Request for Information (RFI) Template

# 

# **Request for Information Template**

## REFERENCE NO: COP23\_2024

## FRAMEWORK: N/A- issued via Contracts Finder

## You and your Organisation

Organisation: College of Policing

Address: Registered Office:- Ryton on Dunsmore, Near Coventry, CV8 ` 3EN

Contact Email: [geoff.wright@college.police.uk](mailto:geoff.wright@college.police.uk) cc [CPU.Tenders@college.police.uk](mailto:CPU.Tenders@college.police.uk)

We would like to notify you of an upcoming requirement, and by doing so we are keen to understand where the market stands in terms of our requirement below. This Request for Information (RFI) seeks information relating to the interest in, and capability to provide, the services detailed herein. Your responses will also help us to refine our requirements

It is envisaged that any formal tender invitation will be issued under standard College of Policing terms and conditions fort goods and/or services, which hopefully be suitable for all interested parties.

## Definitions

|  |  |
| --- | --- |
| Expression or Acronym | Definition |
| “The Authority”/ “The Buyer” | College of Policing, the Contracting Authority in any contract resulting from this enquiry |
| Potential Provider | Any interested parties partaking in any tendering activity resulting from this enquiry |
| “We”/ “Our” | College of Policing |

## The current situation

As detailed further below, College of Policing has a requirement for the supply and installation of air conditioning at its premises at Ryton on Dunsmore, near Coventry.

Technical specifications (AC works and mechanical services) pertaining to this project are attached to this Request for Information.

This document is issued in order to assess the level of interest, on a high level and non-committal basis. Any formal invitation to tender would seek a single supplier to deliver the requirement in its entirety.

## Our requirement

Please see the specification documents attached hereto.

## Technical capabilities

Requirements to be confirmed in detail at the point of issue of any formal Invitation to Tender.

## Location / Geography

All services are to be provided at the Tamworth Building at the College of Policing premises at Ryton on Dunsmore, Near Coventry, CV8 3EN.

## Key milestones and deliverables

To be confirmed in detail at the point of issue of any formal Invitation to Tender.

## Volumes

N/A

## Price

Indicative pricing is not required on this occasion.

## Security and confidentiality requirements

To be confirmed at the point of any Invitation to Tender.

## Social value

Social value requirements will be confirmed at the point of issue of any Invitation to Tender, and will be taken from Social Value guidance in Procurement Policy Note 06/20. A minimum of 10% of tender evaluation criteria will be given to Social Value.

## Questions and Clarifications

* Questions must be submitted through the Home office e-sourcing portal. If you are not already registered as a supplier, please access the following link to do so. https://homeoffice.app.jaggaer.com/esop/toolkit/registration/displayAgreement.si?isOnModification=true&\_ncp=1720518960907.483838-3
* Please only send replies via the e-mail addresses shown above in the event of difficulty using the e-portal.
* To ensure that all suppliers have equal access to information regarding this RFI, responses to questions raised by suppliers will be published in a questions and answers document, which will be available
* Responses to questions will not identify the originator of the question.
* If a supplier wishes to ask a question or seek clarification without the question and answer being published in this way, then the supplier must notify us and provide its justification for withholding the question and any response. If we do not consider that there is sufficient justification for withholding the question and the corresponding response, the supplier will be invited to decide whether:
  + the question/clarification and the response should in fact be published; or
  + It wishes to withdraw the question/clarification.

## Response Timescales

|  |  |
| --- | --- |
| **Activity** | **Timescale** |
| Request for information released and clarification questions window opens | Tuesday 9 July 2024 July 2024 |
| Clarification questions window closes | 17:00, Friday 12 July 2024 |
| Deadline for request for information responses | 15:00, 19 July 2024 |