

Request for quotation

Request for Quotation
RFQ099 Chromebooks
Issued 09th August 2018

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CONFIDENTIALITY STATEMENT

This document, and any attachments thereto, regardless of form or medium, is intended only for use by the addressee(s) and may contain legally privileged and/or confidential, copyrighted, trademarked, patented or otherwise restricted information viewable by the intended recipient only. If you are not the intended recipient of this document (or the person responsible for delivering this document to the intended recipient), you are hereby notified that any dissemination, distribution, printing or copying of this document, and any attachment thereto, is strictly prohibited and violation of this condition may infringe upon copyright, trademark, patent, or other laws protecting proprietary and, or, intellectual property. In no event shall this document be delivered to anyone other than the intended recipient or original sender and violation may be considered a breach of law fully punishable by various domestic and international courts. If you have received this document in error, please respond to the originator of this message or email him/her at the address below and permanently delete and/or shred the original and any copies and any electronic form this document, and any attachments thereto and do not disseminate further.

Thank you for your consideration, City College Plymouth.

Where no notice is given, all information contained herein is Copyright 2018 City College Plymouth.

OPEN PROCEDURE

The College fully adheres to the requirements of the Public Contracts Regulations 2015, including for opportunities which are under threshold amounts.

Any Contractor who directly or indirectly canvasses any Member or Officer of the Institution, or advisor concerning the award of the contract for the provision of the services, or who directly or indirectly obtains or attempts to obtain information from any such member or Officer concerning any Tender or proposed Tender for the service will be disqualified from having his/her Tender considered.

SUBMISSION DETAILS

SUBMISSION DEADLINES

All submissions for responding to this Request for Quote must be submitted via email as stated below, no later than:

Monday 20th August 2018

12:00 Noon

Any submissions received after this date will not be considered.

SUBMISSION DELIVERY ADDRESS

All submissions should be submitted electronically as below

SUBMISSION QUESTIONS AND CLARIFICATIONS

You may contact the following person if you have any questions or require clarification on any topics covered in this Request for Quotation: 15th August 2018.

Carol Williams

Procurement Officer

Phone: 01752 856809

Email: tenders@cityplym.ac.uk

All correspondence during the Tender should be channeled via the Procurement Officer using the above details only. Bidders found to have gained an unfair advantage shall be disqualified from the current opportunity and future opportunities with the College for a minimum of four (4) years.

ELECTRONIC SUBMISSIONS

Electronic submissions in response to this Request for Quotation must meet the following criteria:

Sent via email to: tenders@cityplym.ac.uk

Document standards:

- Text must be in Microsoft Word format;

- Price tables must be in Microsoft Excel format (using pricing schedule in Appendix A);
- Supportive evidence may additionally be submitted in PDF format;
- Images, Designs, and other supporting evidence may be in either JPEG or PDF format
- Completed Appendix C Suitability Assessment & Selection Questionnaire (Including Mandatory & Discretionary Exclusions) Parts 1, 2 and 3. - *Please note this suitability assessment will not be viewed unless you are the winning tenderer. Failure at this stage may prevent the contract from being awarded.*
- Signed Agreement Acceptance and Declaration Appendix D

Please note that the College is able to accept submissions sent in a compressed or ".zip" file format, so long as the files contained meet the standards described above.

WARRANTY:

By submitting your tender bid, you are warranting to the College that you have not breached our canvassing or soliciting clause.

If any successful tenderer awarded a contract is found to have provided an inaccurate warranty, then the College reserves the right to terminate the awarded contract with immediate effect and re-tender the contract from which the successful tenderer will be excluded from re-bidding and shall be disqualified from any future opportunities for a period of four years.

INTRODUCTION AND EXECUTIVE SUMMARY

The College is looking to purchase a minimum of 200 Chromebooks to be gifted to students undertaking certain level 3 courses at the College.

The anticipated value of the contract will exceed £25,000. Therefore, as per the Public contracts Regulations 2015 the opportunity will be advertised on the government portal 'Contracts Finder'.

BUSINESS OVERVIEW & BACKGROUND

The College operates on two sites within the city, serving 12,897 students and employing 622 staff. The College operates year round, with opening times from 0800-2100 on some days.

OUR VISION ... IS WHERE OUR FUTURE LIES

We are a College with a national reputation for promoting enterprise, employability and science, technology, engineering and mathematics (STEM).

OUR MISSION ... IS WHAT WE FOCUS ON EACH AND EVERY DAY

To be the South West's leading provider of innovative, technical, professional education and training by supporting partnerships for growth, raising aspirations and fostering wealth creation

BACKGROUND

City College Plymouth is one of the largest providers of innovative, technical and professional, education in the South West with a national reputation for promoting enterprise, employability and science, technology, engineering and mathematics (STEM). The College plays a central role in the educational, cultural and economic life of the region and works with strategic partners to facilitate growth, raise aspirations and foster wealth creation.

The College was awarded the Teaching Excellence Framework Gold award for its university-level provision and its most recent Ofsted inspection confirmed that the College continues to be 'Good' with outstanding features. The College was rated first in the South West and second nationally for student satisfaction in the latest FE Choices student satisfaction survey.

City College supports the region's employers with their award-winning Apprenticeship provision, as well as providing a range of courses and bespoke training programmes which enable employees to upskill or retrain to better support their business' requirements. Their successful partnership working with the local business community resulted in a 99.5% satisfaction rate in the Government's national 'FE Choices employer satisfaction survey 2016 to 2017' - placing them first in the country for general further education colleges.

City College Plymouth offers a wide range of academic and vocational courses in a variety of subjects. The total number of students supported by the College in 2016/17 was 12,533 - which comprised: 3,569 full-time students, including 765 higher education students and 179 non EU students; 8,964 part-time students; and 1,599 apprentices. The College also employs over 500 staff.

DETAILED REQUIREMENT

The budget available for this request is £40,000 including VAT. The College would expect to secure a minimum number of 200 devices to be gifted to students.

The College is looking to offer extended warranties, accidental damage and cases as an option for students to purchase direct if required.

In addition to these student devices, the College would like to offer an option for staff and other students to acquire devices at a discounted price wherever possible as it is keen to introduce a 'bring your own device' facility.

The College intends to shortlist in 2 stages. Stage 1 will determine the top 2-3 suppliers based on price. These will be shortlisted and requested to provide a sample of proposed devices for testing to enable the technical qualities to be evaluated and the scoring completed.

TECHNICAL REQUIREMENTS

The Chromebooks should meet the following specification:

4Gb Ram
16Gb Hard disc
11.6 non-touch screen (stylus use is NOT required)
USB3 x 2 (min)
HDMI output
10 hour battery life
Intel chipset
1 year warranty - end user (student or staff) must manage any claims themselves
Sealed, spill-resistant keyboard, rubberized edges and Drop Protection to 75 cms
Camera
Ability to lock the device using an optional cable

OPTIONAL EXTRAS

Managed portal for students and staff to be able to:

- Purchase their own devices from an agreed range as a discounted price
- Purchase additional years warranty themselves- (gifted and purchased devices)
- Purchase accidental damage themselves- (gifted and purchased devices)
- Purchase a carry case- (gifted and purchased devices)

The College is not expected to participate in the management of any of the services offered through the portal.

The cost of a Chromebook licence should be identified as a separate line item but it is NOT expected these will be purchased.

TRIAL/ TESTING

Test devices will be required between 23-31 August 2018.

Test devices should be sent to:-

Kevin Huggins - IT Services
City College Plymouth
Kings Road
Devonport
Plymouth
PL1 5QG

The devices for testing should be supplied at no cost to the College, including delivery and removal.

TIMESCALES

The timescales for the selection process are as follows-

Action	Date
Tender Issued	09/08/2018
Deadline for Queries	15/08/2018
Tender Response Date	20/08/18
Initial shortlisting	21/08/18
Testing of Devices shortlisted bidders	23/08/2018-31/08/2018
Final Evaluation	w/c 01/09/2018
Award of contract	w/c 07/09/2018

WRITTEN SUBMISSION

You are required to submit a written document detailing your ability to meet our specific requirements as outlined above, with particular reference to:

- The actual model and make of device you recommend together with reasons for recommendation, outlining in particular how it meets our specification. Alternative options may be provided- the different prices should be listed on Appendix A.
- Your ability to offer discounted devices for staff and students and any timescales applicable to pricing offered.
- Details of warranties, insurance and other options available.

- Confirmation of your willingness to supply devices for testing and any terms and conditions applicable.

You are required to complete a suitability and assessment questionnaire, attached at **Appendix C**. This document will only be viewed if you are the winning bidder, prior to final contract award.

Your document will be scored in accordance with the table on page 10.

PRICING

In addition to the written submission, bidders should provide their pricing for each of the key products in Appendix A, quoting where possible a range of price breaks. Pricing should also be provided for your full range of items.

Prices should be firm and valid for at least the period quoted in your tender response and not subject to increase or escalation of any kind throughout this period.

The data provided in **Appendix A** should not be considered a commitment to purchase, your services will only be ordered on award of contract.

TERMS AND CONDITIONS

The College's normal business terms are 1-2 months from the date of invoice. Payment will become due subject to the above upon the College's full acceptance of the goods/services. This Request for Quotation and any resulting purchase order will be subject to the College's General Terms and Conditions of Purchase of Goods/Services – see **Appendix B**.

VALIDITY

Bidder's offers should be open and valid for acceptance for a period of no less than ninety [90] days from the date of submission.

SELECTION CRITERIA

The successful supplier will have provided the Most Economically Advantageous Tender (MEAT) to the College. It should be noted that the bidder with the lowest submitted prices will not necessarily be down-selected. All bidders will be notified via email of the results of the outcome no later than 60 days from the date of submission. The date of contract award will be provided within that email.

The marking criteria is as follows:

Category	Weight
Price	70%
Technical Evaluation ie build quality, meeting specification, screen quality, keyboard quality	25%
Optional Extras	5%

Please see table below for more details on the scoring method.

AWARD PRICE

Lowest quote price divided by quote price multiplied by 100

WRITTEN SUBMISSION

Assessment	Score	Interpretation
Excellent	4	<i>Comprehensive response supported by examples Description fully supported by details that demonstrate the applicant's ability to provide the required services.</i>
Good	3	<i>Broad response supported by relevant examples. Description well supported by details that demonstrate the applicant's ability to provide the required services.</i>
Satisfactory	2	<i>Reasonable response supported by some evidence. Description adequately supported by details that demonstrate the applicant's ability to provide the required services.</i>
Poor	1	<i>Limited response not well supported by evidence. Description inadequately supported by details that demonstrate the applicant's ability to provide the required services.</i>

Unacceptable	0	<i>No response or insufficient information provided.</i>
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ASSESSMENT OF QUOTATIONS

Bidders must ensure that their quotation fully addresses all information requested within this RFQ document. Bidders must ensure that any quotation fully meets the specification required. The College reserves the right to discount any quotation which does not fully meet the specification.

The College reserves the right to seek clarification with bidders upon receipt of quotations.

FREEDOM OF INFORMATION ACT 2000

Under the Freedom of Information Act 2000 the College cannot guarantee that information provided by bidders during the course of this RFQ procedure or any resulting contract will be held a confidential. The College will not routinely release information to interested parties unless required to do so in order to meet our statutory obligations.

GENERAL DATA PROTECTION REGULATION (GDPR) 2018

All bidders must comply with the General Data Protection Regulation (GDPR) 2018 in respect of using and processing personal information. Bidders must have in place technical and organisational safeguards to protect personal data from unauthorised use, disclosure or loss.

The College reserves the right to request a copy of your privacy statement if you are the successful bidder.

AGREEMENT CONDITIONS ACCEPTANCE AND DECLARATION

Bidders are required to sign and return the attached Agreement Conditions Acceptance and Declaration. Appendix D

SUPPORTING DOCUMENTATION

Appendix A: Pricing Schedule

Appendix B: City College Plymouth Standard Terms & Conditions

Appendix C: Suitability and Assessment Questionnaire

Appendix D: Agreement Conditions Acceptance and Declaration