**INSTITUTION NAME**

**INVITATION TO TENDER**

 **FOR XXX**

**USING THE CPC ICT SOLUTIONS AND SUPPLY OF NETWORK INFRASTRUCTURE FRAMEWORK**

**RETURN DEADLINE: 12PM XX/XX/XXXX**

**ABOUT THE INSTITUTION**

Insert a description of your institution with particular emphasis on any details that will have an impact on your tender.

**ABOUT THE TENDER PROCESS**

This further competition is being carried out using the CPC ICT Solutions and Supply of Network Infrastructure framework agreement (CPC/YW/02/2016). The call off conditions used as part of the tender will apply to this further competition.



The objective of this tender is to identify the most economically advantageous offer. The criteria by which this tender will be evaluated are detailed within this document.

Please ensure that all questions are completed in full, and in the format requested, failure to do so may result in your submission being disqualified. If the question does not apply to you, please state clearly “N/A”.

**All queries relating to this tender must be submitted to xxx.**

Please note that responses to any queries or clarification requests may be circulated to all tenderers.

Institution name reserves the right to issue supplementary documentation at any time during the tender process to clarify any issue or amend any aspect of the ITT.

**Tenders must be returned via xxx to xxx.**

**Tenders must be submitted by 12pm xx/xx/xxxx. Late tender bids will not be considered. Failure to use the tender documents will invalidate the tender.**  We reserve the right, both prior to and after the award of the tender, to inspect the validity of all information given, to substantiate the information detailed by a supplier.

Tenders will be assessed in strict accordance with the award criteria stated below. Tenders must be valid for acceptance for a minimum of 90 days from the tender closing date.

The institution reserves the right to cancel the tender process at any point. The institution 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.

**TENDER TIMETABLE**

|  |  |
| --- | --- |
| ITT issued | xx/xx/xxxx |
| Final date for clarifications | xx/xx/xxxx |
| Tender closing date 12pm | xx/xx/xxxx |
| Date to award contract | xx/xx/xxxx |
| Hold implementation meetings | TBC |
| Contract start date | xx/xx/xxxx |

**Please note that dates may be subject to change.**

**BACKGROUND TO THE REQUIREMENT**

Include a brief explanation of the tender project, why it is needed and its aims and objectives. Also, if necessary, look to detail your current IT provision including reference to any existing equipment/systems/infrastructure that the tenderer’s response may need to be compatible with.

If a contract for several years is required, the below wording should also be included:

The contract with the successful tenderer is intended to commence on [insert date] and will be awarded for an initial period of [insert number of years]. Consideration will be given to extending the contract for a further [insert details], subject to satisfactory performance and the agreement of both parties. Regular reviews of the agreement will take place.

**EVALUATION CRITERIA**

The award criteria listed below (Pricing, Customer Requirements, Added Value and Corporate Social Responsibility) should be applied when conducting your mini-competition. Member institutions can vary the weightings for their further competition by the ranges shown in blue in the left-hand column of the table below. The chosen total award criteria must always add up to 100%.

|  |  |
| --- | --- |
| **Award Criteria** | **Original Tender Weighting** |
| **Pricing**(Member range 30% - 80%) | 60% |
| **Customer Requirements**(Member range 10% - 40%) | 20% |
| **Added Value**(Member range 5% - 20%) | 10% |
| **Corporate Social Responsibility**(Member range 5% - 20%) | 10% |

Enter your chosen award criteria into the table below and remove the above instructions and table.

Member institution name intend to assess the eligible tender responses using the criteria below:

|  |  |
| --- | --- |
| **Award Criteria** | **Tender Weighting** |
| **Pricing** | 60% |
| **Customer Requirements** | 20% |
| **Added Value** | 10% |
| **Corporate Social Responsibility** | 10% |

**PRICING**

A pricing schedule template for each lot has been created and embedded below. If the format of the relevant pricing schedule is in keeping with your requirements the below template for the relevant lot can be used in your further competition.

For lots 1 – 5, members should amend the information at the top of the document to reflect the chosen price weighting of their further competition. Points to consider regarding the specification have also been included.

For lot 6, the pricing schedule has been split into one table for a support engineer and a second table for maintenance, commissioning and installation. Members should identify which table best suits their requirements and delete the other table. A guidance box has also been included along the right-hand side of the document.

If the below documents are suitable for your requirements, the pricing can be assessed as follows:

(lowest total cost / cost to be scored) x Pricing % as specified in the award criteria = final score

Lot 1 – Servers and Associated Equipment



Lot 2 – Enterprise Storage



Lot 3 – Backup & Archiving



Lot 4 – Networking Equipment & Services



Lot 5 – Security Hardware



Lot 6 – Maintenance, Installation & Support



**CUSTOMER REQUIREMENTS**

Please complete the following Customer Requirements, Added Value and Corporate Social Responsibility documents. Scores will be allocated for each question as per the criteria below. Each question has a maximum score.

Template Customer Requirements, Added Value and Corporate Social Responsibility documents have been included below. Members should look at and consider whether the requirements are relevant to your institution. Members can add, amend or delete requirements as required.







The scoring for the Customer Requirements, Added Value and Corporate Social Responsibility documents has been detailed below.

Members are also advised to check whether the below scoring is compatible with your tender and requirements. If it is, the below scoring can be used. If not, members will need to develop their own scoring method.

Customer Requirements:

|  |  |
| --- | --- |
| Assessment of Response | Scoring |
| Excellent answer. Supplier was able to provide a comprehensive answer to the question | 5 |
| Good answer. Supplier was able to provide a detailed response but could elaborate further | 3 |
| Unsatisfactory response. Supplier provided some details but wasn’t able to provide satisfactory details | 1 |
| No answer given | 0 |

Added Value and Corporate Social Responsibility:

|  |  |
| --- | --- |
| Assessment of Response  | Scoring |
| If the supplier answered yes and provided further details | 2 |
| If the supplier answered yes, but didn’t provide further details | 1 |
| If the supplier either didn’t respond or they responded with no | 0 |

**FORM OF TENDER**

To: Institution Name

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 90 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. I/we note that the framework agreement shall be valid upon acceptance and signature by both parties of the framework agreement.

5. 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.

6. 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.

7. 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, eg. Director, Sales Manager, etc.)*

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

Company Name:

Address:

**TENDER CHECKLIST**

**You must complete and return the following documents as detailed throughout the ITT document.**

|  |  |
| --- | --- |
| **Documents Check List** | **Please tick to confirm:** |
| **Member Contract Terms and Conditions** (must be signed - electronic, digital & scanned signature are acceptable, printed text alone will not be accepted) |  |
| **Pricing Schedule – Appendix XX** |  |
| **Customer Requirements – Appendix XX** |  |
| **Added Value – Appendix XX** |  |
| **Corporate Social Responsibility – Appendix XX** |  |
| **Form of Tender** (must be signed - electronic, digital & scanned signature are acceptable, printed text alone will not be accepted) |  |
|  |  |
|  |  |

**PLEASE NOTE:**

**1. Failure to submit any of the above documents may result in your submission being recorded as an incomplete bid and may be excluded from the tender.**

**2. Any supporting documents must be clearly cross-referenced to the question number to which they relate as documents that do not have a valid reference may not be evaluated.**