

## 1. INTRODUCTION

- 1.1 *(Insert details of the organisation and a summary of the project and its aims and objectives. Also consider inserting a timetable detailing the key delivery dates within the further competition.)*

## 2. INSTRUCTIONS TO TENDERERS

### 2.1 COMPLETED PROPOSALS SHOULD BE SUBMITTED TO:-

*[Insert contact details for return of further competition submissions]*

Suppliers should ensure that they allow enough time to submit their questionnaire response. **The organisation will accept no responsibility for difficulties during the process of submission and/or late or lost submissions.**

- 2.2 The deadline for the return of quotations is 2:00 pm on xx xxxxx 2017. **LATE SUBMISSIONS WILL NOT BE ACCEPTED.**
- 2.3 Please study the documentation carefully. If you are in any doubt as to any technical aspects of the specification/project brief, or require clarification of any part of the document please contact [insert project officer contact details]
- 2.4 Suppliers are required to submit competitive prices strictly in accordance with the attached specification/project brief.
- 2.5 Suppliers must fully complete all parts of this document using the same question numbering format as used in this document and sign the declaration. Failure to provide a completed quotation in the required format may result in the quotation not being considered.
- 2.6 **Freedom of Information** - In accordance with **Freedom of Information Act 2000**, from January 2005, public organisations must respond within 20 working days to valid written requests for information from anyone. The information requested must be supplied unless it falls into specified categories of information which include: confidential, personal, trade secret, or information which would or would be likely to prejudice the Supplier's or the organisation's commercial interests. These categories are exemptions under which information may not be disclosed.

- 2.7 It will be the Supplier's responsibility to clearly state in their Proposal submission any information which they regard as confidential, personal information, trade secret or may prejudice their commercial interests and to discuss this with the organisation prior to submission.
- 2.8 Suppliers are advised that information which falls into our agreed interpretation of the legal definition of confidentiality, personal information, trade secret or prejudice to their commercial interests may still have to be disclosed in some circumstances. You should be aware that the organisation may be forced to make information public as a result of an appeal by a member of the public against our initial decision not to reveal information. The public can appeal through our internal complaints procedure and ultimately to The Information Commissioner's Office, the Government organisation responsible for enforcing the Act.
- 2.9 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. EVALUATION

- 3.1 Proposals received will initially be reviewed on the basis of compliance with the threshold requirements. For the avoidance of doubt, all threshold requirements must be achieved in order for your bid to be further considered.

A listing of the relevant threshold requirements are detailed in Appendix 3.

*(Delete references to Threshold Questions if no Threshold Questions are being asked)*

- 3.2 The bids from those Suppliers who meet the defined thresholds will be fully evaluated at Phase 2 of the Evaluation Process. The evaluation will be on the basis of most economically advantageous tender as follows

Price xx%

Quality xx%

*[Insert quality evaluation criteria]*



- 3.3 Please note there are a number of Threshold Questions within the document. Each Threshold Question is indicated by a '**(Threshold Question)**'. All Threshold Questions must be met in order for a tenderer's bid to be fully considered. **For the avoidance of doubt, failure to meet a Threshold will result in a tenderer's bid being rejected.**

*[Delete the paragraph above if no Threshold Questions are being asked]*

- 3.4 Quality responses will be scored using the scoring mechanism detailed below.

<b>0 = Unacceptable</b>	No response, or unacceptable information provided
<b>1 = Poor</b>	Inadequate details to show an understanding of the requirements
<b>2 = Satisfactory</b>	Satisfactory details to show an understanding of the requirements
<b>3 = Good</b>	Adequate details provided to show an understanding of the requirements
<b>4 = Very Good</b>	Substantial details provided to show an understanding of the requirements
<b>5 = Excellent</b>	Comprehensive details provided to show an understanding of the requirements

Tenderers scoring a 5 will receive the entire weighting mark for each question. Those scoring a 4 will receive 4/5ths of the weighting mark and so on.

- 3.5 Price Evaluation

Price will account for xx% of the overall score. Tenderers must submit prices for each of the requirements detailed within the Pricing Schedule (Appendix 2).

Tenderers should complete the Pricing Schedule (Appendix 2) with details of their proposed costs. The Tenderer submitting the lowest proposed cost will receive the full xx% price weighting. All other tenderers will receive a proportion of the xx% dependent upon the relative position of their price to the lowest priced bid. For example, where a Tenderer submits a proposed cost that is 10% more expensive than the

lowest price bid, they will receive 10% less weighting than the lowest price, i.e. xx% of the total xx% weighting.

- 3.6 The organisation may request bid presentations as part of the bid clarification process to enable the organisation to better understand a Suppliers' bid. Where such clarifications are required Suppliers will be notified and invited to attend at an agreed date and time. Please Note – it may not be necessary to invite any or all bidders if no clarifications are required.
- 3.7 The organisation will endeavour to reach a decision by [insert date]. However, the organisation is not bound to accept any quote submitted.
- 3.8 Resulting contracts will be subject to the terms and conditions of contract for the National Public Sector Framework agreement – CPC/DU/MFD/O2A Contract for the provision of Multifunctional Devices and Associated Print Services and Supplies. Please note these Terms and Conditions are already contracted and are non-negotiable.

## 4. SPECIFICATION

- 4.1 The organisations require a range of devices and associated services as detailed in Appendix 1. It should be noted that the specification detailed in Appendix 1 is representative of the organisations' requirements and this may be changed following award of contract.

## 5. PRICE SCHEDULE

- 5.1 *[Insert the pricing methodology including whether or not devices are to be leased or outright purchased]*
- 5.2 Suppliers are required to complete the Pricing Schedule (Appendix 2)
- 5.3 The pricing will be held for the duration of the contract/leasing agreement.

## 6. SITE VISIT

- 6.1 (Insert details of a supplier site visit if one is being offered to suppliers during the further competition process)



**6. DECLARATION**

I/We hereby offer to provide the services as specified in xxxxxxxxxx in accordance with the Conditions of Contract governing the CPC/DU/MFD/02A Contract for the provision of Multifunctional Devices and Associated Print Services and Supplies.

Signed \_\_\_\_\_

Name (Block Capitals) \_\_\_\_\_

Designation \_\_\_\_\_

For and on behalf of \_\_\_\_\_

\_\_\_\_\_

Tel. \_\_\_\_\_

Fax. \_\_\_\_\_

E-mail address \_\_\_\_\_



# APPENDIX 1 - SPECIFICATION

*[Insert the specification in Appendix 1. The following issues are examples that may wish to be considered within the specification. The list is not exhaustive and is only series of examples*

## Current Fleet and Locations

### Technical Requirements

### Delivery of Consumables

### Training

*Should training be provided at point of installation or at a later point? Should training be provided for both users and super users?*

### Internal Information Technology

*Consider internal IT issues including:*

- connectivity issues – e.g. network, software or, support issues
- governance issues, e.g. data protection, secure printing

### Print Software

*Consider print software requirements including:*

- Secure printing,
- Follow me
- Acceptance testing etc

### Delivery Requirement

*Consider delivery requirements including locations and timescales.*

### Sustainability

*Consider sustainability requirements. The sustainability criteria underpinning the framework include*

*Externally audited environmental management system  
Corporate Responsibility Policy, Environmental policy or Sustainability Policy*

*Involvement in environmental schemes or projects*

*Carbon reduction in manufacturing, delivery operations*

*Device Carbon footprint*

*Measures for packaging reduction*

*Recycled content of overall product range*

*WEEE arrangements*

*Used toner recycling facility*

*Device energy efficiency*

### Account Administration

*Consider account administration requirements, including monthly invoices.*

### Account/Contract Management

*Consider the nature of your account/contract management regime. For example will you require:*

- regular quarterly supplier review meetings
- a designated account manager
- management information – including the regularity of such information?

### Project Management

### Device Relocation

*Consider whether or not you require device relocation.*

### Print Volumes and Devices

*Detail you print device and volume requirements*

### Implementation Schedule



## APPENDIX 2 - PRICING SCHEDULE

*(Insert the pricing schedule here)*



## APPENDIX 3 - THRESHOLD REQUIREMENTS

*(Insert any threshold requirements here)*



## APPENDIX 4 - SUPPLIER RESPONSE SCHEDULE

*(Insert questions to be asked of the suppliers in respect of the Specification)*

