

**Transport Systems Catapult**

**Invitation to Tender**

Multi-Functional Devices Tender
 **Tender Reference Number TSC2018/05 LM/IT**

**(May 2018)**

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# SECTION 1 - INTRODUCTION & BACKGROUND

## **Company background & information**

The Transport Systems Catapult is the UK’s technology and innovation centre for Intelligent Mobility, harnessing emerging technologies to improve the movement of people and goods around the world. We are here to support business growth, increase the UK’s share of the global Intelligent Mobility market, and attract investment – creating jobs and generating long-term economic growth.

We will help sell UK capability on the global stage, while also promoting the UK as a superb test bed for the transportation industry. With a clear emphasis on collaboration, we are bringing together diverse organisations across different modes of transport, breaking down barriers and providing a unique platform for meeting the world's most pressing transport challenges.

The Transport Systems Catapult is one of an elite network of not-for-profit technology and innovation centres established and overseen by the UK’s innovation agency, Innovate UK.

**Vision**

Our vision is to create an environment that will make the UK a world leader in transport systems innovation.

**Mission**

Our mission is to drive UK global leadership in Intelligent Mobility, promoting sustained economic growth and wellbeing through integrated, efficient and sustainable transport systems

**Our People**

We deliver our vision through our people by living our values: Care, Collaboration, Courage and Integrity

## **Approach**

This Invitation to Tender (ITT) is being issued as part of the procurement for the supply of Multi-Functional Devices for Transport Systems Catapult head office (referred to hereafter as the products and services) to be provided to Transport Systems Catapult (TSC)

The objective of this ITT is to provide sufficient information for Respondents to:

* Understand TSC requirements and proposed procurement approach
* Understand the scope and nature of the products and services that they will contract to provide
* Assess their ability in bidding to provide this service
* Provide agreement and/or feedback on proposed approach to the management and governance of this service
* Provide agreement and/or feedback on proposed contractual terms and commercial approach
* Develop and price a proposed solution based on current available information in the format specified

Respondents’ compliance with the requirements and submission in the required format will enable TSC to carry out a fair and thorough evaluation of the responses. Please see section 2 for details of the instructions. Failure to comply with these instructions will invalidate the Respondents submission.

The Respondents attention is drawn to the terms and conditions set out in Appendix 1.

Each respondent must perform its own appraisal of all information and data provided by TSC in this ITT. The products and services that form the basis of this document have been documented to the best of TSC’s knowledge and are not warranted.

You are deemed to fully understand the procurement process TSC is required to follow under relevant UK legislation, particularly in relation to the Public Contract Regulations (PCR 2015)

1. **Section 2 – TENDER PROCESS AND INSTRUCTIONS**
	1. **Summary Contract Details**

|  |  |
| --- | --- |
| Contract description | To supply 4 or 5 MFD’s on a lease contract  |
| Contract period | 4 Years |
| contact point  | procurement@ts.catapult.org.uk |
| closing date | 31st May 2018 at 09:00:00 |

* 1. **Definitions**

|  |  |
| --- | --- |
| Closing date | The closing date for the submission of tenders will be 31st May 2018 at 09:00:00  |
| Contract | The contract will be entered into by TSC and the successful tenderer. |
| contract period | The duration of the contract will be 4 years |
| most economically advantageous  | The tender which TSC has evaluated as demonstrating the best value for money, taking into account both price and quality of service. |
| services | The services and/or products to be supplied by the supplier under the contract |
| Supplier(s) | The tenderer selected will enter into a contract with TSC |
| Tender | The proposal submitted by a potential supplier. |

## **Introduction**

## This ITT refers explicitly to the supply of 4 or 5 multi-functional devices that are compatible with the following:

## Windows 10 or later

## iOS

## macOS Sierra 10 or later

## Costings in this tender will include:

##  The supply of all consumables which will automatically be re-ordered as and when required.

##  A full maintenance Programme.

## A proposal on how to limit the number of colour copies made within the business.

## TSC requires on going management of the MFD’s with a call out schedule for faulty printers to be 24 hours from the time a call/request is logged.

## Your tender response will also provide details on the following:

## An implementation programme, including lead time for ordering of MFD’s.

## If a new supplier is selected they must co-ordinate with the current supplier to ensure TSC does not have a period without MFD’s

## An estimated timeframe to have 4 or 5 MFD’s installed and fully functioning e.g. staggered daytime installation, evening installation or weekend installation.

## A Training Programme

## For all users

## An electronic training manual

## A regular review of our print volumes.

## The key aims of the new contract will be:

## To provide Transport Systems Catapult with 4 or 5 multi-functional devices for a period of 4 years.

## **Tender Submission**

## All documents submitted as part of your tender must be written in English and sent to Transport Systems Catapult.

## An electronic copy of the Respondents proposal should be submitted to the individual(s) named below.

## Lauren McDonald

## Procurement & Contracts Manager

## procurement@ts.catapult.org.uk

Responses will not be opened until the closing time and date for receipt of tenders. Please do not leave your tender submission until the final deadline as tenders received late will not be considered.

* 1. **Respondent enquiries and clarification**

The respondents will be able to raise clarification questions. All questions concerning the tender must be made in writing via email and must reference the tender page number and section number. Questions should be concisely stated and be numbered in sequential order.

Questions must be submitted by e-mail and addressed to Lauren McDonald at procurement@ts.catapult.org.uk Questions will be responded to within two days of receipt, by circulation of anonymised responses to all respondents.

**Any approaches to other members of staff, direct or otherwise in direct relation to this tender will result in exclusion from this process.**

* 1. **Site Visit**

If tenderers wish to visit the site as part of the preparation of their tender, Transport Systems Catapult must be contacted in advance. Tenderers are only permitted access to the site by pre-arranged appointment with Transport Systems Catapult. Representatives of Transport Systems Catapult will accompany tenderers when they visit.

Questions to be asked at the site visit should be submitted at least two (2) working days in advance of the visit. Responses to questions may, at the Catapult’s discretion be circulated to all tenderers.

## **Respondent responses**

Respondents are invited to respond to this ITT by submitting a detailed bid that addresses all the requirements set out in this document.

Each response should be submitted in the name of the respondent who will be entering into any resultant contract with TSC. The bid must apply from the closing date for ITT bid submission and be valid for a period of twelve (12) months. TSC may require the respondent to extend the validity of its bid at any time prior to the contract award.

* 1. **Post-Submission Clarifications**

During the evaluation period, the Transport Systems Catapult reserves the right to seek further information from the tenderers to assist in its consideration of the tenders; this may take the form of post-submission clarification meetings or written clarifications.

* 1. **Award Criteria Summary**

|  |  |  |
| --- | --- | --- |
| **CRITERIA** |  **WEIGHTING** | **DEMONSTRATED BY** |
| **Price** | **40%** | Price submitted by tenderer where the lowest cost tenderer shall receive 40% and all other scores shall be allocated according to their difference from the lowest price, using the formula. 40% x [lowest price of all tenderers / tendered price.] |
| **Quality** | **60%** | Each criteria will be marked using a scale of 0-5 (as referenced in section 4:2) |

* 1. **Quality Criteria**

Tender responses for quality criteria will be evaluated according to the table set out below.

Tenderers must enter their response to the below evaluation criteria in Appendix 3.

|  |  |
| --- | --- |
| **CRITERIA** | **SCORING (%)** |
| **Implementation**Please outline how you would structure the implementation programme, including lead times for ordering new MFD’s and co-ordinating with current supplier. Detail how you would establish working relationships with key contacts at TSC.  | 5 |
| **MFD Specification** All MFD’s must to compatible with the following:* Windows 10 or later
* iOS
* macOS Sierra 10 or later
 | 30 |
| **Print Volumes Review**Please outline how you will manage an ongoing review of our print volumes. Including a proposal on how to reduce our colour print volumes.  | 10 |
| **Training**Please outline your approach to training TSC users on the new devices. Please include a copy of your electronic training manual.  | 5 |
| **Ongoing Performance Management**Please outline the approach you will take to the ongoing management including details of your call out schedule which will form part of this agreement.Please outline how you will ensure TSC continues to receive the service agreed in the contract. | 10 |
|  **Quality Criteria - Total** | 60 |

|  |  |
| --- | --- |
| **ACTIVITY** | **DATE** |
| **ITT Issue -** ITT issued to respondents | 11th May 2018 |
| **Respondents Proposals** - TSC to receive responses to ITT |  31st May 2018 at 09:00:00 |
| **Evaluation of Proposals -** Review, score and evaluate proposals, including a credit check of potential suppliers. | 1st June 2018 to 4th June 2018 |
| **Tenderer Selection** – Review and recommend preferred tenderer. Prepare summary presentation for management approval. | 5th June 2018 to 8th June 2018 |
| **Management Approval** | 11th June 2018 |
| **Contract Awarded** | 13th June 2018 |
| **Final Review of Lease Documents –** contract signatures | 22nd June 2018 |
| **Contract Commences-** (with respondent fully accountable for ongoing service) Subject to lead times for ordering MFD’s. | 13th July 2018 |

* 1. **Legal Information**

The contractual terms are set out in Appendix 1. The duration of the contract is for 4 years

Tenderers may propose minor amendments to the contractual terms attached. If tenderers wish to seek clarification in relation to any provision of the contractual terms, they should do so by asking a clarification question and submitting that question accordingly. Tenderers should note that responses to clarification questions may be provided to all tenderers.

1. **SECTION 3 - CANCELLATION PROCESS**
	1. **Right to Cancel**

Transport Systems Catapult reserves the right to terminate the tender process. This ITT does not represent a commitment to enter into any contract.

* 1. **Right not to award a contract**

Transport Systems Catapult reserves the right to reject all tenders if none, in its opinion, adequately satisfies the requirements, or if Transport Systems Catapult’s circumstances change. In such circumstances Transport Systems Catapult may subsequently issue another ITT.

* 1. **Costs**

**Respondents shall bear all costs associated with the preparation and submission of their tender and TSC shall not be responsible or liable for any costs or expenses regardless of the outcome of the procurement process.**

* 1. **Confidentiality**

All communications issued by Transport Systems Catapult to respondents must be treated as strictly confidential. Respondents shall not release details of such communications other than on an “In Confidence” basis to those who have a legitimate need to know or whom they need to consult for the purpose of preparing their tender. Under no circumstances may respondents release any information concerning such communications for publication in the press or on radio, television, screen or any other medium. The content of the tender and the details of the evaluation of the proposals will remain confidential to Transport Systems Catapult and its advisors who will comply with all relevant legislation. Should respondents wish that any information supplied by them as part of this process not be disclosed because of its commercial sensitivity or confidentiality or otherwise, they must, when providing this information, clearly identify the specific informationthey do not wish to be disclosed and clearly specify the reasons for its sensitivity.

Please note that it is not sufficient to include a statement of confidentiality encompassing all the information provided in the response.

1. **SECTION 4 – TENDER EVALUTION PROCESS**
	1. **Tender Evaluation Process**

The evaluation process will follow the below stages:

Stage 1: Receipt and Opening

Stage 2: Compliance Check

Each tender will be checked for compliance with the requirements of the ITT. Tenders which are not substantially complete or which are non-compliant with the ITT may be excluded from further participation in the evaluation process or, at the Catapult’s discretion, tenderers may be asked to provide clarification. In the case of the latter, failure by the tenderer to provide a satisfactory response within the deadline specified in the request for clarification may result in disqualification from the evaluation process.Transport Systems Catapult reserves the right to evaluate tenders before declaring them non-compliant.

Stage 3: Evaluation of Tender Responses

Price and quality evaluation will be carried out in accordance with the published evaluation criteria.

Stage 4: Score Review

Review of quality and price scores

Stage 5: Final Evaluation Report and Recommendation

A final evaluation report will be completed, recommending award.

* 1. **Marking Scheme**

|  |  |
| --- | --- |
| **0-5** | **USING A 0-5 MARKING SCHEME** |
| 0 | Unacceptable Response – No information provided or response does not address the requirements.  |
| 1 | Poor Response- The response contains material omissions and/or is supported by limited evidence/examples. Major concerns that the tenderer has the ability to deliver and/or have failed to meet a reasonable standard.  |
| 2 | Fair Response – The response contains some omissions and/or is not well supported by evidence/examples. Some concerns about the tenderer’s ability to deliver and/or have failed to meet a reasonable standard.  |
| 3 | Good Response – There is adequate detail/supporting examples giving a reasonable level of confidence in the tenderer’s experience and ability. The tenderer appears to have the potential to deliver as required and has met a reasonable standard. There are only minor concerns about the tenderer’s experience. |
| 4 | Very Good Response – The level of detail/supporting examples gives a high level of confidence in the tenderer’s experience and ability. The tenderer clearly has the potential to deliver and/or has clearly met an acceptable standard.  |
| 5 | Excellent Response – A comprehensive well evidenced submission, clearly demonstrating expertise and knowledge incorporating value added benefits/social value attributes and other points of innovation. The response is deemed to offer little or no risk and fully captures the understanding of the steps involved to deliver the service, giving a very high level of confidence in the tenderer’s experience and ability.  |

**Appendix 1: TERMS AND CONDITIONS**

This contract will be on Transports Systems Catapults standard terms and conditions for the supply of the service and the leasing terms of the finance company in relation to the MFD’s.

Please find attached as a separate document.

Please attach a copy of your leasing agreement.

#

# Appendix 2: SPECIFICATION

Please see attached specification, outlining the requirements and technical detail.

The tender response quotation will be for 4 or 5 MFD’s

## The MFD’s must be compatible with the following:

* Windows 10 or later
* iOS
* macOS Sierra 10 or later

## All consumables must be included in your price quote for the following;

## The supply of all consumables which will automatically be re-ordered as and when required.

## A full maintenance Programme.

## A full Training Programme is to be provided

## For all users

## An electronic training manual

## TSC MFD usage

|  |  |  |
| --- | --- | --- |
| **Prints** | **Months of Usage** | **Total Units** |
| Black & White | May 2014 to Feb 2018 | 608000 |
| Colour | May 2014 to Feb 2018 | 674000 |

# Appendix 3: RESPONSE TO QUALITY EVALUATION CRITERIA

Tenderers must use the template below for their response to quality evaluation criteria. Responses in any other format will not be accepted.

|  |  |
| --- | --- |
| Criterion | **Implementation**Please outline how you would structure the implementation programme, including lead times for ordering new MFD’s and co-ordinating with current supplier. Detail how you would establish working relationships with key contacts at TSC. |
| Response(500 words maximum) |  |
| Criterion | **MFD Specification** All MFD’s must to compatible with the following:* Windows 10 or later
* iOS
* macOS Sierra 10 or later
 |
| Response  |  |
| Criterion | **Print Volumes Review**Please outline how you will manage an ongoing review of our print volumes. Including a proposal on how to reduce our colour print volumes. |
| Response (500 words maximum) |  |
| Criterion | **Training**Please outline your approach to training TSC users on the new devices. Please include a copy of your electronic training manual. |
| Response (500 words maximum including electronic copy of your training manual.) |  |
| Criterion | **Ongoing Performance Management**Please outline the approach you will take to the ongoing management including details of your call out schedule which will form part of this agreement.Please outline how you will ensure TSC continues to receive the service agreed in the contract. |
| Response(750 words maximum) |  |

# Appendix 4: PRICING SCHEDULE

Please see attached pricing schedule to be completed as part of the tenderers response.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MFD Specification** | **Yes** | **No** |  |  |
| * Windows 10 or later
* iOS
* macOS Sierra 10 or later
 |  |  |  |  |
| **Cost for 4 MFD’s** | **Black & White** | **Colour** |  **Excess cost for B/W** | **Excess cost for Colour** |
| Print cost per sheet(Based on volumes stated in Appendix 2) |  |  |  |  |
| **Please Provide costs for:** | **4 Years leasing agreement**  | **4 Years maintenance**  |  |  |
|  |  |  |  |  |
| **Cost for 5 MFD’s** | **Black & White** | **Colour** | **Excess cost for B/W** | **Excess cost for Colour** |
| Print cost per sheet(Based on volumes stated in Appendix 2) |  |  |  |  |
| **Please Provide costs for:** | **5 Years leasing agreement** | **5 Years maintenance** |  |  |
|  |  |  |  |  |
| **Confirm that costs include:** | **All Consumables** | **Call out****(24hrs from call/request logged)** |  |  |
|  |  |  |  |  |