**GOSPORT BOROUGH COUNCIL (GBC)**

**INVITATION TO QUOTE (ITQ)**

**PUBLISHED: 24th June 2024 FOR:**

**Town Centre Digital Hub – Equipment**

**RESPONSE DEADLINE: 9th July 2024 at 12:00pm**

Contents

[1. Introduction 2](#_Toc164671628)

[2. Specification 2](#_Toc164671629)

[3. Requirements: 2](#_Toc164671630)

[4. Insurance 4](#_Toc164671631)

[5. Procurement Timetable 4](#_Toc164671632)

[6. Instructions on submitting a response 5](#_Toc164671633)

[7. Clarifications 5](#_Toc164671634)

[8. Evaluation 6](#_Toc164671635)

[9. Award 6](#_Toc164671636)

[10. Terms and Conditions 7](#_Toc164671637)

[11. Conduct and Conflicts of interest 7](#_Toc164671638)

**Appendices:**

**Appendix one: Floor plan**

# Introduction

GBC is a small local government authority located in Hampshire and is conducting this procurement to purchase digital equipment required to create a community digital hub at the Imagination Refinery - 51-52 High Street, Gosport, PO12 1DF.

# Specification

Gosport Borough Council was awarded funding from UK Shared Prosperity to deliver digital inclusion interventions. The Council are planning to open a Digital Hub in the Town Centre funded by UKSP to deliver digital inclusion opportunities for Gosport residents.

The digital hub will be installed within the main building of the Imagination Refinery at 51-52 High St, Gosport, PO12 1DF (See appendix one). The council require recommendations and a quote for costs of the digital equipment required to set up twelve work stations in the digital community hub.

# Requirements:

* The town centre digital hub requires digital (computer) equipment for twelve work stations. To include:
* 8 port network switches
* 12 month data sim - unlimited use
* Disposable headsets for use by customers
* Wifi AP x
* 12 desk top monitors (27"screen)
* 12 x Desktop PC’s
* Security cable and locks for all PC's and Monitors
* A webcam for each work station
* Cables required to power and run each work station
* 65” TV for display and work sharing with a suitable stand
* Office 365 personal user licence for each work station
* Software license setup and administration
* Installation of software and configuration
* Build of PC and install/set up in the work space
* cost for software license setup and administration
* Cost for PV build, software install and configuration
* Cost for physical install of equipment
* The contractor will be required to produce a quote with a breakdown of each item and cost of equipment.
* The council require the equipment to be available for delivery to the digital hub at 51/52 High Street, by the 30th July 2024, the contractor must confirm that they are able to provide the equipment during this time frame or the nearest available date.
* The Supplier must offer open lines of communication via phone and email for GBC staff to receive advice and discuss requirements. This must be available Monday to Friday from 9am until 5pm.

**Additional Options:**

The Council requires the contractor to provide an additional quote for consideration for the following options. These options will be considered further once the main requirements have been costed:

* Printer with scanning options
* Maintenance for 12 months is also required as an optional cost. The contractor must be available to respond to future maintenance issues within 24 hours of being reported for a period of 12 months.

# Insurance

The successful supplier shall hold and continue to hold valid insurance, such as public, product and employee liability, throughout the supply period. The supplier must provide evidence of cover to the Council at any time when requested by GBC. See GBC standard terms and conditions, ‘indemnity and insurance’ clause.

# Procurement Timetable

|  |  |
| --- | --- |
| **Event** | **Indicative Date** |
| Invitation to Quote published | 24th June 2024 |
| Deadline for clarifications | 28th June 2024 2024 |
| Deadline for receipt of quotes | 9th July 2024 at 12:00pm.  |
| Evaluation completed by | 10th July 2024 |
| Notification of award decision | 11th July 2024 |
| Delivery no later than  | 30th July 2024 |

# Instructions on submitting a response

Responses/quotes must be uploaded via the Proactis portal, also known as the South East Business Portal: <https://sebp.due-north.com/>, and submitted no later than the time and date specified in the procurement timetable.

Your quote must include:

* A quote with a breakdown of each item, model and cost.
* Confirmation that work can be completed no later than 30th July 2024
* Arrangements in place for managing the work and confirmation of who will be responsible and liaising with the council.
* Confirmation that any future maintenance issues will be responded to within 24 hours.
* Confirmation that the contractor is local to the Gosport area (provide proximity to place) and available to install and manage the delivery and installation of this project.

# Clarifications

All requests for clarification should be submitted no later than the date specified in the Procurement timetable, using the messaging facility on the Proactis procurement portal.

Questions received after the deadline date may not be answered. If the potential provider expresses that the question is confidential and the council agrees that it is, then the response will be sent only to the potential provider raising the question. If GBC disagrees, they will inform the potential provider and allow them to withdraw their question.

Suppliers may be required to clarify their submission. Requests for clarification will be issued via the messaging function on the Proactis portal. Suppliers are required to respond to requests for clarification as requested and, no later than within 3 working days.

# Evaluation

Quotes received on time will be evaluated on best total price, providing the quote meets the requirements stated in this ITQ.

# Award

The award decision will be notified via the Proactis portal after the deadline for responses has passed and the quotes have been evaluated.

GBC reserve the right to decline to make an award, or to abandon or cancel the procurement process. GBC will not be responsible for any costs or expenses incurred as a result of following this course of action.

Any costs incurred by the Supplier in responding to this ITQ or in support of activities associated with the response to this ITQ are to be borne by the service provider and are not reimbursable by GBC.

Following award, the Council shall order services via purchase order which is sent electronically via email. This document will include a unique reference number, which must be stated on associated documentation, such as delivery notes and invoices.

The Council pay all invoices in arrears following completion of the service. The contractor shall provide the Council with an invoice within 30 days of service completion. Invoices must detail:

* The name and address of the Council Representative (as displayed on the purchase order)
* The Contractor name and address
* The Contractor bank details
* The relevant Council Purchase Order number
* A unique invoice number
* Full breakdown of the service provided
* All costs, VAT charged and VAT number (if applicable)

Invoice can be submitted via post or electronically via email, the email address will be displayed on the purchase order.

# Terms and Conditions

In submitting a response to this Invitation to Quote, potential Suppliers do so on the conditions set out in GBC’s standard Terms and Conditions, which are attached to this invitation. In the event of any breach of the conditions, GBC shall be entitled to terminate any arrangement made as a result of such procurement.

# Conduct and Conflicts of interest

The supplier shall not, before the date and time specified for return of the tender, communicate to any person the amount or approximate amount of the quote or proposed quote, except where the disclosure in confidence of the approximate amount of quote is necessary to obtain insurance cover.

The quote shall be a bona-fide quote and shall not be fixed or adjusted by, under, or in accordance with any agreement or arrangement with any other person.

Suppliers shall not enter into any agreement or arrangement with any other person with the intent that the other person shall refrain from submitting a quote.

Suppliers must not, in connection with the proposed quote:

* offer any inducement, fee or reward to any member or officer of the Authority/Council
* do anything which would constitute a breach of the Bribery Act 2010 or the Section 117 (2) Local Government Act 1972, or
* canvass any of the persons referred to above in connection with the provision;
	+ or contact, any member or officer of the Authority/Council or any person acting as an advisor to the Authority/Council (except as authorised by this Invitation to Quote for the purpose of asking genuine questions about the process or the provision) about any aspect of the proposed provision or for soliciting information in connection therewith.

Suppliers are responsible for ensuring that no conflicts of interest exist between the Supplier and its advisors and the Council and its advisors. Any Supplier who fails to comply with this requirement may be disqualified from the procurement process at the discretion of the Council. Any conflicts of interests must be declared to the Council at the earliest opportunity.