

INVITATION TO SUBMIT A PROPOSAL

FOR

Multifunctional Devices and Associated Services and Supplies

FROM

Central Region Schools Trust



Closing Date: 05th May 2022

Ref: CRST/CENTRAL/IT/2022-1

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Section I

Timetable

Issue Mini Competition Documents	07th April 2022
Debriefing Meeting	At 12:00 pm on 20th April 2022
Clarifications	By 17:00pm on 29 th April 2022
Submission of Completed Tender Documents	By 17:00pm on 05 th May 2022
Inform Successful / Unsuccessful Suppliers	20 th May 2022
Formally Award Contract	08 th June 2022

PLEASE NOTE:

Dates may be subject to change but will remain within agreeable requirements.

Section 2

Instruction to Suppliers

1. INTRODUCTION

- 1.1. The enclosed tender provides information for consideration with respect to the **Central Region Schools Trust** for the **Multifunctional Devices and Associated services and supplies**.
- 1.2. The contract will be awarded for a **period of Five years** starting from **01st September 2022**. Subject to agreement of the parties and satisfactory performance by the tenderer. **All units are to be installed, tested and in operation before the contract start date.**
- 1.3. Suppliers are required to answer all applicable questions and include all documentation requested. The tender must be completed in English.
- 1.4. The objective of this tender is to identify the most economically advantageous offer. Your proposal will be evaluated in accordance with the assessment criteria and absolute percentage weightings set out within this document.
- 1.5. Original documents must not be included, as the Central Region Schools Trust does not accept responsibility for returning them.

2. INSTRUCTIONS TO TENDERERS

- 2.1. All enquiries and communication relating to this tender must be forwarded in writing at tenders@centralrsaacademies.co.uk
- 2.2. Completed tender documents must be returned at us via email tenders@centralrsaacademies.co.uk by **17:00 on 05th May 2022**. **Late submissions will not be considered.**
- 2.3. For briefing meeting a MS Teams invite will be sending to all the parties who has shown interest in participation by **12:00pm on 13th April 2022**. Please send your interest to **Gaurav Suri** at gsuri@centralrsaacademies.co.uk
- 2.4. The proposal shall be submitted on the basis that the offer in it shall remain in force for a minimum of six months from the date fixed for the submissions.
- 2.5. In submitting the proposal, the supplier shall undertake that, in the event of the submission being accepted by the Central Region Schools Trust, within fourteen days of being called upon to do so by the Central Region Schools Trust representative, the supplier will execute a formal contract consisting of the contract documentation and until such date as the contract is executed this submission, together with the formal written acceptance of it by the Principal or Authorised Officer on behalf of the Central Region Schools Trust, will form a binding agreement between the Central Region Schools Trust and the supplier.

- 2.6. Failure by the successful supplier to execute a formal contract within the time specified above will render the contract voidable at the option of the Central Region Schools Trust at any time.
 - 2.7. Tenderers must complete and return the Form of Tender, Declaration of Bona Fide Tender and Conflicts of Interest Declaration.
 - 2.8. During the evaluation period, the Central Region Schools Trust reserves the right to seek clarification from any or all of the Tenderers, to assist it in its consideration of their Tenders.
 - 2.9. All bidders for this contract opportunity are hereby notified that in the event of any merger or acquisition taking place during the term of this contract that results in additional business being awarded to the selected supplier in accordance with Regulation 72 of the Public Contracts Regulations 2015
 - 2.10. You will also need to provide with your quotation submission a contact within your organisation to ensure that should we need to consult on a Freedom of Information request we can do this promptly. If we are unable to contact anyone to consult, we may have to release the information to ensure that we remain within the 20 working days deadline.
3. Acceptance of Submission
- 3.1. The Central Region Schools Trust shall not be under any obligation to accept any proposal.
 - 3.2. The Central Region Schools Trust shall not be under any obligation to accept the lowest proposal.
 - 3.3. Supplier must provide responses using the Tender Response Form. The Central Region Schools Trust reserves the right to disqualify you if you do not submit your tender in a manner consistent with the provisions set out in Instructions to Tenderers, Specification, Terms and Conditions and the Tender Response Form.
 - 3.4. The Central Region Schools Trust reserves the right to cancel the mini tender process at any point. The Central Region Schools Trust is not liable for any costs resulting from any cancellation of this tender process nor for any other costs incurred by those tendering for this Contract.
 - 3.5. At no time should the supplier, prior to submitting or following the bid submission, communicate with any person within the Central Region Schools Trust or its member schools in the first instance. Failure to abide by this ruling could disqualify the supplier's proposal from being considered.
 - 3.6. The Central Region Schools Trust has no liability to settle any cost incurred by the supplier as a result of the tender procedure.

- 3.7. Suppliers will be notified of the outcome of their submission at the earliest possible time.
- 3.8. In case a submission appears to be abnormally low in relation to the services to be provided, the Central Region Schools Trust will request a clarification in writing and/or explanation concerning its elements. The Central Region Schools Trust reserves the right to exclude a submission, if after a verification process based on the explanations and evidence received it comes to the conclusion that the submission is abnormally low.
4. Pricing
- 4.1. Tenderers must complete the Pricing Schedule to provide all of the obligations under the Contract. No claim for additional payment will be considered for items that have not been specified.
- 4.2. All Prices shall be stated in pounds sterling and exclusive of VAT.
- 4.3. If the Central Region Schools Trust suspects that there has been an error in pricing of the proposal, the Academy reserves the right to seek clarification as it considers necessary from that supplier only.
5. Submission of Proposals
- 5.1. In completing the submission documentation, the supplier shall prepare and submit its proposal giving due consideration to the entire submission package. The requirements for submission of proposals are that the supplier shall:
- a) Complete and return the SUPPLIER INFORMATION (See Section 5).
 - b) Complete and return the PRICING SCHEDULE (Section 6).
 - c) Complete, sign and return the FORM OF TENDER (See Appendix A).
 - d) Complete and return the DECLARATION OF BONA FIDE TENDER (See Appendix B).
 - e) Complete and return the CONFLICT-OF-INTEREST DECLARATION FORM (See Appendix C).
- 5.2. Any further supporting information you wish to provide should be provided in separate sections or appendices along with the following.
- a) Copy insurance documentation demonstrating at least £5 million Employers Liability cover and £5 million Public Liability cover.
6. Use of Submission Documents
- 6.1. Invitations to submit a proposal must be treated as private and confidential. Suppliers must not disclose that they have been invited to submit a proposal or release details of the submission documents, other than on an “in confidence” basis to those who have a legitimate need to know, or to those professional

advisers whom the supplier needs to consult for the purposes of preparing the submission.

6.2. Any information given to the supplier by way of guide quantities, or any plan is only given as a guide. The supplier warrants that it has ascertained for itself the accuracy of the information. No claim against the Central Region Schools Trust shall be allowed whether in contract or in tort or under the Misrepresentation Act 1967 or otherwise on the ground of inaccuracy.

7. Freedom of Information

Suppliers are requested to specify with reasons if any information contained in its submission is confidential. The Academy will use reasonable endeavours to keep such information confidential but does not guarantee to do so if it is obliged to disclose such information pursuant to its duties under the Freedom of Information Act 2000.

Section 3

About Central Region Schools Trust

Our Trust was founded in September 2012, when Arrow Vale Community High School became a Sponsored Academy. The Trust was originally named Redditch RSA Academies Trust, and has now been renamed as Central Region Schools Trust

The Governors at Arrow Vale made the decision to become an RSA Academy, recognising the huge benefits the school would gain by being so closely affiliated to the Royal Society for the Encouragement of Arts, Manufactures and Commerce (more widely known as the Royal Society of Arts).

The school, in doing so, joined a small family of academies, the RSA Family of Academies in an umbrella trust, with The RSA Academy, Tipton and Whitley Academy – an RSA Academy, being the other members. All of our schools are improving in reputation, popularity, and quality of education.

The MAT expanded to four schools in March 2016, when the other middle school in the Arrow Vale pyramid in Redditch, Church Hill Middle School, along with one of its two First schools, sharing the same site, Abbeywood First School, chose to join the Trust. The Trust now had seamless curriculum delivery in the Redditch Pyramid from aged 9-19, and for the pupils at Abbeywood, from Early Years all through to 19 years of age. The two schools on the Church Hill site were led by one Executive Headteacher, Di Smith, with one Local Academy Governing Board holding to account the leadership across the two schools. The Trust was the first to have primary provision within the wider RSA Family of Academies.

In September 2021 CRSAAT was renamed **Central Region Schools Trust (CRST)**. RSA Academy was renamed Gospel Oak School. January 2022 saw the Trust strengthened by the addition of Holyhead school, a mixed secondary school and sixth form located in Handsworth area of Birmingham.

Trust is comprised of 11 Schools:

1. Abbeywood First RSA Academy
2. Arrow Valley First RSA Academy
3. Gospel Oak School
4. Oldbury Park Primary RSA Academy
5. Sutton Park Primary RSA Academy
6. Arrow Vale RSA Academy
7. Church Hill Middle RSA Academy
8. Ipsley CE RSA Academy
9. St Stephens CE RSA Academy
10. Waseley Hill High School
11. Holyhead High school

Address: Assay Studios Newhall Street, Birmingham, B3 1SF

Website: <https://centralregionschoolstrust.co.uk/>

Section 4

Tender Specification

This tender is to for 5 member schools of Central Region Schools Trust and 1 non-member school.

Following is the list of Academies which required MFDs:

Member	Academy	Address
Central Region Schools Trust	Arrow Vale RSA Academy	Matchborough Way, Redditch, Worcestershire, B98 0GF
	Ipsley CE RSA Academy	Winyates Way, Winyates, Redditch, B98 0UB
	Waseley Hills High School	School Road, Rubery, Birmingham, B45 9EL
	Arrow Valley First School RSA Academy	Colts Lane, Redditch, Worcestershire, B98 0LH
	Sutton Park Primary RSA Academy	47 Greatfield Rd, Kidderminster, DY11 6PH
Non-member School	Lickhill Primary School	Almond Way, Stourport-on-Severn, Worcestershire, DY13 8UA

A. Requirement

Arrow Vale RSA Academy		
Number of Printers - 11	11x A4 / Double Sided / Scan / Min 33	Papercut MF License: 11 – Printers Provided 5 - Existing MFD's (Kyocera & Ricoh) 16 - Licenses total -Card Readers for all devices (Must be Paxton net2 compatible)

Ipsley CE RSA Academy		
Number of Printers - 6	6x A4 / Double Sided / Scan / Min 33	Papercut MF License: 6 – Printers Provided 3 - Existing MFD's (Kyocera) 9 - Licenses total -Card Readers for all devices including Kyocera (Must be Paxton net2 compatible)

Waseley Hills High School		
Number of MFDs - 7	6x A4 / Double Sided / 45PPM 1 x Large A3 / Double Sided / Booklet Finisher / Stapler / Independent Stapler	Papercut MF License: - 7 MFD's Provided - Card Readers for all devices (must be MiFare Classic EV1 1K Cards Compatible)

Arrow Valley First School RSA Academy		
Number of MFDs – 1 Number of Printers - 2	2x A4 / Double Sided / Scan / Min 33 1x A3 / Double Sided / Booklet Finisher / Min 35 ppm	Papercut MF License: - 3 Devices Provided - Card Readers for 3 units provided

Sutton Park Primary RSA Academy		
Number of MFDs – 1 Number of Printers - 1	1x A4 / Double Sided / Scan / Min 33 1x A3 / Double Sided / Booklet Finisher / Min 35 ppm	Papercut MF License: - 2 Devices Provided - Card Readers for 2 units provided

Lickhill Primary School		
Number of MFDs - 1	SRA3 to A5 Double Sided / Min 38 PPM Booklet Finisher / Stapler	Papercut MF License: - 1 Devices Provided - Card Readers for 1 unit provided

B. Training

Setup will be conducted by the supplier and all training will be provided by the IT support team.

C. Software

Papercut MF will be procured to provide a managed print solution. This software allows for a single print cue, follow me printing and secure hold of prints.

D. Delivery Requirement

Delivery and timescales will be conducted once a successful party has been selected and eta provided for delivery of requested equipment.

E. Sustainability

The successful provider must be able to provide waste toner collection boxes and have sustainability in mind.

All old devices that are collected\returned must have data securely erased and Wee Recycled is disposed of.

F. Account Administration

Invoices are to be sent to the finance department for their respective schools. Increased payment terms required of minimum 60 days to account for holiday periods.

G. Account/Contract Management

Regular reviews of our account are required with a designated single account manager.

H. Project Management

Project management will be held within the Senior IT team and the successful provider.

I. Device Relocation

Flexibility is needed in order with the option to move photocopiers into other trust sites if required and amend invoices accordingly.

J. Implementation Schedule

To be decided once provider has been chased and ETA of equipment established

Section 5

Information Required from the Supplier

Please answer below question:

1. About the firm

- a. Brief outline of your firm/company's credentials to undertake this contract

(if required, please use additional sheet)

2. Equipment Specification (Make/Model)

- a. Submit Specification sheet of each proposed unit.

(if required, please use additional sheet)

3. Delivery of Consumables

- a. Tell us how the consumables be delivery to sites. From time to order to delivery

(if required, please use additional sheet)

4. Sustainability

- a. Brief us on how old tonner that are collected\returned must have data securely erased and Wee Recycled is disposed of.

(if required, please use additional sheet)

5. Account/Contract Management

- a. Consider the nature of your account/contract management regime. We will require:
- regular quarterly supplier review meetings schedule
 - a designated account manager
 - management information – including the regularity of such information?
Escalation chart

(if required, please use additional sheet)

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6. Service and Maintenance Schedule

- a. Submit detailed service, repair, and maintenance schedule.
- b. Location of Technician

(if required, please use additional sheet)
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Supplier Contact Details

Please provide contact details for individuals responsible for this tender submission.

a. Main Contact – Account Manager

Name	
Position	
Company Name	
Address	
Telephone - Main	
Telephone – Direct	

Mobile	
Email	
Website	

b. Additional Contact – Service Manager

Name	
Position	
Company Name	
Address	
Telephone - Main	
Telephone – Direct	
Mobile	
Email	

Section 6

Pricing Schedule

For Each school –
Submit Monthly leasing cost
CPC: Mono, Colour

A. Device Cost

Location	Device Information (make/model)	Monthly Cost
Total Monthly Cost		
Term		
Total Cost		

*provide details of company financing the lease

B. Cost per Copy

C. Payment Schedule

Please submit schedule for payment for Machine and usage (monthly/quarterly)

D. Delivery Schedule

Section 7

Evaluation

This tender will be scored using the following award criteria:

Quality/ Technical Criteria	Sub-Criteria	Sub Weighting %	Criteria
Quality (30%)	About the firm	10	
	Equipment Specification	20	
	Delivery of Consumables	15	
	Sustainability	15	
	Account/Contract Management	20	
	Service and Maintenance Schedule	20	
Pricing (70%)	Total Contract Cost	80	
	Cost Per Copy	20	

SCORING METHDOLOGY

Pricing

- The submitted Total Contract Cost (based on our requirements) using the rates submitted in the pricing schedule will be ranked and points allocated in ascending order from a maximum of **70%** of the overall score. The lowest contract cost submitted will be set as the maximum score from which we will calculate the relative percentage scores of all other tenderers' bids.
- In case a tender appears to be abnormally low in relation to the services to be provided, **Central Regions Schools Trust** will request a clarification in writing and/or explanation concerning its elements. **Central Regions Schools Trust** reserves the right to exclude a tender, if after a verification process based on the explanations and evidence received it comes to the conclusion that the tender is abnormally low.

Non-Technical

Scores under each Quality criteria will be awarded on the following basis:

Scoring Methodology	Scoring
Excellent: Fully meets requirements. Provided a clear & comprehensive response and evidence of expertise, experience and/or capabilities to the benefit of the institution.	4
Good: Meets most requirements. Provided a response which evidenced most of the requirements relating to expertise, experience and/or capabilities to the benefit of the institution.	3

Marginal: Meets some requirements. Provided a response which evidenced some of the requirements relating to expertise, experience and/or capabilities to the benefit of the institution.	2
Unsatisfactory: Meets few requirements. The response did not demonstrate adequate levels of expertise, experience and/or capabilities and or no benefit for the Institution	1
No Response	0

Appendix A

FORM OF TENDER

To: Central Region Schools Trust

Dear Sirs

1. I/we have read the information provided in your Invitation to Tender and, subject to and upon the terms and conditions contained therein, I/we offer to supply the services described in the said tender documents in such manner as may be required.
2. Terms and Conditions: I/we agree that this tender and any contract which may result there from shall be based upon those included in the Invitation to Tender Pack.
3. The prices quoted in this Tender are valid for acceptance for 180 days from the final day for submission of Tenders and I/we confirm that the terms of the Tender will remain binding upon me/us and may be accepted by you at any time before that date.
4. Law: I/we agree that the construction, validity, performance and execution of any contract that may result from this Tender shall be governed by and interpreted in accordance with English Law and shall be subject to the exclusive jurisdiction of the Courts of England and Wales.
5. I/we agree to bear all costs incurred by me/us in connection with the preparation and submission of this Tender and to bear any further costs incurred by me/us prior to the award of any contract.
6. I/we agree that any other terms or conditions of the agreement or any general reservation which may be printed on any correspondence emanating from me/us in connection with this tender, shall not be applicable to this Tender or Contract.

Signature:

Print Full Name:

Date:

In the capacity of:

(Please state official position, e.g., Director, Sales Manager, etc.)

being a person duly authorised to sign tenders on behalf of:

Company Name:

Address:

Appendix B DECLARATION OF BONA FIDE TENDER

1. We certify that this is a bona fide tender, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done, and we undertake that we will not do at any time before the hour and date specified for the return of this tender any of the following acts:
 - a) Communicate to a person other than the person calling for those tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender.
 - b) Enter into any agreement or arrangement with any other person that they shall refrain from tendering or as to the amount of any tender to be submitted.
 - c) Offer or pay or give or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to any other tender or proposed tender for the said work any act or thing of the sort described above.
2. We further certify that the principles described in paragraph 1 above have been, or will be, brought to the attention of all sub-contractors, suppliers and associate companies providing services or materials connected with the tender, and any contract entered into with the sub-contractors, suppliers or associated companies will be made on the basis of compliance with the above principles by all parties.
3. In this certificate, the word “person” includes any persons and anybody or association, corporate or otherwise; and “any agreement or arrangement” includes any such transaction, formal or informal, and whether legally binding or not.
4. I confirm that I accept any breach of the conditions of this Declaration of Bona Fide Tender will inevitably lead to the termination of the agreement.

Signature:

Print Full Name:

Date:

In the capacity of:

(Please state official position, e.g., Director, Sales Manager, etc.)

being a person duly authorised to sign tenders on behalf of:

Company Name:

Address:

Appendix C CONFLICTS OF INTEREST DECLARATION

Please complete Section A or B as appropriate

Section A

I/We warrant that:

There would be no conflict or perceived conflict of interest arising from any existing relationship that I/We might have, and the members of staff involved in the conduct of the procurement procedure*. If in doubt, please declare. I/We acknowledge that a failure by us to declare a potential conflict of interest, which I/We should have reasonably known about, may result in our disqualification from the tender process or a termination of any contract awarded as a result of this tender process.

Name: _____

Position/Status: _____

Company Name: _____

Address: _____

Date: _____

Section B

I / We warrant that:

There could be a possible conflict or perceived conflict arising from any existing relationship that I/We might have, and the members of staff involved in the conduct of the procurement procedure*

Please explain what the possible conflict or perceived conflict of interest may be and who it relates to and how it could have an adverse effect on this contract.

Name: _____

Position/Status: _____

Company Name: _____

Date: _____

*Means staff members of the Institution, or of a procurement service provider acting on behalf of the Institution, who are involved in the conduct of the procurement procedure or may influence the outcome of that procedure.

FREEDOM OF INFORMATION ACT

The Institution adheres to the Government's Code of Practice on Access to Government Information, commonly known as Open Government. Under the Code of Practice, the Institution is obliged to provide details, upon request, regarding the expenditure of public money.

This may include, amongst other things, the disclosure of a winning tender price, the nature of the goods or services provided standards of service or performance and the tender evaluation criteria. If you wish your tender details to remain confidential, please signify on your tender return. (Subject to the public interest test)

For further information on the Freedom of Information Act 2000 please refer to the following guidance notes issued by the Information Commissioner, www.informationcommissioner.gov.uk

FOIA Guidance Note 2 – Information provided in confidence
FOIA Guidance Note 3 – The Public Interest Test
FOIA Guidance Note 5 – Commercial