**GOSPORT BOROUGH COUNCIL (GBC)**

**INVITATION TO QUOTE (ITQ)**

**PUBLISHED: 31 May 2023, FOR:**

**2 x HPE DL 380 Gen 10 Servers for Revs & Bens**

**RESPONSE DEADLINE: 16 June 17:00**

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# Introduction

Gosport Borough Council (GBC) is inviting quotations for supply and delivery of 2 x HPE DL380 Gen 10 Rack Mount Servers.

GBC is a small local government authority located on the south coast of the United Kingdom and is conducting this procurement to achieve the replacement of existing Revs & Bens servers.

# Specification / Requirements

GBC’s existing Revenue and Benefits servers are hosted within our datacenter facilities and is running on Windows 2012 R2.

GBC’s datacenter consists of primarily HPE Proliant servers and GBC’s IT team have gained experience with these servers, including their remote management capabilities and the repair and maintenance of them; therefore, GBC are restricted to HPE Proliant Servers.

GBC require a pair of replacement servers as part of our project to upgrade our Revenues and Benefits application, due to the impending End of Life for Windows 2012.

GBC require 2 x HPE Proliant DL 380 Gen 10 Servers, each of the following specification, with rack mounting rails and cable management arm. GBC do not require a front bezel.

2 x Intel Xeon-Gold 5222 (3.8GHz/4-core/105W) Processors

64GB (2 x 32Gb) Dual Rank x4 DDR4-2933 Memory

4 Port Gigabit Ethernet

1 x 12Gb/s HPE Smart Array P816i SAS Controller

16 x SFF Bays (this requirement means that we will need an additional 8 Bay cage to be included in the server)

10 x HPE 900GB SAS 12G Enterprise 15K SFF HDD

2 x 800 W PSU

1 x iLO Advanced Server License with 1 year support (for remote management)

1 x HPE Smart Array Secure Encryption E-LTU 1 license

To be delivered to:

IT Services

Gosport Borough Council

High Street

Gosport

Hants

PO12 1EB

Monday to Friday 09:00 to 17:00

The service provider 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 10am until 5pm, at no additional cost.

# 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 | 31May 2023 |
| Deadline for clarifications | 9 June 2023 |
| Deadline for receipt of quotes | 17:00 on 16 June 2023 |
| Evaluation completed by | 23 June 2023 |
| Notification of award decision | 26 June 2023 |
| Delivery w/c | 3 July 2023 |

# Instructions on submitting a response

Please return your quote through the South East Business Portal (link below), also known as Proactis, no later than the time and date specified in the above timetable.

[South East Business Portal (due-north.com)](https://sebp.due-north.com/)

Your quote must include the total cost for the supply and delivery of both HPE Proliant servers.

# 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.

# 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 service provider 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 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 delivery of the goods. The contractor shall provide the Council with an invoice within 30 days of service completion/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 providers 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.