



Invitation to Tender

July 2019
Desktop Computer Refresh

Version: 1.0
Prepared by: Stuart Morgan, Head of IT Services

ABOUT THIS DOCUMENT

Document summary

APPROVED BY / DATE	SM 23/7/19
DOCUMENT OWNER	Stuart Morgan

Amendment history

VERSION	DATE	AUTHOR(S)	COMMENTS
1	22/07/19	Stuart Morgan	
1.1	24/7/19	Stuart Morgan	Updated to include response terms to fit with college governance.

Distribution list

NAME	POSITION	TELEPHONE	EMAIL
Grant Vernon	Senior Technical Specialist		
Nick Boots	2 nd Line Support Engineer		
Paul Shawyer	Citrix Support Officer		
Jonathan Cox	FD		

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1 Introduction

1.1 Achieving the College Vision

Highbury College has developed a new, ambitious and challenging vision for a 21st Century College. Our 2020 vision is to create a world-class learning enterprise, leading the way, transcending borders

- Transforming and enriching lives
- Pioneering innovative approaches to education and training.
- Inspiring ambition and co-creating sustainable futures with individuals
- Serving our diverse stakeholder communities with pride and passion
- An influential organisation, recognised for excellence locally, nationally and internationally

1.2 Asset Refresh

The College recognises that Information Technology is an integral part of its business. To assure the continued success of the College's IT delivery the college is investing in new desktop computers.

This document invites proposals to supply hardware in accordance with the College's financial regulations. Full details of equipment specifications can be found under section 2. Suppliers are asked to identify the expected lead-times based on the quantity indicated (in section 2) and door-drop delivery to PO6 2SA.

1.3 Contract

Goods to be supplied under Highbury College order terms and conditions and including all information and requirements stated within this document. Section 2 identifies likely quantity of devices to be ordered but a small variation may be required; suppliers should identify if unit prices are limited to a minimum order quantity.

1.4 Formal Responses

Tender responses may be sent to:

Tenders Response
C/O Jonathan Cox
Finance Director
Highbury College
Tudor Crescent
PORTSMOUTH
PO6 2SA

tenders@highbury.ac.uk

Tenders submitted after the deadline will not be considered.

Responses to be received no later than 5pm Wednesday 28th August 2019

All pricing must be valid for 30 days from 28th August 2019

2 Requirement Specification

2.1 Desktop PC Specification

Qty	Item
172	Dell Vostro 3000-3470SFF i5-8400/8GB/256GB M.2/W10P64/DVD/WLAN 1YR
172	1m HDMI Lead
172	DELL 4YR BASIC ONSITE WARRANTY
172	DELL SE2416H FHD 1920x1080 HDMI/VGA 3YR

*Please note that Highbury College may select to take the Desktops without an extended warranty and if this would affect the pricing of other elements this must be clearly indicated on any response.

2.2 Citrix Licences

Qty	Item
110	Citrix Enterprise Education licences (Perpetual Concurrent) Desktop & App

2.3 Macs

Qty	Item
9	3.0GHz 6-Core Processor with Turbo Boost up to 4.1GHz 1TB Storage 8GB RAM Retina 5K Display
20	3.0GHz 6-Core Processor with Turbo Boost up to 4.1GHz 1TB Storage 16GB RAM Retina 5K Display

2.4 Interactive Display Screens

Qty	Item
6	75" Viewsonic ITS (Interactive Touch Screen)

3 Purchasing Options

NON-MANDATORY

The college may elect to consider a leasing arrangement for the purchase of the equipment identified in this invitation to tender via a third party.

Suppliers may include indicative terms for a 4-year lease arrangement for the identified equipment.

The college may elect to buy some line items from one supplier and some from another, if this would affect the pricing then this should be clearly indicated in any response.

4 Contacts

4.1 Suppliers needing further clarification on anything to do with this tender should contact:

Stuart Morgan

Head of IT Services

Highbury College

Tudor Crescent

Portsmouth

PO6 2SA

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