

# Request for Quotation (RfQ)

## Contact Centre Hardware Equipment

Date of Issue 8<sup>th</sup> October 2020

Date of Return 22<sup>nd</sup> October 2020 (17:00)

Accent Housing Ltd  
Charlestown House  
Acorn Park Industrial Estate  
ShIPLEY  
BD17 7SW

Information and Supporting Documents

October 2020

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### 1). Introduction

This information pack is designed to assist organisations responding to an invitation to submit a tender proposal for the provision of associated ICT hardware equipment.

### 2). Accent Housing

Accent are a registered provider that work to improve people's lives. Accent currently have in excess of 20,000 homes across England. These properties are home to over 35,000 people. We are committed to develop 1,800 new homes by 2024. These are being built in areas that strengthen and complement our core business.

### 3). Background

Accent are now looking to replace the existing desktop PC's with a suitable laptop so that remote working is more easily achievable. This will ensure we are able to offer a dynamic service and able to react quickly to changing environmental, operational, or business continuity requirements so that we can continue to provide a customer-centric service provision.

Accent's current desktop and laptop PC estate is HP with NEC monitors and a variety of docking stations including the HP small footprint docking station.

Keyboards and mice are wired, our PC's are connected via Ethernet where possible but also have wireless connectivity.

The monitors we use are NEC monitors which are connected via display port connections.

Currently, all PC's within Accent are Hewlett Packard laptops so there is a preference to maintain a consistent manufacturer for support purposes.

#### **4). Scope of Services**

We wish to procure new IT equipment the purchase of the following:

- 53 laptops
- 50 small form factor docking stations
- 50 keyboards and 50 mice
- 50 Display port cables (1M)
- Delivery in one drop to BD17 7SW on a date/time to be agreed – but no later than 20<sup>th</sup> November 2020 between 09:00 and 15:00.
- Due to limited operating hours at the delivery address, this is a mandatory requirement.

Accent's absolute minimum requirements are for the supply and delivery of the below mentioned equipment. Please note that any submission which does not, as a minimum, meet these criteria in full will be rejected as non-compliant.

#### Laptop Specification (HP 840 G7 – or equivalent)

##### 4.1 Screen Size

- Laptops must have a minimum size of 14" full HD display screen

##### 4.2 Storage and Memory

- Minimum of 8GB DDR4 RAM
- Minimum of 256GB Solid State Drive with 32GB SSD Cache

##### 4.3 Processor

- Minimum of i7 (8<sup>th</sup> Gen) 8565U / 1.8 Ghz

##### 4.4 Connectivity

- Gigabit Ethernet, Bluetooth 5.0 and
- Wi-Fi 802.11 a/b/g/n/ac/ax

##### 4.5 Ports

- 2 USB 3.1 Gen 1 (charging),
- 1 Thunderbolt
- 1 x RJ-45
- 1 HDMI
- 1 Docking Station port

##### 4.6 Warranty and Support (Laptop)

- Warranty to cover parts and labour for 36 months on the laptops. (Mandatory requirement)

#### Other Items Specification (HP or similar – must be HP Compatible)

##### 4.7 Docking Stations (HP USB-C Dock G5 or similar – to suit above laptops)

- Small form factor docking station
- Connection via USB-C
- Minimum of 3 USB 3.0 ports

- 1 x audio connection
- 1 x RJ45 connection
- 2 x DisplayPort connections
- 1 x HDMI connection

#### 4.8 Peripherals (to suit above laptops)

- Standard Wired Keyboard (USB Port)
- Standard Wired Mouse (USB Port)
- Spare power adaptor
- DisplayPort cable 1m

#### 4.9 Delivery Timescales

- All products **must be supplied and delivered in one drop** to Charlestown House, Acorn Park Industrial Estate, Charlestown, Shipley, West Yorkshire, BD17 7SW
- Delivery on or before 20<sup>th</sup> November 2020 between operating hours 09:00 and 15:00

#### 5). Tendering Process and Tender Submission

- A. The route to market for this procurement is a Request for Quotation (RfQ). The opportunity is being advertised via Due North ProContract Portal and CCS Contracts finder. The total contract value is sub threshold Public Contracts Regulations 2015 (PCR 2015) limits.
- B. The submission shall be returned via Due North ProContract e-tendering portal system <https://procontract.due-north.com/>
- C. Submissions should be returned no later than 22<sup>nd</sup> October 2020.
- D. In order to maintain a credible audit trail All Correspondence, Communication and Clarification Questions must be submitted electronically via the Due North ProContract portal.
- E. Compliant Submissions must include the following:
  1. Completed Question Set Appendix 3
  2. Completed Pricing Appendix 4
  3. Form of Quotation Appendix 1
  4. Documents submitted by the provider must not have any locks, password or cell protection other than those already embedded in the documents provided by Accent. No other methods of submission are accepted.
- F. Submissions will be reviewed in the following order:
  1. Acceptance of Accent Standard Terms and Conditions Appendix 2 (only if yes);
  2. Form of Quotation Appendix 1
  3. Pricing Module Appendix 4
  4. Completed Question Set Appendix 3

Should your pricing submission be more than plus (+) 2.5 standard deviations from the mean of all the other submissions your entire response will be excluded from the procurement process.

- G. Price will be evaluated on a lowest to highest basis. If any prices are shown in the format of a “range” i.e. £100 - £200 then the highest price in the range will be used for evaluation purposes e.g. £200.
- H. Providers are advised to enter pricing in each pricing element noted in the pricing document. Failure to Price any element may result in your submission being removed from the competition.
- I. All prices submitted shall be Net (No VAT) but include all associated delivery and supply.
- J. The submission with the lowest cost will score the maximum weighting points (i.e. 80%) and other submissions will have their score prorated against the lowest compliant cost submission.
- K. Pricing % will be calculated as follows for each sub weighting criterion; example 80% weighting shown
- a.  $\text{Total (Lowest compliant submission price} \div \text{Bidders Bid Price)} \times 80\%$
- L. Scoring will be calculated to the nearest decimal place of 2 i.e. 23.65
- M. Providers should note that responses considered to be priced abnormally low will be scrutinised to ensure that this is not a result of failure to understand the requirements of the Contract or non-transparent pricing.
- N. This competition is defined as electronic, physical submissions are inadmissible and will not be considered. Accent reserves the right to reject any RFQ where the submission does not fully comply with all the RFQ instructions as noted in Appendix 5 Notice to Providers.
- O. Submission returns will be assessed on the following criteria:

Response Requirement	Section	Weighting %	Question	Sub Weighting %	Maximum Points Available Per Question
Quality	Desktop	20%	1	10	5
			2	10	5
Price		80%	Price	80	80
		100		100	90

P. Qualitative submission will be scored using the following scoring methodology unless otherwise stated.

Score Description	Marks
Surpasses the standard completely	5
Meets the standard completely	4
Meets the standard in majority of aspects but fails in some	3
Fails to meet the standard in majority of aspects but meets in some	2
Significantly fails to meet the standard	1
Completely fails to meets the standard	0

Q. The timetable highlights key phases of the anticipated procurement process. Please note the dates provided are for guidance only while Accent does not intend to deviate from the timetable, it reserves the right to do so at any stage. Any changes to the timetable will be notified to all Providers as soon as practicable via Due North ProContract portal.

Dates	Description
8 <sup>th</sup> October 2020	RFQ is published on Due North ProContract Portal and CCS Contracts Finder
9 <sup>th</sup> October 2020	Supplier Clarification Questions Open
15 <sup>th</sup> October 2020	Deadline for Receipt of Supplier Clarification Questions (Closes)
16 <sup>th</sup> October 2020	Accent Responds to clarification Questions
22 <sup>nd</sup> October 2020	RFQ Submission return deadline <b>(17:00 pm)</b>
23 <sup>rd</sup> October 2020	RFQ evaluation
28 <sup>th</sup> October 2020	RFQ moderation
30 <sup>th</sup> October 2020	Accent Executive recommendation report (internal)
3 <sup>rd</sup> November 2020	RFQ outcome - contract award notice letters
5 <sup>th</sup> November 2020	Contract execution
20 <sup>th</sup> November 2020	Contract Delivery (Date and time to be mutually agreed)

6). Relevant Documents:

- Appendix 1 Form of Tender
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END.