



## **THE NATIONAL ARCHIVES**

### **MICROSOFT TEAMS EQUIPMENT AND INSTALLATION**

#### **OPEN COMPETITION**

**DEADLINE FOR SUBMISSIONS – 4PM (UK TIME), MONDAY 26<sup>TH</sup> AUGUST 2022**

#### **1 ABOUT US**

- 1.1. The National Archives (TNA) is the official archive and publisher for the UK government, and for England and Wales. We are the guardians of some of our most iconic national documents, dating back over 1,000 years. We are an accredited archive service.
- 1.2. Our 21st-century role is to collect and secure the future of the government record, both digital and physical, to preserve it for generations to come, and to make it as accessible and available as possible. More information on TNA can be found at [The National Archives](https://www.nationalarchives.gov.uk)
- 1.3. TNA is based in Kew, South West London.

## 2 REQUIREMENTS AND SPECIFICATION

- 2.1** To supply hardware and installation services for Microsoft Teams Meeting Rooms equipment at The National Archives' single site in Kew, Richmond (UK).
- 2.2** We have 6 Microsoft Teams equipped Meeting Rooms, in most cases with Yealink MVC Room Systems (MTR). For consistency, we require the same or similar specification of Yealink equipment. Typically, we have the below hardware specification:

Product	PART CODE
Yealink MVC640-WL Teams Room System (MTR) with wireless CPW90 Dect, Mspeaker soundbar, 4K 12x Optical PTZ Camera, 8* Touch Panel & MCore Mini-PC	YL-MVC640-WL
Yealink MVC800-WD Teams Room system (MTR) with 12x Optical PTZ Camera, two WIRED Table Mics, Speaker Bar, 8" Touch Panel, WPP20 wireless sharing & MCore Mini-PC	YL-MVC800-12x-WD-G2
Yealink MVC400 Teams Room System (MTR) with 120 deg wide-angled, speaker-tracking Digital Camera in 8-Microphone Speaker Bar, 8" Touch Panel & MCore Mini-PC	YL-MVC400
Yealink MVC300 Room Kit	MVC300
Yealink Microsoft MVC500 Wireless SfB/Teams System	MVC500-WIRELESS

- 2.3** The requirement is for the supply of Microsoft Teams Meeting Room Yealink equipment and full installation and commissioning services for a further 8 meeting rooms at The National Archives (TNA) offices in Kew, Richmond (UK). This specification should be read in conjunction with **Appendix A**.
- 2.4** We require all cables to be concealed under the floors and in the double or single skin plasterboard walls, unless stated in the room description attached in **Appendix A**.

- 2.5** Floors are covered with removable carpet tiles on a raised metal construction with removable 600x600 tiles and, unless stated in Appendix A, the walls contain a draw-wire that can be used to pull new cables in from the floor void to behind the monitor to supply camera and speaker, which will be fixed to the wall below and above the monitor.
- 2.6** Power is available at the floor socket or below the monitor in the floor void. Bidders should allow for a 3m UK 3 Pin IEC C7 Figure 8 Mains Power Cable and a Split Power Cable C8 to Dual C7 in each room.
- 2.7** Each room is to be equipped with wireless DECT CPW90 or similar microphones.
- 2.8** TV/Monitors and stands will be provided by The National Archives in every room, where necessary. Cameras and speakers will be fixed directly to the wall, unless stated separately in Appendix A.
- 2.9** Please consider concealed wiring, accessory set-up, configuration testing and associated equipment (if needed) within your proposal. Installation, configuration and commissioning services must include, but are not limited to:
- 2.9.1** Lifting of carpet tiles
  - 2.9.2** Lifting of raised floor tiles
  - 2.9.3** Removal of monitor for access
  - 2.9.4** Drawing cables from floor to existing wall boxes
  - 2.9.5** Connections to existing floor boxes
  - 2.9.6** Mounting of equipment
  - 2.9.7** Reinstallation of the above
- 2.10** Please see **Appendix B** for a map of the internal locations of each meeting room that will require hardware and installation.
- 2.11** We require all hardware to be brand new and boxed upon delivery. We will not accept any refurbished or second hand equipment.
- 2.12** We require full delivery, installation and commissioning of all meeting rooms by 31<sup>st</sup> January 2023. This will form part of the evaluation criteria.

- 2.13** All bidders will be required to support works with risk assessments and method statements (RAMS) as appropriate. These RAMS should be developed following a site visit after award of contract to ensure that they are specific to the tasks and environment as generic RAMS will not be accepted. The bidders must support the RAMS with evidence of training and competency for all staff working on site.
- 2.14** Please note that we operate under a work permit system therefore only agreed works and nominated operatives (in advance) will be granted access to the site.
- 2.15** On completion of works and if necessary, any electrical installation must be supported with the appropriate electrical certification.
- 2.16** It is our intention at this stage to award the contract for all the work listed in this requirement. However, we have asked for pricing on a per room basis in Appendix C and we wish to make it clear that we may not award the contract for all of the meeting rooms listed in the appendices. This will be at our discretion during the evaluation process. Please specify in your proposal if there are any cost variances for not purchasing the full quantity or discounts available for purchasing all equipment and installation services.
- 2.17** We do not require support for any of the purchased hardware or software.
- 2.18** TNA recognises the benefits of innovative solutions in meeting its objectives and suppliers are encouraged to demonstrate their commitment to deliver innovation within their solutions.

### 3 HOW TO RESPOND

- 3.1** If you have any clarification questions related to your Tender Response, please submit these to [itfp@nationalarchives.gov.uk](mailto:itfp@nationalarchives.gov.uk) by **3PM (UK Time), Thursday 18<sup>th</sup> August 2022.**
- 3.2** Please submit your Tender Response to [itfp@nationalarchives.gov.uk](mailto:itfp@nationalarchives.gov.uk) by **4PM (UK Time), Friday 26<sup>th</sup> August 2022.**
- 3.3** To respond please ensure you complete the attached spreadsheet **Appendix C** ensuring your response addresses as a minimum, the points below. **Should you wish to include any supplementary information please do this as a separate document.**
- 3.4** Your contract price, which must include all taxes (except UK VAT) and other expenses. Your submitted contract price must include any and all duties and levies (except UK VAT, which should be excluded) which may be payable on your proposed solution as submitted. If some or all of your proposed solution includes goods or services which are sourced from outside the UK, you must tell us (a) which goods/services are sourced from outside the UK, (b) the associated commodity code(s), (c) the associated duties and levies payable and (d) confirmation that your contract price includes all such duties and levies (except UK VAT). For the avoidance of doubt, your contract price should reflect the equivalent of Incoterm DDP (Delivery Duty Paid) and therefore the full cost to The National Archives should your bid be successful
- 3.5** A comprehensive description of your proposed solution. Suppliers must describe their offering in a succinct, clear, comprehensive and unambiguous fashion. However, please ensure that within this description you specify:
- 3.5.1** What services you will provide, and how, addressing point by point each of the services described in Section 2
  - 3.5.2** What resourcing commitments you are making, the skills and relevant experience of the staff involved. You may wish to include any relevant industry certifications you hold to support this element of your submission
  - 3.5.3** What resourcing and other commitments you require TNA to make
  - 3.5.4** What sub-contracting arrangements (if any) you will put in place

## 4 EVALUATION CRITERIA

**4.1** Your Tender Response will be evaluated using the following criteria:

Category	Maximum pre-weighted score	Weighting	Maximum weighted score
Price	60	6	60
Quality (Installation and Commissioning)	40	4	40
Delivery, installation, configuration and commissioning by 31 <sup>st</sup> January 2023	Pass/Fail		

**4.2** The bidder submitting the lowest compliant price will be awarded the maximum of 6 (unweighted) points. All other bidders will be awarded a (unweighted) points score by applying the following formula:

$$((\text{lowest submitted price} / \text{bidder's submitted price}) * 6)$$

To illustrate this via a worked example:

Bidder 1 submits a price of £10,000

Bidder 2 submits a price of £17,000

Bidder 3 submits a price of £31,000

Bidder 1 is awarded 6 (unweighted) points –  $((10,000/10,000)*6) = 6$

Bidder 2 is awarded 3.53 (unweighted) points –  $((10,000/17,000)*6) = 3.53$

Bidder 3 is awarded 1.94 (unweighted) points –  $((10,000/31,000)*6) = 1.94$

## 5 PROCUREMENT TIMETABLE

5.1 The procurement timetable is as follows:

Ref.	Description	Date
1	Requirement published	9 <sup>th</sup> August 2022
2	Deadline for Potential Suppliers to submit clarification questions to <a href="mailto:itfp@nationalarchives.gov.uk">itfp@nationalarchives.gov.uk</a>	3PM (UK Time), 18 <sup>th</sup> August 2022
3	Deadline for Potential Suppliers to submit Tender Responses to <a href="mailto:itfp@nationalarchives.gov.uk">itfp@nationalarchives.gov.uk</a>	4PM (UK Time), 26 <sup>th</sup> August 2022

*\* Any clarification question received that TNA deems to be relevant to more than one Potential Supplier may be shared with all Potential Suppliers.*

## **6 CONTRACT TERMS**

- 6.1** The contract, and any subsequent Contract variations, shall be governed by our standard terms and conditions, available [here](#) and by submitting a response to this Invitation to Tender, you accept these terms and conditions.
- 6.2** TNA reserves the right not to award in full and to complete its objectives through other means.
- 6.3** Time is of the essence of this agreement and each of its terms.