

**Durham County Council**

**Framework for the Supply & Delivery of**

**Audio and Visual Aids (AVA) Equipment and Accessories**

**ProContract Reference: DN319847**

**Invitation to Tender (ITT)**

**Document 3**

**ITT Response**

**IMPORTANT:**

*Please read the information in* ***Document 1 – Instructions*** *before beginning to complete this ITT. The Instructions document contains important guidance on how to complete your ITT response.*

**Part 1: Potential supplier Information**

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

|  |  |
| --- | --- |
| Section 1 | **Potential supplier information** |
| **Question number** | **Question** | **Response** |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) – (i) | Registered office address (if applicable) |  |
| 1.1(b) – (ii) | Registered website address (if applicable) |  |
| 1.1(c) | Trading status 1. public limited company
2. limited company
3. limited liability partnership
4. other partnership
5. sole trader
6. third sector
7. other (please specify your trading status)
 |  |
| 1.1(d) | Date of registration in country of origin |  |
| 1.1(e) | Company registration number (if applicable) |  |
| 1.1(f) | Charity registration number (if applicable) |  |
| 1.1(g) | Head office DUNS number (if applicable) |  |
| 1.1(h) | Registered VAT number  |  |
| 1.1(i) - (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | [ ]  Yes [ ]  No [ ]  N/A  |
| 1.1(i) - (ii) | If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s). |  |
| 1.1(j) - (i) | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? | [ ]  Yes [ ]  No  |
| 1.1(j) - (ii) | If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this. |  |
| 1.1(k) | Trading name(s) that will be used if successful in this procurement |  |
| 1.1(l) | Relevant classifications (state whether you fall within one of these, and if so which one)1. Voluntary Community Social Enterprise (VCSE)
2. Sheltered Workshop
3. Public service mutual
 |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)[[1]](#footnote-1)? | [ ]  Yes [ ]  No  |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate: [[2]](#footnote-2) - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met;  - Over 25% up to (and including) 50%,  - More than 50% and less than 75%,  - 75% or more. [[3]](#footnote-3)(Please enter N/A if not applicable) |  |
| 1.1(o) | Details of immediate parent company: - Full name of the immediate parent company- Registered office address (if applicable)- Registration number (if applicable)- Head office DUNS number (if applicable)- Head office VAT number (if applicable)(Please enter N/A if not applicable) |  |
| 1.1(p) | Details of ultimate parent company:- Full name of the ultimate parent company- Registered office address (if applicable)- Registration number (if applicable)- Head office DUNS number (if applicable)- Head office VAT number (if applicable)(Please enter N/A if not applicable) |  |

**Please note:** A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

Please provide the following information about your approach to this procurement:

|  |  |
| --- | --- |
| Section 1 | **Bidding model** |
| **Question number** | **Question** | **Response** |
| 1.2(a) - (i) | Are you bidding as the lead contact for a group of economic operators? | [ ]  Yes [ ]  No  If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3. |
| 1.2(a) - (ii) | Name of group of economic operators (if applicable) |  |
| 1.2(a) - (iii) | Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure. |  |
| 1.2(b) - (i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | [ ]  Yes [ ]  No  |
| 1.2(b) - (ii) | If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  |  |  |  |  |
| Registered address |  |  |  |  |  |
| Trading status |  |  |  |  |  |
| Company registration number |  |  |  |  |  |
| Head Office DUNS number (if applicable) |  |  |  |  |  |
| Registered VAT number |  |  |  |  |  |
| Type of organisation |  |  |  |  |  |
| SME (Yes/No) |  |  |  |  |  |
| The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables |  |  |  |  |  |
| The approximate % of contractual obligations assigned to each sub-contractor |  |  |  |  |  |

 |

**Contact details and declaration**

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

|  |  |
| --- | --- |
| Section 1 | **Contact details and declaration** |
| **Question number** | **Question** | **Response** |
| 1.3(a) | Contact name |  |
| 1.3(b) | Name of organisation |  |
| 1.3(c) | Role in organisation |  |
| 1.3(d) | Phone number |  |
| 1.3(e) | E-mail address  |  |
| 1.3(f) | Postal address |  |
| 1.3(g) | Signature (electronic is acceptable) |  |
| 1.3(h) | Date |  |

**Part 2: Exclusion Grounds**

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

|  |  |
| --- | --- |
| Section 2 | **Grounds for mandatory exclusion** |
| Question number | **Question** | **Response** |
| 2.1(a) | **Regulations 57(1) and (2)** The detailed grounds for mandatory exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions. Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). |
|  | Participation in a criminal organisation.  | [ ]  Yes [ ]  No If Yes please provide details at 2.1(b) |
|  | Corruption.  | [ ]  Yes [ ]  No If Yes please provide details at 2.1(b) |
|  | Fraud.  | [ ]  Yes[ ]  No If Yes please provide details at 2.1(b) |
|  | Terrorist offences or offences linked to terrorist activities | [ ]  Yes [ ]  No If Yes please provide details at 2.1(b) |
|  | Money laundering or terrorist financing | [ ]  Yes[ ]  No If Yes please provide details at 2.1(b) |
|  | Child labour and other forms of trafficking in human beings | [ ]  Yes [ ]  No If Yes please provide details at 2.1(b)  |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details.Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,Identity of who has been convictedIf the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| 2.2 | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) | [ ]  Yes [ ]  No  |
| 2.3(a) | **Regulation 57(3)**Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | [ ]  Yes [ ]  No  |
| 2.3(b) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |

**Please Note:** The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

|  |  |
| --- | --- |
| Section 3 | **Grounds for discretionary exclusion**  |
|  | **Question** | **Response** |
| 3.1 | **Regulation 57 (8)**The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions. Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation. |
| 3.1(a) | Breach of environmental obligations?  | [ ]  Yes [ ]  No If yes please provide details at 3.2 |
| 3.1 (b) | Breach of social obligations?  | [ ]  Yes [ ]  No If yes please provide details at 3.2 |
| 3.1 (c) | Breach of labour law obligations?  | [ ]  Yes [ ]  No If yes please provide details at 3.2 |
| 3.1(d) | Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State? | [ ]  Yes [ ]  No If yes please provide details at 3.2 |
| 3.1(e) | Guilty of grave professional misconduct? | [ ]  Yes [ ]  No If yes please provide details at 3.2 |
| 3.1(f) | Entered into agreements with other economic operators aimed at distorting competition? | [ ]  Yes [ ]  No If yes please provide details at 3.2 |
| 3.1(g) | Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? | [ ]  Yes [ ]  No If yes please provide details at 3.2 |
| 3.1(h) | Been involved in the preparation of the procurement procedure? | [ ]  Yes[ ]  No If yes please provide details at 3.2 |
| 3.1(i) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | [ ]  Yes [ ]  No If yes please provide details at 3.2 |
| 3.1(j)3.1(j) - (i)3.1(j) - (ii)3.1(j) –(iii)3.1(j)-(iv) | Please answer the following statementsThe organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.The organisation has withheld such information. The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. | [ ]  Yes [ ]  No If Yes please provide details at 3.2[ ]  Yes [ ]  No If Yes please provide details at 3.2[ ]  Yes [ ]  No If Yes please provide details at 3.2[ ]  Yes [ ]  No If Yes please provide details at 3.2 |

|  |  |  |
| --- | --- | --- |
| 3.2 | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) |  |

**Evaluation Criteria**

Part 2 is evaluated on a pass/fail basis. Bidders who fail will be disqualified from the procurement process.

| **Fail** | **Pass** |
| --- | --- |
| Identified grounds for exclusion under regulation 57 of the Public Contracts Regulations 2015. | No grounds for exclusion identified under regulation 57 of the Public Contracts Regulations 2015 |

**Important note:** The Council may, at its discretion and in consideration of any additional information provided or mitigating circumstances, disregard any grounds for exclusion if it is satisfied that there are overriding requirements in the general interest that justify doing so – see the note on “Self-Cleaning” below.

ADDITIONAL NOTE 1 – CONFLICTS OF INTEREST

In accordance with the relevant question above, the Council may exclude the bidding organisation if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the bidding organisation to inform the Council. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the Council should not represent a conflict of interest for a bidding organisation.

ADDITIONAL NOTE 2 – TAKING ACCOUNT OF BIDDERS’ PAST PERFORMANCE

In accordance with the relevant question above, the Council may assess the past performance of a bidding organisation. The Council may take into account any failure to discharge obligations under previous relevant contracts of the bidding organisation completing this Selection Questionnaire. This may include deficiencies in contracts with other public contracting authorities – not just contracts involving the Council.

In addition, the Council may re-assess reliability based on past performance at key stages in the procurement process (i.e. supplier selection, tender evaluation, contract award stage etc.). Bidding organisations may also be asked to update the evidence they provide in this section to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).

ADDITONAL NOTE 3 - SELF-CLEANING

Any Bidding Organisation that answers “yes” to any of the questions in Part 2 should provide sufficient evidence that provides a summary of the circumstances and any remedial action that has taken place subsequently, which may effectively “self-clean” the situation referred to. The bidding organisation must demonstrate that it has taken such remedial action, to the satisfaction of the Council in each case.

If such evidence is considered by the Council (whose decision will be final) as sufficient, the bidding organisation concerned shall be allowed to continue in the procurement process.

In order for the evidence referred to above to be sufficient, the bidding organisation shall, as a minimum, prove that it has:

* paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
* clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
* taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by the bidding organisation shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the Council to be insufficient, the bidding organisation shall be given a statement of reasons for that decision.

**Part 3: Selection & Award Questions**

|  |  |
| --- | --- |
| **Section 4** | **Economic and Financial Standing**  |
| **4.0** | **Please note: An evaluation of financial standing is not included as part of this procurement exercise. No financial information is required from bidding organisations on this occasion.** |

|  |  |
| --- | --- |
| **Section 5** | **If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:**  |
| **Name of organisation:** |  |
| **Relationship to the Supplier completing these questions:** |  |

|  |  |  |
| --- | --- | --- |
| **5.1** | Are you able to provide parent company accounts if requested to at a later stage? | [ ]  Yes [ ]  No  |
| **5.2** | If yes, will your parent company provide a financial guarantee on your behalf? | [ ]  Yes [ ]  No  |
| **5.3** | If no, will another organisation (e.g. a bank) act as your guarantor? | [ ]  Yes [ ]  No If “Yes” please state the name of the Guarantor organisation:  |

**Evaluation Criteria for Sections 4 and 5**

These sections are evaluated on a pass/fail basis. Bidders who fail will be disqualified from the procurement process.

| **Fail**  | **Pass**  |
| --- | --- |
|  No financial assessment is applied to this procurement exercise. |  |

**If You Require a Guarantor**

If your organisation is unable to meet the minimum financial thresholds for the contract you may still submit a bid as long as this is backed by a financial guarantor or guarantors. The guarantor must meet the stated level of financial standing in your place. Where a bidding organisation provides more than one guarantor, the guarantors must collectively meet the turnover threshold, and individually meet any other thresholds.

You will be required to provide full financial information from the guarantor if selected. If the bidding organisation is awarded a contract, the Council will not finalise the award or place any orders under the contract until the relevant guarantor has entered into a deed of guarantee addressed to the Council on terms which are no more onerous to the guarantor than those indicated in Document 1, Appendix 1 – Terms of Deed. If more than one guarantor is required, then these instructions apply to each guarantor required.

|  |  |
| --- | --- |
| **Section 6** | **Modern Slavery Act 2015:** **Requirements under Modern Slavery Act 2015** |
| **6.1** | Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")? | [ ] Yes [ ]  No  |
| **6.2** | If you have answered “yes” to question 6.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | [ ]  Yes Please provide the relevant URL in the box below.[ ]  No Please provide an explanation in the box below. |
| Supplementary information to 6.2:      |

**Evaluation Criteria for Section 6**

This section is evaluated on a pass/fail basis. Bidders who fail will be disqualified from the procurement process.

| **Fail** | **Pass** |
| --- | --- |
| The bidding organisation is an relevant commercial organisation as defined by the Act, but does not, or cannot confirm that it complies with the annual reporting requirements. | The bidding organisation is an relevant commercial organisation as defined by the Act, and it has demonstrated that it complies with the annual reporting requirements,**Or:**The bidding organisation is not a relevant commercial organisation as defined by the Act. |

**7. Additional Pass / Fail Questions (Essential Criteria)**

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

|  |  |  |
| --- | --- | --- |
| **Section 7.1** | **Insurance** | **Response** |
|  | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Employer’s (Compulsory\*) Liability Insurance = **£5 million**Public Liability Insurance = **£5 million**Motor Vehicle Insurance - **third party cover required as a minimum**\* It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. | [ ] Yes [ ]  No  |

**7.2: Health & Safety**

**7.2: Health & Safety**

The following applies to organisations that are bidding for work to be undertaken in the UK.

The bidding organisation must:

* Ensure that its entire workforce and subcontractors will comply with all relevant health and safety legislation as well as any requirements or instructions from the Council.
* Have appointed a competent person with overall responsibility for health and safety that is duly authorised in the organisation.
* Have processes in place for the identification of training needs and delivery of training to its workforce appropriate to the work for which it is bidding.
* Have processes in place for the development of risk assessments and method statements relevant to the nature of the work for which it is bidding that will identify, manage and mitigate associated risks and hazards.
* *(If it is an organisation with five or more employees)* have in place a written health and safety policy as required by Section 2(3) of the Health and Safety at Work etc Act 1974 and issue any codes of safe working practices to your workforce. This policy must provide details of the competent person or persons that have been appointed on behalf of the organisation to undertake the measures needed to comply with the requirements and prohibitions of the Management of Health and Safety at Work Regulations 1999.

The Council may verify your compliance with the above requirements at any stage of the procurement process or during the life of the contract, by means of policy checking, validation of accreditations, site audits or any other method it deems appropriate.

For further information on employers’ health and safety obligations, please visit the Health and Safety Executive website at: <http://www.hse.gov.uk/simple-health-safety/index.htm>.

Specific guidance on how to write a policy and risk assessment is available at <http://www.hse.gov.uk/simple-health-safety/write.htm>.

|  |  |  |
| --- | --- | --- |
| **Section 7.2** | **Health & Safety** | **Response** |
|  | I confirm that the bidding organisation understands and agrees to the undertakings as described above. | [ ] Yes [ ]  No  |

**7.3: Equality & Diversity**

|  |
| --- |
| **Section 7.3.1** **Does the bidding organisation comply with its legal obligations under the Equality Act 2010, relating to the following?** |
| ***Confirm as appropriate*** |
| Age  | Yes [ ]  No [ ]  |
| Disability  | Yes [ ]  No [ ]  |
| Gender reassignment  | Yes [ ]  No [ ]  |
| Marriage and civil partnership  | Yes [ ]  No [ ]  |
| Pregnancy and maternity  | Yes [ ]  No [ ]  |
| Race  | Yes [ ]  No [ ]  |
| Religion or belief  | Yes [ ]  No [ ]  |
| Sex  | Yes [ ]  No [ ]  |
| Sexual orientation  | Yes [ ]  No [ ]  |
| ***NOTE TO ORGANISATION:******It is the responsibility of the bidding organisation to keep up to date with relevant legislation and ensure it has a current understanding.*** |

|  |  |  |
| --- | --- | --- |
| **Section 7.3.2** | **Unlawful Discrimination at Tribunal** | **Response** |
|  | In the last three years has any finding of unlawful discrimination been made against the bidding organisation by any court or industrial or employment tribunal? | [ ] Yes [ ]  No  |

|  |  |  |
| --- | --- | --- |
| **Section 7.3.3** | **Unlawful Discrimination at Statutory Investigation** | **Response** |
|  | In the last three years has any finding of unlawful discrimination been made against the bidding organisation as a result of a formal investigation by the Equality and Human Rights Commission (EHRC) or any relevant statutory European Body? | [ ] Yes [ ]  No  |

|  |  |  |
| --- | --- | --- |
| **Section 7.3.4** | **Taking Remedial Action** | **Response** |
|  | ONLY complete this section if you answered “YES” to 7.3.2 and/or 7.3.3:If the bidding organisation was required to take action, did the action taken satisfy the relevant organisation?  | [ ] Yes [ ]  No  |
|  | Outline what action the bidding organisation was required to take: |       |
|  | Outline what action the bidding organisation actually took. If the required action was not taken, explain why not: |       |

|  |  |  |
| --- | --- | --- |
| **Section 7.3.5** | **Sub-Contractors** | **Response** |
|  | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?  | [ ] Yes [ ]  No[ ]  Do not use any sub-contractors |

**7.4: Environmental Management**

|  |  |  |
| --- | --- | --- |
| **Section 7.4.1** | **Breach of Environmental Legislation** | **Response** |
|  | In the last three years, has your organisation been convicted of breaching environmental legislation, or had any formal notice served upon it, by any environmental regulator or authority (including local authority), either in the UK or any other EU member state? | [ ] Yes [ ]  No  |
|  | If “YES” please give details of the conviction or notice, including any action taken to resolve the situation:      |

|  |  |  |
| --- | --- | --- |
| **Section 7.4.2** | **Sub-Contractors** | **Response** |
|  | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?  | [ ] Yes [ ]  No[ ]  Do not use any sub-contractors |

**LOT SELECTON FOR SUPPLY AND DELIVERY OF AVA EQUIPMENT AND ACCESSORIES**

Bidder(s) **MUST** complete the table below to identify which of the following Lot(s) they are applying for by stating YES/NO against each particular Lot(s):

|  |  |
| --- | --- |
| **Name of Organisation** |  |
| **Lot(s) Titles** | **Y/N** |
| **Lot 1 – Smart Equipment** |  |
|  |  |
| **Lot 2 – Promethean Equipment** |  |
|  |  |
| Lot 3 – Ctouch & Clever Touch Equipment |  |
|  |  |
| Lot 4 – Smart Televisions or Equivalent |  |
|  |  |
| Lot 5 – Projectors |  |
|  |  |
| Lot 6 – Miscellaneous Equipment |  |
|  |  |
| Lot 7 - Cabling |  |
|  |  |
| Lot 8 – Mountings & Brackets |  |

**7.5: CONTRACT SPECIFIC ESSENTIAL CRITERIA QUESTIONS**

This section is evaluated on a pass/fail basis. Bidders who fail will be disqualified from the procurement process.

Please refer to Document 1: “Instructions to Bidders” for more information on how to complete this section.

|  |  |  |
| --- | --- | --- |
| **Section 7.5.1** | **Applicable to All Lot(s) - Compliance with Delivery & Specified Timescales** | **Response** |
|  | The bidding organisation confirms compliance that delivery from receipt of Council Official Purchase Order must be no later than 5 working days. The bidding Organisation confirms that it will provide deliveries within 2 workings if urgently required by the CouncilThe bidding organisation confirms its compliance with all other timescales outlined in the Specification – ITT Document 2 - Contract | [ ] Yes [ ]  No  |

**Evaluation Criteria for Section 7.5.1**

This section is evaluated on a pass/fail basis. Bidders who fail will be disqualified from the procurement process.

| **QUESTION 7.5.1** | **Fail**  | **Pass**  |
| --- | --- | --- |
| Failure by the bidding organisation to confirm compliance that delivery from receipt of Council Official Purchase Order must be no later than 5 working days. Failure by the Bidding Organisation to confirm that it can provide deliveries within 2 workings if urgently required by the CouncilThe bidding organisation fails to confirm its compliance with all other timescales outlined in the Specification – ITT Document 2 - Contract | The bidding organisation has confirmed compliance that delivery from receipt of Council Official Purchase Order must be no later than 5 working days. The Bidding Organisation confirms that it will provide deliveries within 2 workings if urgently required by the CouncilThe bidding organisation confirms its compliance with all other timescales outlined in the Specification – ITT Document 2 - Contract |

|  |  |  |
| --- | --- | --- |
| **Section 7.5.2** | **Applicable to All Lot(s) - Manufacturer’s Warranties & Guarantees on AVA Equipment & Accessories relating to each individual Lot(s) tendered** | **Response** |
|  | The Bidding Organisation confirms that all AVA Equipment & Accessories supplied and delivered will include the relevant Warranties/Guarantees outlined in the **ITT Document 2 – Contract** relating to each individual Lot(s) they are tendering for | [ ] Yes [ ]  No  |

**Evaluation Criteria for Section 7.5.2**

This section is evaluated on a pass/fail basis. Bidders who fail will be disqualified from the procurement process.

| **QUESTION 7.5.2** | **Fail**  | **Pass**  |
| --- | --- | --- |
| Failure by the bidding organisation to confirm that all AVA Equipment & Accessories supplied and delivered will include the relevant Warranties/Guarantees outlined in the **ITT Document 2 – Contract** relating to each individual Lot(s) tendered for | The bidding organisation has confirmed that all AVA Equipment & Accessories & Accessories supplied and delivered will include the relevant Warranties/Guarantees outlined in the **ITT Document 2** – Contract relating to each individual Lot(s) tendered for |

|  |  |  |
| --- | --- | --- |
| **Section 7.5.3** | **Applicable to All Lot(s) - Enhanced DBS Disclosure Certificate all Staff involved in the Supply & Delivery of AVA Equipment & Accessories within Durham Schools/Academies/Multi-Academy Trusts (MAT’s)** | **Response** |
|  | The Bidding Organisation confirms that, if successful, it will inform the Council of relevant enhanced DBS Disclosure Certificate numbers for all their staff involved in the Supply & Delivery of AVA Equipment & Accessories within Durham Schools/Academies/MAT’s. This information must be supplied to the Council on request. All relevant staff involved in the Supply & Delivery of AVA Equipment and Accessories within Durham Schools/Academies/MAT’s will hold an appropriate enhanced DBS Certificate. | [ ] Yes [ ]  No  |

**Evaluation Criteria for Section 7.5.3**

This section is evaluated on a pass/fail basis. Bidders who fail will be disqualified from the procurement process.

| **QUESTION 7.5.3** | **Fail**  | **Pass**  |
| --- | --- | --- |
| Failure by the bidding organisation to confirm that it will inform the Council of relevant enhanced DBS Disclosure Certificate numbers for all staff involved in the Supply & Delivery of AVA Equipment & Accessories within Durham Schools/Academies/MAT’s.Failure by the bidding organisation to confirm if successful, it will supply this information to the Council on request and that all relevant staff involved in the Supply, Delivery of AVA Equipment & Accessories within Durham Schools/Academies/MAT’s will hold an appropriate enhanced DBS Certificate. | The bidding organisation confirms that it will inform the Council of relevant enhanced DBS Disclosure Certificate numbers for all staff involved in the Supply & Delivery of AVA Equipment & Accessories within Durham Schools/Academies/MAT’s.The bidding organisation confirms if successful, it will supply this information to the Council on request and that all relevant staff involved in the Supply & Delivery of AVA Equipment & Accessories within Durham Schools/Academies/MAT’s hold an appropriate enhanced DBS Certificate. |

**Note: DBS information will be supplied to the Council on request if successful and if required**

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| **Section 7.5.4** | **Applicable to All Lot(s) - No Minimum Order Charge and Delivery to All End-User Establishments FOC for the entire duration of the Framework** | **Response** |
|  | The bidding organisation is required to confirm the following will **NOT** be applied to any Lot(s) that they are bidding for* No Minimum Order Charge
* Deliveries to All End-User Establishments will be supplied Free of Charge (FOC)
 | [ ] Yes [ ]  No  |

**Evaluation Criteria for Section 7.5.4**

This section is evaluated on a pass/fail basis. Bidders who fail will be disqualified from the procurement process.

| **QUESTION 7.5.4** | **Fail**  | **Pass**  |
| --- | --- | --- |
| Failure by the bidding organisation to confirm that there will be no Minimum Order Charge appliedFailure by the bidding organisation to confirm that all Deliveries to all End-User Establishments will be supplied FOC for the entire duration of the Framework | The bidding organisation has confirmed that there will be no Minimum Order Charge applied.The bidding organisation has confirmed that all Deliveries to all End-User Establishments will be supplied FOC for the entire duration of the Framework |

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| **Section 7.5.5** | **Applicable to All Lot(s) - Compliance with the Council’s request to notify the Council of Manufacturer’s and Contractor’s Special Offers & Promotions** | **Response** |
|  | The bidding organisation is required to confirm that they will ensure that the Council is notified monthly as a minimum of Manufacturer’s and Contractor’s Special Offers and Promotions or sooner should an Offer/Promotion become available | [ ] Yes [ ]  No  |

**Evaluation Criteria for Section 7.5.5**

This section is evaluated on a pass/fail basis. Bidders who fail will be disqualified from the procurement process.

| **QUESTION 7.5.5** | **Fail**  | **Pass**  |
| --- | --- | --- |
| Failure by the bidding organisation to confirm that they will ensure that the Council is notified monthly or sooner of Manufacturer’s and Contractor’s Special Offers and Promotions  | The bidding organisation has confirmed that the Council will be notified monthly or sooner of Manufacturer’s and Contractor’s Special Offers and Promotions |

|  |  |  |
| --- | --- | --- |
| **Section 7.5.6** | **Applicable to All Lot(s) - Availability of Spare Parts for each individual Lot(s)** | **Response** |
|  | The bidding organisation is required to confirm that they will ensure availability of Manufacturer’s spare parts in relation to the length of Warranties specified for each individual Lot(s) tendered for and throughout the entire duration of the Framework period | [ ] Yes [ ]  No  |

**Evaluation Criteria for Section 7.5.6**

This section is evaluated on a pass/fail basis. Bidders who fail will be disqualified from the procurement process.

| **QUESTION 7.5.6** | **Fail**  | **Pass**  |
| --- | --- | --- |
| Failure by the bidding organisation to confirm that they will be availability of Manufacturer’s spare parts in relation to the length of Warranties provided for each individual Lot(s) tendered for and throughout the entire duration of the Framework period. | The bidding organisation has confirmed that they will be availability of Manufacturer’s spare parts in relation to length of Warranties provided for each individual Lot(s) tendered for and throughout the entire duration of the Framework period. |

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| **Section 7.5.7** | **Applicable to All Lot(s) - Customer Reference – Supply & Delivery of AVA Equipment and Accessories** | **Response** |
|  | The bidding organisation is required to provide a customer reference from **one client** for whom you have previously undertaken work and where you have serviced a Framework on the scale and size of the requirements set out **ITT Document 2 – Contract.**The reference must be completed by the referee themselves. Referees will be asked to verify whether the key elements have been provided to them by the supplier and performed in line with the conditions of your contract/arrangement. Such services must have commenced no earlier than 1st April 2014. A reference in which the referee indicates that the bidder has not provided **all** **seven key elements** below **will not** pass this section. | [ ] Yes [ ]  No  |

**Evaluation Criteria for Section 7.5.7**

This section is evaluated on a pass/fail basis. Bidders who fail will be disqualified from the procurement process.

**\*\*Important Note: Bidder(s) who are applying for one of more Lot(s) only need to obtain one Reference**

| **QUESTION 7.5.7** | **Fail**  | **Pass**  |
| --- | --- | --- |
| Failure by the bidding organisation to provide a customer reference from **one client** from whom they have serviced a Framework on the scale and size of the requirement outlined in **ITT Document 2 – Contract** and where the reference provided to them by the supplier indicated that the bidding organisation had not provided **all seven of the key elements** outlined in the Reference Question below.  | The bidding organisation has confirmed that it has provided a customer reference from **one client** from whom they have serviced a Framework on the scale and size of the requirement outlined in **ITT Document 2 – Contract** and where the reference provided to them by the supplier indicated that the bidding organisation had provided **all seven of the key elements** outlined in the Reference Question below. |

**Section 7.5.7 – Generic to All Lot(s) - Reference – Supply & Delivery of AVA Equipment and Accessories**

You are required to provide a customer reference from **one client** for whom you have previously undertaken work and where you have serviced a Framework on the scale and size of the requirements outlined in **ITT Document 2 – Contract**

The reference **MUST** relate to the following key elements:

1. Supplied, delivered and AVA Equipment and Accessories in line with specified technical specification and delivery timescales
2. Where you have received and tracked orders by electronic means particularly by email
3. Dealt with order issue resolution for lost orders, part orders and incomplete deliveries
4. Rectified and replaced sub-standard and defective AVA Equipment and Accessories
5. Where you shipped part orders due to delays

6. Where you applied no minimum order charges and where all deliveries were free of charge

7. Where you provided manufacturer’s guarantees and warranties on all new AVA Equipment and Accessories

The response must be completed by the referee using the template provided under **Appendix 1** **-Questionnaire for Customer Reference** and **returned as part of your Tender submission**.

The Council may verify the reference provided, by contacting the referee directly. Your organisation must therefore ensure that the referee has given their prior consent to this before submitting the required reference.

The reference must be completed by the referee themselves.

Referees will be asked to verify whether the key elements have been provided to you by the supplier and performed in line with the conditions of your contract/arrangement. Such goods must have commenced no earlier than 1st April 2014. A reference in which the referee indicates that the bidder has not provided **all** **seven of the above key elements** **will not pass this section.**

**Please note that as this is a pass/fail criterion, any bidding organisation which *fails* this question will be disqualified from the evaluation process.**

**\*\*Important Note: Bidder(s) who are applying for one of more Lot(s) only need to obtain one Reference**

**8. Additional Technical (Scored) Questions (Overall Weighting: 30%)**

Please refer to Document 1: “Instructions to Bidders” for more information on how to complete this section.

**Generic to All Lot(s)**

**Question 8.1 – Methodology – Supply & Delivery of AVA Equipment and Accessories - 25% Technical Weighting**

Having specific regard to ITT Document 2 – Contract and Specification relating to the Council’s requirements, Bidder(s) must outline the Methodology proposed for dealing with the following key elements:

1. Outline how you will comply with the Council’s requirements for supplying AVA Equipment and Accessories in line with the specification and stipulated delivery timescales
2. Outline your organisation’s process for receiving and tracking orders by electronic means, particularly by email and telephone
3. Outline your internal process for order issue resolution and rectification for lost orders, incomplete deliveries and defective products
4. Detail your company’s ability to deal with part orders due to delays
5. How you will ensure that the Council is notified monthly or sooner of Manufacturer’s special offers and promotions

6. How will your organisation will ensure that no minimum order charges are applied and deliveries will be free of charge (FOC)

7. Explain how you will comply with the Council’s request relating to manufacturer’s guarantees and warranties on AVA Equipment and Accessories specified and in particular to the Warranties that apply to the Lot(s) that you are tendering for

8. How will you ensure (if required by the Council) safe installation of AVA Equipment and Accessories

For the purpose of this evaluation, your response should adequately address with sufficient supporting detail, how you would manage each of the key elements for this Framework. Your response must be relevant to the Supply, and Delivery of AVA Equipment and Accessories.

|  |  |
| --- | --- |
| **Marks Awarded** | **Evaluation Criteria** |
| **0** | Poor or unacceptable response with no real understanding of what is required in the specific context of the Supply & Delivery of AVA Equipment and Accessories listed are not addressed or are addressed inadequately |
| **1** | A response which adequately addresses no more than 4 of the key elements, with sufficient detail, in the specific context of the Supply & Delivery of AVA Equipment and Accessories |
| **2** | A response which adequately addresses 5 of the key elements, with sufficient detail, in the specific context of the Supply & Delivery of AVA Equipment and Accessories |
| **3** | A response which adequately addresses 6 of the key elements with sufficient detail, in the specific context of the Supply & Delivery of AVA Equipment and Accessories |
| **4** | A response which adequately addresses all 7 key elements, with sufficient detail, in the specific context of the Supply & Delivery of AVA Equipment and Accessories |
| **5** | A response which adequately addresses all 8 key elements, with sufficient detail, in the specific context of the Supply & Delivery of AVA Equipment and Accessories |

|  |
| --- |
| ***Written response: maximum of 2000 words for all topics – bullet points acceptable.* *If a bidder exceeds the number of words set for this question, then the responses to the question******will be evaluated only up to the stipulated number of words detailed.***Evaluators will only consider information that is provided in the relevant box. The evaluation criteria outlined above will be applied to the responses. Any other information will be disregarded.No Graphs or images allowed. |

|  |
| --- |
| **8.1 – Methodology – 15%. Bidder’s response here: maximum of 2000 words** **for all key elements** |
| **Key Element 1 –***Please respond here* |
| **Key Element 2 –** *Please respond here* |
| **Key Element 3 –** *Please respond here* |
| **Key Element 4 –** *Please respond here* |
| **Key Element 5 -** *Please respond here* |
| **Key Element 6 –** *Please respond here* |
| **Key Element 7 –** *Please respond here* |
| **Key Element 8 –** *Please respond here* |

 **Generic to All Lot(s)**

**Question 8.2 – Skills and Capabilities of the Proposed and Named Contract Manager for the Supply and Delivery of AVA Equipment and Accessories - 5% Technical Weighting**

Having specific regard to the Specification outlined in ITT Document 2 – Contract, please put forward your proposed and named Contract Manager who will manage the Framework for the Supply & Delivery of AVA Equipment and Accessories

Your response must detail and evidence the following skills and capabilities of the proposed Contract Manager.

1. Ability to contract manage the Council’s Framework for the Supply and Delivery of AVA Equipment and Accessories in line with the required Specification outlined in ITT Document 2 – Contract.
2. Ensure that the Council had a dedicated order/delivery/invoice contacts assigned to the Framework prior to commencement date
3. Maintain regular review meetings with the relevant authorised Officers of the County Council
4. Ensure that the Council is notified of product updates, promotions, special offers, discontinued items or item shortages at the earliest opportunity
5. Keep the Council informed of new products showcased as beta versions and where advance evaluation products will be provided FOC promotions etc.

**Evaluation Criteria**

|  |  |
| --- | --- |
| **Marks Awarded** | **Evaluation Criteria** |
| **0** | Poor or unacceptable response with no real understanding of what is required in the specific context of the Supply & Delivery of AVA Equipment and Accessories and the skills and capabilities listed are not addressed or are addressed inadequately |
| **1** | A response which adequately addresses no more than 1 of the skills and capabilities with sufficient detail, in the specific context of the Supply & Delivery of AVA Equipment and Accessories |
| **2** | A response which adequately addresses 2 of the skills and capabilities with sufficient detail, in the specific context of Supply & Delivery of AVA Equipment and Accessories |
| **3** | A response which adequately addresses 3 of the skills and capabilities with sufficient detail, in the specific context of the Supply & Delivery of AVA Equipment and Accessories |
| **4** | A response which adequately addresses 4 of the skills and capabilities with sufficient detail, in the specific context of the Supply & Delivery of AVA Equipment and Accessories |
| **5** | A response which adequately addresses 5 of the skills and capabilities with sufficient detail, in the specific context of the Supply & Delivery of AVA Equipment and Accessories |

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| --- |
| ***Written response: maximum of 2000 words for all skills and capabilities – bullet points acceptable.* *If a bidder exceeds the number of words set for this question, then the responses to the question******will be evaluated only up to the stipulated number of words detailed.***Evaluators will only consider information that is provided in the relevant box. The evaluation criteria outlined above will be applied to the responses. Any other information will be disregarded. |
| **8.3 Skills and Capabilities of the Proposed and Named Contract Manager – for the Supply & Delivery of AVA Equipment and Accessories 5%. Technical Weighting.** **Bidder’s response here: maximum of 2000 words** **for all key elements** |
| **Key Element 1 –***Please respond here* |
| **Key Element 2 –** *Please respond here* |
| **Key Element 3 –** *Please respond here* |
| **Key Element 4 –** *Please respond here* |
| **Key Element 5 –** *Please respond here* |

**9. Tender Price (Overall Weighting: 70%)**

**Please complete, in full, Pricing Schedules**

**PRICING SCHEDULES**

**TOTAL OVERALL PRICE WEIGHTING 70% PER LOT(S)**

 **Lot 1 – Supply and Delivery of Smart Equipment (including 5 year Manufacturer’s Warranty) – 70% Total Lot Price Weighting**

|  |  |  |
| --- | --- | --- |
| **Supply and Delivery of Smart Equipment (including 5 year Manufacturer’s Warranty)** | **% Weighting** | **Price (excluding VAT)** |
| (a) Smartboard SBM680 – 77” | 10% |  |
| (b) Smartboard SB885 – 87” | 5% |  |
| (c) SMART Speakers SBA-L | 5% |  |
| (d) 65” Interactive 4K Display with IQ 6265-V2 | 30% |  |
| (e) 75” Interactive 4K Display 6075 | 15% |  |
| (f) 75” Interactive 4K Display with IQ 6275 | 5% |  |

**Lot 2 – Supply and Delivery of Promethean Equipment – (including 5 year Manufacturer’s Warranty) - 70% Total Lot Price Weighting**

|  |  |  |
| --- | --- | --- |
| **Supply and Delivery of Promethean Equipment (including 5 year Manufacturer’s Warranty)** | **% Weighting** | **Price (excluding VAT)** |
| (a) Promethean - 78" Activboard Touch | 10% |  |
| (b) 65" I-series Interactive HD Display & Activconnect | 5% |  |
| (c) 65" I-series HD Display, Activconnect & Wall Mount | 5% |  |
| (d) 70" Version 5 Interactive HD Display | 30% |  |
| (e) 75" Version 5 Interactive HD Display | 5% |  |
| (f) Promethean PRM-45V DLP **(AB+2V1UPG-DST)** | 5% |  |
| (g) Promethean projector **(AB+2V2-78A-UPG-DST)** | 5% |  |
| (h) Promethean PRM-45A DLP **(AB+2V3UPG-DST)** | 5% |  |

**Lot 3 – Supply and Delivery of Ctouch & Clever Touch Equipment - (including 5 year Manufacturer’s Warranty) - 70% Total Lot Price Weighting**

|  |  |  |
| --- | --- | --- |
| **Supply and Delivery of Ctouch & Clever Touch (including 5 year Manufacturer’s Warranty)** | **% Weighting** | **Price (excluding VAT)** |
| (a) 55" CTOUCH Laser air+ LED display | 15% |  |
| (b) 65" CTOUCH Laser air+, 65" LED display | 30% |  |
| (c ) 65" CTOUCH Laser air+, 65" UHD 4K LED display | 10% |  |
| (d) 65" Clevertouch V Series interactive display | 15% |  |

**Lot 4 – Supply and Delivery of LCD Smart Televisions or Equivalent – (including 12 months Guarantee) - 70% Total Lot Price Weighting**

|  |  |  |
| --- | --- | --- |
| **Supply and Delivery of LCD Smart Televisions or Equivalent (including 12 months Guarantee)** | **% Weighting** | **Price (excluding VAT)** |
| (a) 32" LED SMART TV or Equivalent  | 5% |  |
| (b) 40" LED SMART TV or Equivalent | 15% |  |
| (c) 49" LED SMART TV or Equivalent | 25% |  |
| (d) 55" LED SMART TV or Equivalent | 15% |  |
| (e) 60" LED SMART TV or Equivalent | 10% |  |

**Lot 5 – Supply and Delivery of Projectors – (To be educational and come with a minimum of 3 Years Warranty) - 70% Total Price Weighting**

|  |  |  |
| --- | --- | --- |
| **Supply and Delivery of Projectors – (To be educational and come with minimum of 3 year warranty educational as standard)** | **% Weighting** | **Price (excluding VAT)** |
| (a) NEC ME301X Projector  | 25% |  |
| (b) Casio XJ-V10X LED Projector  | 5% |  |
| (c) Epson EB-675w – Ultra Short Throw Projector  | 25% |  |
| (d) Epson EB-675wi-Ultra Short Throw Projector  | 5% |  |
| (e) Hitachi CPX3042-3200 ANSI Lumens  | 10% |  |

**Lot 6 – Supply and Delivery of Miscellaneous Equipment – (including 12 months Guarantee) - 70% Total Lot Price Weighting**

|  |  |  |
| --- | --- | --- |
| **Supply and Delivery of Miscellaneous Equipment (including 12 months Guarantee)**  | **% Weighting** | **Price (excluding VAT)** |
|  |  |  |
| **Supply and Delivery of Miscellaneous Equipment** | **% Weighting** | **Price (excluding VAT)** |
| (a) Metroplan Eyeline Electronic screen 1.8mtr x 1.8mtr | 2% |  |
| (b) Metroplan Eyeline Electronic screen 2.4mtr x 2.4mtr | 3% |  |
| (c) Metroplan Eyeline Electronic screen 3mtr x 3mtr | 10% |  |
| (d) Metroplan Eyeline Extension Brackets | 8% |  |
| (e) Audiotopaz AM1 Amplifier  | 5% |  |
| (f) Pulse SPK40-BK speakers | 5% |  |
| (g) Twin ceiling speakers Pulse 50-6245 | 1% |  |
| (h) Roth Sub-Zero III soundbar | 8% |  |
| (i) Multi-Mic 4 x Handheld Microphone System, UHF Wireless **MM-HH4/69912**  | 7% |  |
| (j) Multi-Mic 4 x Headset Microphone System, UHF Wireless **MM-HS4/69911**  | 5% |  |
| (k) Multi-Mic 2 x Handheld & 2 x Headset Microphone System, UHF Wireless **MM-2HH2HS/70161**  | 5% |  |
| (l) JBL Control 28 Speakers (inc brackets) | 10% |  |
| (m) Ecler Aquis 108 Speakers | 1% |  |

**Lot 7 – Supply and Delivery of Cabling – (including 12 months Guarantee) - 70% Total Lot Price Weighting**

|  |  |  |
| --- | --- | --- |
| **Supply and Delivery of Cabling – (including 12 months Guarantee)** | **% Weighting** | **Price (excluding VAT)** |
| (a) VGA M/F - 2m or Equivalent | 0.5% |  |
| (b) VGA M/M - 2m or Equivalent | 3% |  |
| (c) VGA M/F - 5m or Equivalent | 0.5% |  |
| (d) VGA M/M - 5m or Equivalent | 3% |  |
| (e) VGA M/M - 7m or Equivalent | 0.5% |  |
| (f) VGA M/F - 10m or Equivalent | 0.5% |  |
| (g) VGA M/M - 10m or Equivalent | 3% |  |
| (h) VGA M/M - 15m or Equivalent | 0.5% |  |
| (i) VGA M/F - 20m or Equivalent | 0.5% |  |
| (j) VGA M/M - 20m or Equivalent | 3% |  |
| (k) HDMI - 1m or Equivalent | 0.5% |  |
| (l) HDMI - 2m or Equivalent | 3% |  |
| (m) HDMI - 3m or Equivalent | 0.5% |  |
| (n) HDMI - 5m or Equivalent | 3% |  |
| (o) HDMI - 7m or Equivalent | 0.5% |  |
| (p) HDMI - 10m or Equivalent | 3% |  |
| (q) HDMI - 15m or Equivalent | 0.5% |  |
| (r) HDMI - 20m or Equivalent | 3% |  |
| (s) 3 Way Phono Lead - 5m or Equivalent | 0.5% |  |
| (t) 3 Way Phono Lead - 10m or Equivalent | 0.5% |  |
| (u) 3 Way Phono Lead - 20m or Equivalent | 0.5% |  |
| (v) 3.5mm to 3.5mm Jack - 2m or Equivalent | 0.5% |  |
| (w) 3.5mm to 3.5mm Jack - 3m or Equivalent | 0.5% |  |
| (x) 3.5mm to 3.5mm Jack - 5m or Equivalent | 1.5% |  |
| (y) 3.5mm to 3.5mm Jack - 7m or Equivalent | 0.5% |  |
| (z) 3.5mm to 3.5mm Jack - 10m or Equivalent | 0.5% |  |
| (aa) 3.5mm to 3.5mm Jack - 20m or Equivalent | 0.5% |  |
| (bb)2 Way Phono to 3.5mm Jack - 3m or Equivalent | 1% |  |
| (cc) 2 Way Phono to 3.5mm Jack - 5m or Equivalent | 2% |  |
| (dd) 2 Way Phono to 3.5mm Jack - 10m or Equivalent | 1% |  |
| (ee) 2 Way Phono to 3.5mm Jack - 20m or Equivalent | 0.5% |  |
| (ff) 3.5mm Jack socket to 2 Phono 100 mm or Equivalent  | 0.5% |  |
| (gg) 3.5mm Jack plug to 2 Phono 100 mm or Equivalent  | 0.5% |  |
| (hh) RCA coupler or Equivalent | 0.5% |  |
| (ii) 6.35mm Stereo Jack to Jack or Equivalent 1m length to be used with wireless microphone receiver to amplifier | 1% |  |
| (jj) USB 2.0/Cat5e Extender (powered) or Equivalent | 2% |  |
| (kk)Display port to HDMI adapter or Equivalent | 2% |  |
| (ll) Mini Display port to HDMI adapter or Equivalent | 2% |  |
| (mm) VGA splitter 2 Way High Resolution splitter or Equivalent  | 3% |  |
| (nn)VGA to HDMI Powered Adapter or Equivalent | 3% |  |
| (oo) VGA over CAT5 Extender - Pro Signal or Equivalent | 2% |  |
| (pp)Speaker Cable or Equivalent - Per m CCA or equivalent - 42 strand  | 2% |  |
| (qq)USB Lead (A to B) - 5m or Equivalent | 3% |  |
| (rr) USB Lead (A to B) - 3m or Equivalent | 1% |  |
| (ss) HDMI to DVI-D lead 1m or Equivalent | 0.5% |  |
| (tt) HDMI to DVI-D lead 2m or Equivalent | 0.5% |  |
| (uu) DVI D to DVI D lead 2m or Equivalent  | 0.5% |  |
| (vv) 0.5m Patch Lead CAT5 or Equivalent | 0.5% |  |
| (ww) 1m Patch Lead CAT5 or Equivalent | 0.5% |  |
| (xx) 2m Drop Lead CAT5 or Equivalent | 0.5% |  |
| (yy) 3m Drop Lead CAT5 or Equivalent | 0.5% |  |
| (zz) 5m Drop Lead CAT5 or Equivalent | 0.5% |  |
| (aaa) 10m Drop Lead CAT5 or Equivalent | 0.5% |  |
| (bbb) 20m Drop Lead CAT5 or Equivalent | 0.5% |  |
| (ccc) 0.5m Patch Lead CAT6 or Equivalent | 0.5% |  |
| (ddd) 1m Patch Lead CAT6 or Equivalent | 0.5% |  |
| (eee) 2m Drop Lead CAT6 or Equivalent | 0.5% |  |
| (fff) 3m Drop Lead CAT6 or Equivalent | 0.5% |  |
| (ggg) 5m Drop Lead CAT6 or Equivalent | 0.5% |  |
| (hhh) 10m Drop Lead CAT6 or Equivalent | 0.5% |  |
| (iii) 20m Drop Lead CAT6 or Equivalent  | 0.5% |  |

**Lot 8 – Supply and Delivery of Mountings and Brackets – (including 12 months Guarantee) – 70% Total Lot Price Weighting**

|  |  |  |
| --- | --- | --- |
| **Supply and Delivery of Mountings and Brackets (including 12 months Guarantee)** | **% Weighting** | **Price (excluding VAT)** |
| (a) Plutolite 3 - Guardbox | 6% |  |
| (b) Plutolite 5- Guardbox | 1% |  |
| (c) Vision TM-CC [SAP: 1932372] | 10% |  |
| (d) Unicol CP1  | 2% |  |
| (e)Unicol CP6 | 4% |  |
| (f) Unicol 1 Mtr Pole | 1% |  |
| (g) Unicol 2 Mtr Pole | 1% |  |
| (h) Unicol Trim Ring | 1% |  |
| (i) Loxit Hi-Lo Mono 500 Wall to Floor LED/LCD Lift **(8430)** | 15% |  |
| (j) Loxit Mono Fixed height wall to floor screen mount **(8433)** | 3% |  |
| (k) Loxit wall/floor static mount **(8990, 8999, 8975)** | 2% |  |
| (l) Loxit 750 Electric Lift **(8961, 8963, 8975)** | 2% |  |
| (m) Loxit 750 Electric Lift and standoff kit **(8961, 8963, 8975, 8959** | 2% |  |
| (n) Loxit Hi-lo 500 mobile electric stand **(8420)** | 5% |  |
| (o) Loxit Laptop shelf **(8440)** | 2% |  |
| (p) Loxit soundbar attachment **(8979)** | 2% |  |
| (q) Sahara wall lift low access **(1542303LA)** | 1% |  |
| (r) Chief screen bracket - **XSM1U** | 1% |  |
| (s) Chief screen bracket - **LSA1U** | 1% |  |
| (t) Wall Mount Bracket 32" to 40" Tilt or Equivalent | 1% |  |
| (u) Wall Mount Bracket 42" to 55"" Tiltor Equivalent | 3% |  |
| (v) Wall Mount Bracket 55" to 80" Tilt or Equivalent | 3% |  |
| (w) Wall Mount Bracket 32" to 47" Swivel/Tilt or Equivalent | 1% |  |

|  |  |
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**10. Form of Tender and Declaration**

**FORM OF TENDER**

**Durham County Council**

Invitation to Tender for a Framework for the Supply & Delivery of AVA Equipment and Accessories (The “Contract”).

To Durham County Council

I/We hereby offer and agree to execute the whole of the Services required in carrying out the above project in accordance with the following:

* The Framework Terms and Conditions as set out in ITT Document 2 – Contract
* Our Agreement to Form of Tender and Declaration as confirmed in Document 3 – ITT Response (this document)
* Completed Pricing Schedules for each Lot(s) and response to Sections 1 to 9 of Document 3 – ITT Response (this document)
* Relevant Clarifications

I/We acknowledge that the parties will not enter into a Contract unless and until they execute and complete a Contract incorporating the above mentioned documents

I/We certify that this is a bona fide Tender and that I/we have not fixed or adjusted the amount of the Tender by or under or in accordance with any agreement or arrangement with any other person.

I/We also certify that we have not done and I/we undertake that I/we will not do at any time before the hour and date specified for the return of this Tender any of the following acts: -

(a) Communicate to a person other than the person calling for this Tender the amount or approximate amount of the proposed Tender, except where the disclosure, in confidence, of the approximate amount of the Tender was necessary to obtain insurance premium quotations required for the preparation of the Tender;

(b) Enter into any agreement or arrangement with any other person to the effect that such person shall refrain from tendering or as to the amount of any tender to be submitted;

(c) Offer or pay or give or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender for the said work any act or thing of the sort described above.

In this Certificate, the word "person" includes any persons and any body or association, corporate or unincorporated; and "any agreement or arrangement" includes any such transaction, formal or informal and whether legally binding or not.

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| **DECLARATION**I have checked that all questions have been answered, where applicable, and that supporting documents are enclosed, if and as requested.I certify that the information supplied is accurate, to the best of my knowledge, and I accept the conditions and undertakings of the procurement documentation and process.I certify that I have not canvassed any member, Director, employee, representative or adviser of the Council in connection with this procurement process.I understand that untrue, inaccurate or out of date information could result in my organisation not being invited to tender or disqualified at any point in the procurement process or in the termination of the contract, if already awarded.I understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body and that any such action could result in my organisation not being invited to tender or being disqualified at any point in the procurement process or in the termination of the contract, if already awarded.  |
| Signed |  |
| Name |  |
| On behalf of (bidding organisation) |  |
| Position in organisation |  |
| Email address |  |
| Date |  |

1. See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-1)
2. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships). [↑](#footnote-ref-2)
3. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. [↑](#footnote-ref-3)