Provision of Access Control Cards and Ancillary Consumables

ITQ Reference: XLY344/001/17

2017

|  |  |
| --- | --- |
| Supplier Name: |  |

# SECTION ONE - KEY CONTACT INFORMATION

This section contains contact information for FCO Services personnel connected with this Invitation to Quote and the person to send your proposed response to. Responses should be sent to this person only unless specifically instructed in writing by an authorised FCO Services Manager.

**Name:** Andy Cable

**Tel:** 01908 515892

**email for queries and Response:** andrew.cable@fco.gov.uk

**Job Title and Address:** Senior Procurement Business Partner

 FCO Services

 Foreign and Commonwealth Office

 Hanslope Park

 Milton Keynes

 MK19 7BH

# SECTION TWO - NOTES AND INSTRUCTIONS TO BIDDERS

These instructions are designed to ensure that all Bidders are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified.

Please note that references to “FCO Services" throughout these documents means any person who is authorised to act on behalf of the FCO Services in matters pertaining to the Contract.

**INVITATION TO QUOTE TIMETABLE**

**(Please note these dates may be subject to revision)**

|  |  |
| --- | --- |
| **Issue Invitation to Quote (ITQ)** | 24th November 2017 |
| **ITQ return date**  | 15th December 2017 12.00 |
| **Contract or Purchase Order Award Date** | 22nd December 2017 |
| **Contract Commencement (if applicable)** | 1st January 2018 |

All times are taken as referring to Greenwich Mean Time (GMT)

**CONDITIONS APPLYING TO THIS INVITATION TO QUOTE (ITQ)**

1. Submission and Receipt of Quotes

 1.1 Quotes and supporting documentation should be emailed to the contact detailed on page 2 of this document.

 1.2 Submissions should comprise of the following:

* This document, completed where indicated
* A signed copy of the Ethics Policy, available with this ITQ pack
* Company and Bank details on letter headed paper.
* Product samples, as detailed in section 7.
* Submissions by email should be headed **“Quotation for Access Control Cards and Ancillary Products”**

 1.2 Quotes will be received up to **12:00 on Friday 8th December 2017**. Those received beforehand will be retained unopened until then. Please ensure that your Quote is delivered no later than the appointed time. FCO Services will **NOT** accept any late Quotes.

2. Acceptance of Quotes

2.1 By issuing this Invitation to Quote, FCO Services is not bound in any way and does not have to accept the lowest or any Quote and reserves the right to accept the whole or any specified part of the Quote unless the Bidder expressly states otherwise.

2.2 The issue of this ITQ is not to be construed as a commitment by FCO Services to enter into a contract as a result of this ITQ process. Any expenditure, work or effort undertaken prior to the execution of any contract is accordingly a matter solely for the commercial judgment of the Bidder. FCO Services reserves the right to alter or withdraw this ITQ at any time or to re-invite proposals on the same or any alternative basis.

3. Incomplete Quotes

3.1Bidders may be rejected if the complete information called for is not given at the time of responding to the Invitation to Quote.

4. Period for which Quotes shall remain valid

4.1Unless otherwise stated, your initial proposal shall remain valid for 120 days from the closing date for receipt of Quotes. All prices offered by the Bidder shall be firm and not subject to variation.

5. Inducements

5.1Offering an inducement of any kind in relation to obtaining this or any other contract with FCO Services will disqualify your Quote from being considered and may constitute a criminal offence.

6. Confidentiality

6.1 All Information supplied by FCO Services to you must be treated in confidence and not disclosed to third parties except in so far as this is necessary for the sole purposes of submitting the Quote and the person receiving the Information undertakes in writing to keep the Information confidential on the same terms as set out in this ITQ or the Bidder obtains the prior written consent of FCO Services in relation to such disclosure. All information supplied by you to FCO Services will similarly be treated in confidence except:

 i) that references may be sought from, existing or past clients, or other referees submitted by the Bidders; and

 ii) for the disclosure of such information with regard to the outcome of the quotation process as may be required to be published in the Supplement to the Official Journal of the European Union, and/or, in accordance with any UK legal requirements e.g. the Freedom Of Information Act 2000 etc, or EU directives or elsewhere in accordance with the requirements of UK government policy on the disclosure of information relating to government contracts. It should be noted that the Coalition Government is committed to transparency in public procurement and therefore a presumption of publication of Invitation to Quote and Quotation materials and subsequent contracts should exist.

7. Freedom of Information Act 2000

7.1 FCO Services is committed to open government and to meeting it’s legal responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to FCO Services may need to be disclosed by FCO Services in response to a request under the Act. We may also decide to include certain information in the publication scheme, which we maintain under the Act. If you consider that any of the information included in your Quote is commercially sensitive, please identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. You should be aware that, even where you have indicated that information is commercially sensitive, we may be required to disclose it under the Act if a request is received. Please also note that the receipt of any material marked ‘confidential’ or equivalent by FCO Services should not be taken to mean that FCO Services accepts any duty of confidence by virtue of that marking. If a request is received, we may also be required to disclose details of unsuccessful bidders.

8. Submission of Response

8.1Bidders are required to submit their complete Quotation together with all documents and items detailed in this Invitation to Quote and in the attached Terms of Reference in Section 3.

8.2 Whilst every endeavour has been made to give an accurate description of the requirements, Bidders should form their own conclusions about the methods and resources needed to meet those requirements. FCO Services cannot accept responsibility for the Bidders’ assessment.

9. Evaluation of Quotations

9.1 Responses will be evaluated in accordance with the principles of the Most Economically Advantageous Tender (MEAT) and this will include but not be limited to Price, Availability, Quality and Fit for Purpose proposal. In the event that none of the responses are deemed satisfactory, FCO Services reserves the right to consider alternative procurement options.

10. Terms and Conditions

10.1 The terms and conditions which will be applicable to this requirement can be on the FCO Services website and available as part of this ITQ pack.

# SECTION THREE - STATEMENT OF REQUIREMENTS (SOR)

1. Background

As the Trading Fund of the Foreign and Commonwealth Office (FCO), FCO Services provide essential secure support services to the FCO and other government departments. Our customers also include governments and international institutions with which the UK has close links.

FCO Services provide a wide range of services including installing secure communications, the design, build and management of secure facilities, secure logistics and expert translation or interpreting. A Corporate overview, which provides further information about the services provided by FCO Services is available via the following Link: [www.fcoservices.gov.uk](http://www.fcoservices.gov.uk).

2. Introduction

2.1 FCO Services seeks to establish a contract for the supply of Access Control Cards and ancillary consumables and has issued this ITQ with the intention of awarding a contract for 3 years.

2.2 The contract value is estimated at £45,000.

2.3 The requirements specified in this document represent the minimum level of service required.

2.4 Delivery of Goods will be required at the Authority’s premises at Hanslope Park, Milton Keynes, MK19 7BH.

3. ITQ Objectives

 3.1 The Authority has the following objective for this ITQ:

* To ensure that its access control consumables are supplied by a reputable, cost effective source. The Authority expects that this opportunity would suit stockists of these Goods.
* To undertake a compliant, transparent competition that delivers value for money to the Authority.
* To contract exclusively to the Authority’s Terms and Conditions (available as part of this ITQ pack). We will only accept quotes from suppliers who are prepared to contract under our Terms.

4. Service Requirement

 Material Description

 4.1 The Supplier shall supply the Goods as described in Table at 5.1.

 Volume

 4.2 Order quantities shall vary depending on the product type. Quantities delivered shall, without exception, agree exactly with the quantity as stated on the Purchase Order. The Authority will not be liable for any products supplied in excess of the quantity ordered.

 4.3 Although volumes indicated in Appendix Aare indicative of actual requirements, no guarantees can be made concerning future volume, which is subject to variation according to the Authority’s requirements.

 4.4 The contract shall not be deemed as exclusive and the Authority reserve the right to purchase the goods elsewhere when the contracted Supplier is unable to provide the Goods in the required timeframe or at a cost acceptable to the Authority.

 Purchase Order Call-Off

 4.5 The Authority shall provide the Supplier with a Purchase Order in respect of every call-off order raised and the Supplier shall acknowledge this by email.

 4.6 Goods shall only be delivered against a Purchase Order and the Purchase Order shall be the sole authority to supply Goods against this contract.

 Government Procurement card (GPC)

 4.7 In is the Authority’s intention to provide for Goods to be purchased, where possible, via GPC. The Authority shall seek to contract with a Supplier who is capable of processing credit card applications.

 Delivery

 4.8 All shipments shall be delivered free of charge.

5. Product List

 5.1 The current product list subject to the requirements of this ITQ are detailed in the table below. Also shown are the quantities of each item purchased by the Authority in the previous 12 months. Such quantities may not be indicative of the Authority’s usage going forward.

|  |  |
| --- | --- |
| Description | Previous 12 months usage |
| Access Control Chipped Cards, HID ISO Prox II (1386) (Facility Code to be supplied at commencement of contract) – packs of 100 | 60 packs |
| Access Control, Plain White Cards, PVC, CRO 80 760 micron – packs of 100 | 20 packs |
| Badge Holder, Blue | 1800 |
| Badge Holder, Green | 200 |
| Badge Holder, Black | 0 |
| Lanyard, Blue | 2500 |
| Lanyard, Green | 200 |
| Lanyard, Black | 0 |
| Yo-Yo (mini reel for lanyard), Blue | 1300 |
| Yo-Yo (mini reel for lanyard), Green | 200 |
| Yo-Yo (mini reel for lanyard), Black | 0 |

 5.2 The Authority reserves the right to add or remove items under any contract let as a result of this ITQ. In such instances, the Supplier shall submit pricing for any item added to the requirement, which, at the Authority’s sole discretion, may be accepted and added to the contract.

 5.3 Where the Supplier provides pricing or lead-times for a new requirement which does not meet the Authority’s expectations, the Authority retains the right to procure such items outside this agreement.

6. Invoice and Payment

6.1 In respect of payment for Services supplied against an Authority Purchase Order, the Authority will make payment within 30 days of receipt of an adequately supported and valid invoice. The Supplier shall submit invoices and statements electronically only to: accountspayable.fcoenquiries@fco.gov.uk

6.2 All invoices shall specify:

* The Authority’s Purchase Order number
* The Authority’s Contract number (beginning XLY…)
* Where applicable VAT costs should be shown as a separate cost

7. Product Samples

 7.1 Suppliers shall provide a sample of badge holder, yo-yo and lanyard with any quotation. Samples shall be sent to the contact and address detailed on page 2. All samples are non-returnable and should be delivered no later than 8th December

8. Contract Performance, Management and Reporting

 8.1 Detailed performance measures will be agreed with the Supplier prior to contract commencement and will include monitoring performance against agreed standard which may include, as a minimum:

* Authority’s usage of product, by product type, including value and quantity.
* Spend to date and target for achieving any rebate.
* On time delivery and product availability.
* Spend against Rebate (if applicable)

8.2 Such measures as defined in 8.1 will be presented to the Authority every six months, or other such period as determined by the Authority, either by email or at the Authority’s premises, as determined by the Authority.

9. Pricing

 9.1 The price schedule will remain fixed for a period of 12 months from the Commencement Date of the Contract. Two months prior to each calendar anniversary of the Contract Commencement Date, the Supplier shall be entitled to enter into good faith negotiations with the Authority to agree pricing for the following 12 months. In the event that no agreement can be reached, the Authority reserves the right to terminate the Contract in its entirety.

 9.2 Subject to 9.1, pricing submitted as part of any tender submission shall form part of the Contract and shall constitute the only amounts payable by the Authority to the Supplier for providing the Goods. The prices shall include all costs and expenses incurred either directly or indirectly by the Supplier in providing the Goods.

 9.3 All costs submitted must exclude VAT.

 Pricing Template

 Suppliers should complete the pricing template below, completing any MOQ that may apply to each individual purchase made by the Authority

|  |  |  |
| --- | --- | --- |
| **Item** | **Unit Price** | **MOQ** |
| Access Control Chipped Cards, HID ISO Prox II (1386) (Facility Code to be supplied at commencement of contract) – packs of 100 |  |  |
| Access Control, Plain White Cards, PVC, CRO 80 760 micron – packs of 100 |  |  |
| Badge Holder, Blue |  |  |
| Badge Holder, Green |  |  |
| Badge Holder, Black |  |  |
| Lanyard, Blue |  |  |
| Lanyard, Green |  |  |
| Lanyard, Black |  |  |
| Yo-Yo (mini reel for lanyard), Blue |  |  |
| Yo-Yo (mini reel for lanyard), Green |  |  |
| Yo-Yo (mini reel for lanyard), Black |  |  |

10. Payment and Early Payment Rebate

 10.1 Standard payment terms, as detailed in the Contract, are 30 days from receipt of complete and compliant invoice. Please identify below any discounts you would offer for early settlement by completing the table below:

|  |
| --- |
| Early Payment Rebate |
| Compliant invoice paid within 10 days of receipt |  |
| Compliant invoice paid within 14 days of receipt |  |
| Compliant invoice paid within 21 days of receipt |  |

 Volume Rebate

 10.2 Please set out any volume rebate discounts that will apply to this Contract by completing the table below:

|  |  |
| --- | --- |
| Annual Delivered Value (excl. VAT) | Rebate Offered (%) |
|  |  |
|  |  |
|  |  |

 10.3 Where a rebate against an annual spend level has been provided for, the rebate shall be applied by the Supplier when the total value of the ordered Goods, excluding VAT and any carriage charges and any other ancillary charges, meets or exceeds the rebate level. Such rebate shall be provided for in the form of a Credit Note provided to the Authority.

 10.4 The Supplier, as part of its reporting of management information, shall notify the Authority on a quarterly basis of accumulated purchase order value and shall communicate exceptionally to the Authority when the purchase order value has achieved 95% of its required value in order to qualify for a rebate.

 10.5 Rebate shall be provided to the Authority within 30 calendar days of the condition in 11.2 is met.

 10.6 The Supplier shall notify the Authority when a rebate has been achieved and the value to be rebated.

11. Contract Award

 11.1 The Authority shall award the contract to the supplier who meets the requirements and offers the lowest cost based on their pricing x previous 12 months usage, taking into account any MOQ’s that are advised.

**RESPONSE TEMPLATE**

# Provide a brief explanation of your understanding of the requirements as set out in Section 3.

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| --- |
|  |

1. **Provide details of how you would provide this requirement. Include in your narrative your responsibilities and those you would expect to be allocated to the Authority including any constraints.**

|  |
| --- |
|  |

1. **Provide pricing details in Table at 9. and other specific costs associated with the supply of this requirement**, **broken down in sufficient detail to allow the Authority to evaluate comparative pricing.**

|  |
| --- |
|  |

# Can you accept payment via the Government Procurement Card?

|  |
| --- |
|  |

# Confirm you are or will be registered with the Governments Cyber Essentials programme by Contract start.

|  |
| --- |
|  |

# Suppliers will be required to sign and return the Authority’s Ethics Policy Statement (attached to this ITQ pack) in order for the Authority to contract with any Supplier.

1. **Suppliers are required to provide their bank details on letter headed paper, detailing:**
* **Bank and payment details**
* **Company registration number**
* **VAT Number**

# Declaration by Bidder

*I have examined FCO Services requirements and proposed terms and conditions and hereby offer to enter into a contract with FCO Services for the required services and at the rates and prices set out in my enclosed technical and pricing proposal, subject to any comments marked up on the draft contract.*

*I furthermore warrant that:*

* *I have the required corporate authority to sign this Quotation*
* *There has been no breach of FCO Services confidentiality requirements*
* *There is no conflict of interest in our proposed delivery of this service*
* *There has been no collusion with other Bidders or potential Bidders*
* *There has been no canvassing of FCO Services staff*
* *The Quotation shall remain open for acceptance by FCO Services for a period of 26 weeks after the due date for return of quotes.*

|  |  |
| --- | --- |
| Signed | *[Please complete]* |
| Name |  |
| Date |  |
| Role |  |
| Authorised to sign on behalf of [organisation name] |  |