their response. Datasharp 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 Datasharp liable for any costs or expenses incurred by bidders during the procurement process.

10 Enclosures

## Enclosure 1 Welcome to Datasharp.pdf

Please refer to the following companion file:

*Welcome to Datasharp.pdf*

## Enclosure 2 *Datasharp LPC Requirements*

*A spreadsheet detailing the attributes that the LPC must attain to be considered compliant for the tender process.*