

3rd September 2024

**Invitation to Tender: Surveying equipment and associated supplies**

**Tender reference: EFM100 LTU**

Dear Supplier

You are invited by Leeds Trinity University to submit a tender for the above contract.

**Introduction**

1. The university is introducing courses in Construction and the Built Environment (CBE).
2. The university seeks to establish an approved suppliers list (a framework agreement) with sufficient number of suppliers for the initial and on-going supply of surveying equipment, services, consumables, and associated supplies required by our students and teaching staff.
3. We have compiled a list of items that will initially be needed to equip staff and students, upon which we now invite tenders.
4. We acknowledge that suppliers may not be able to tender for all items and we confirm that this does not preclude any bidder: Tenderers may bid for the contract to supply one, or any number of items.
5. Where we have stated a particular manufacturer in the product schedule, this is provided for ease of understanding, and equivalent products from alternative manufacturers are acceptable.

**Basis of Price:**

1. The tendered Contract Price is to be a fixed contract sum inclusive of all costs, delivered to the address(es) specified in the tender documents.
2. The prices must be quoted in Pounds Sterling and should exclude VAT where applicable.

**Tender Evaluation**

The university will review prices and lead times offered, and the most advantageous offer will be determined by (or in a combination of) line-by-line basis, or product group basis, or total sum, or consideration of additional discounts and benefits.

Leeds Trinity University does not bind itself to accept the lowest or any tender and reserves the right to accept a portion of any tender unless the Tenderer expressly stipulates otherwise on his tender. The University reserves the right to:

* post tender negotiate any of the tendered submissions for this project and explore practical solutions with any of the tendering suppliers.
* award more than one tender.
* cancel the tender process at any time without liability for any costs incurred or resultant by those tendering.

**Responding**

Please use the attached spreadsheet “EFM100 Device and Supplies Schedule” to provide details of your tendered products. You are kindly asked to complete the information in the yellow shaded cells, beneath the heading “Tenderer Responses.”

If you propose an alternative make or model to those we have listed, it will be helpful if you also attach information that enables us to assess how similar the functionality of your proposed item is, in comparison to that which we have listed.

**Please provide your responses before 1000h on Tuesday 10th September 2024.**

**Requests for clarification or other information, and your responses to be sent by e-mail to Mark Hayter at** [**m.hayter@leedstrinity.ac.uk**](mailto:m.hayter@leedstrinity.ac.uk)

**Acceptance**

The University will notify acceptance of the tender to the successful tenderer(s) as soon as it is reasonably practical, though would ask that your tender remains valid for a minimum period of 30 days from the tender return date required by the University.

Thank you for your interest in this opportunity.

Mark Hayter

Head of Procurement

Leeds Trinity University

**Attachments:**

“EFM100 Device and Supplies Schedule”

“EFM100 Terms and Conditions – Goods