**GOSPORT BOROUGH COUNCIL (GBC)**

**INVITATION TO QUOTE (ITQ)**

**PUBLISHED: 12th April 2024**

**FOR: I.C.T equipment for ad-hoc purchases**

**RESPONSE DEADLINE: 12:00pm, 31/05/2024**

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Other documents supplied separately:

* Pricing Schedule

# Introduction

Gosport Borough Council (GBC) is inviting quotations for various items of I.T.C. equipment and accessories that will be included in an internal catalogue of products, enabling the Council to order the required items on an ad-hoc basis, for a period of 12 months. Such items are usually required with a short lead time, preferably with next day delivery or as close to it as possible.

Such items would include goods such as Keyboards, Mice, device Charging Cables, Monitors, LCD Televisions, mounts and brackets, Laptops and bags, Mobile Telephones, Desk phone Handsets, and telephony headsets.

GBC is a small local government authority located in the town of Gosport, Hampshire, and is conducting this procurement to enable the Council to purchase IT hardware on an ad-hoc basis with a short lead-time.

# Specification / Requirements

The successful supplier (mentioned hereafter as ‘the Supplier) will supply and deliver I.C.T. hardware items, including Keyboards, Mice, Charging Cables, Monitors, LCD Televisions, mounts and brackets, Laptops and bags, Mobile Telephones, Desk phone Handsets, and telephony headsets (mentioned hereafter as ‘the goods’).

Please note that some items are listed as named manufacturers/brands. This is due to compatibility issues with existing software, and continuity within the Council equipment already issued to staff. Therefore, we cannot accept alternative manufacturers/brands on these specific items. For all other items, GBC has not specified brands.

Delivery of the items are required next working day or within 1-2 working days from date of order, to the following address:

Gosport Borough Council,

Town Hall, High Street

Gosport, Hampshire

PO12 1EB

The goods will be in accordance with statutory requirements, be of satisfactory quality, meet any description concerning them and be fit for normal purposes as per the Sale of Goods Act 2015.

All goods should conform to relevant industry standards, the supplier shall be responsible for ensuring that the goods are of a condition that is fit for purpose for its intended use.

All goods must be correctly loaded and secured to reach their destination in good condition and at the agreed time/date.

The goods will be ordered electronically via a purchase order with a unique number, this number must be shown on each delivery note, which must accompany each delivery. Each invoice must also contain the correct unique number to correspond with the goods delivered.

The pricing schedule lists the goods that GBC anticipate ordering throughout the duration of the supply period. For illustration purposes only the Pricing Schedule, Column A, provides the unit of measure typically used for each order. These quantities are not guaranteed in any way for future orders.

For the avoidance of doubt, the Council will not guarantee the commissioning of any volume of goods through this supply period.

Any change in the quoted product during the 12-month period, must be made in consultation with GBC and on a like for like basis.

You must submit the attached pricing schedule complete with your full and final price for each item, for each lot that you want to quote for. Cells highlighted must be completed including all prices and lead times.

Prices must be fixed for the 12-month period, please ensure you provide your delivery costs and considerations for these costs in the cells provided.

# 2.1 Lotting

The pricing schedule included in this invitation to quote is divided into 3 lots. The supplier may quote for all of the lots or for fewer lots than this, if desired. It is for the supplier to determine which lots they wish to submit a quote for. The supplier must quote for all items within the Lot.

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.

# Insurance

The successful supplier shall hold and continue to hold valid insurance, such as public and employee liability and professional indemnity, throughout the service provision. The service provider 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 | 12/04/2024 |
| Deadline for clarifications | 24/05/2024 |
| Deadline for receipt of quotes | 12:00pm, 31/05/2024 |
| Evaluation completed by | 07/06/2024 |
| Notification of award decision | 07/06/2024 |
| Supply period start date | 01/07/2024 |
| Supply period end date | 30/06/2025 |

# 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 completed pricing schedule (all prices entered must be full and final). The pricing schedule must include all prices for each lot you are quoting for, as well as the lead time for each item.

# 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 GBC 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 price, providing the quote meets the requirements stated in this ITQ, including the desired lead times (next day delivery of delivery in 1-2 working days).

# 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 goods as and when required 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 successful delivery of the goods. The contractor shall provide the Council with an invoice within 30 days of goods delivered. 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 goods 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.

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# 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.