

South Staffordshire College

Tender Document

for the

Procurement

of

IT Hardware (Laptops, Desk Tops, Monitors etc)

Dated 13 January 2025

Document Number SSC20250001

Rodbaston Campus
Corporate Headquarters
Penkridge
Staffordshire
ST19 5PH

Lichfield Campus
The Friary
Lichfield
Staffordshire
WS13 6QG

Tamworth Campus
Croft Street
Tamworth
Staffordshire
B79 8AE

Cannock Campus
The Green
Cannock
Staffordshire
WS11 1UE

Torc Campus
Silver Link Road
Glascote Heath, Tamworth
Staffordshire
B77 2HJ

South Staffordshire College was created in 2009, as a result of a merger – Cannock Chase Technical College, Rodbaston College, Lichfield College and two Tamworth College Campuses.

South Staffordshire College offers a range of Further Education courses, encompassing 10,000 learners. It also has a Higher Education provision in conjunction with the University of Wolverhampton and Staffordshire University.

South Staffordshire College has a Turnover of £33 million.

South Staffordshire College has announced the completion for the New College building at Tamworth.

The IT Department are looking to work with an IT Hardware Provider(s) for the Supply of IT Hardware (Laptops, Desk Tops, Monitors etc) for the New Build.

South Staffordshire College now puts forth this Tender.

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GENERAL INFORMATION

1. INTRODUCTION

- 1.1 South Staffordshire College invites Tenders for the IT Hardware for the New College building at Tamworth Campus. All Information can be found in APPENDIX A .
- 1.2 This Invitation to Tender (ITT) is issued simultaneously to all organisations invited to tender. Tenderers should read this ITT document as soon after receipt as possible.
- 1.3 This ITT document should provide all the information required.
- 1.4 Tenderers are (in accordance with the provisions set out below) invited to submit Tenders by no later than 1200HRS 21st February 2025. The Tenderer with the Most Economically Advantageous and Specification Adherence Tender will be awarded the contract.

2. RIGHT TO CANCEL OR VARY THE PROCESS

- 2.1 South Staffordshire College reserves the right.
- 2.2 Not to award a contract.
- 2.4 To require a Tenderer to clarify its submission in writing and/or provide additional information (failure to respond adequately may result in a Tenderer not being successful).
- 2.5 Amend these Instructions to Tenderers.

3. TENDER DOCUMENTS

- 3.1 This Invitation to Tender (ITT), describes the form and content of Tenders, the timetable for all Products, the tendering process and the commercial terms on which South Staffordshire College will award in due course to the successful Tenderer.

4. THE SPECIFICATION

- 4.1 South Staffordshire College will not accept changes to the Purchase Order/Terms & Conditions that it intends to enter into the Contract with the Successful Tenderer.
- 4.2 Mark-ups of the Contract are not invited and if a Tenderer submits any mark-ups or makes amendments to this document or indicates that they do not accept any or all the terms of the Tender, South Staffordshire College will reject that Tender.
- 4.3 Accordingly, every Tender received by South Staffordshire College shall be deemed to have been made subject to the terms and conditions of the Purchase Order unless South Staffordshire College has expressly agreed in writing to the contrary and the document (or a legible copy thereof) expressing that agreement is appended to and therefore forms part of the Contract. Any alternative terms or conditions offered on behalf of a Tenderer shall be deemed to have been rejected by South Staffordshire College unless expressly accepted by it in writing.
- 4.4 Tenderers should note that the Product/Service Provider shall be contractually bound to deliver the Service in accordance with the terms set out in the South Staffordshire Terms & Conditions Contract.
- 4.5 The successful Tenderer will be required to execute the Purchase Order within the specified timeframe and shall not commence the provision of Products/service nor be entitled to any remuneration whatsoever until it has done so unless otherwise expressly agreed at its discretion by South Staffordshire College.
- 4.6 The successful Tenderer shall be liable for any loss or damage incurred by South Staffordshire College if the Service cannot be delivered on the Commencement Date as a result of the successful Tenderer's failure to execute the Contract properly.

5. RESPONSE DOCUMENTATION

- 5.1 The Response Document sets out the form to be completed by the Tenderers in APPENDIX A. This is the only response document acceptable.

TENDER PROCESS

6. THE PROCUREMENT PROCESS

- 6.1 South Staffordshire College is conducting this procurement tender to find a Supplier(s) for the IT Hardware (Laptops, Desktops, Monitors etc) for their new College building at the Tamworth Campus. This Tender is therefore launched as per Appendix A for Delivery April/May2025.
- 6.2 It does however mean that there will be no opportunity to enter into negotiation around the Procurement of Service. Accordingly, Tenderers must ensure that they have understood South Staffordshire College's requirements. If there are any required questions/clarifications on the specifications in Appendix A, send them to Tenders@southstaffs.ac.uk

7. POST SUBMISSION OF TENDERS

- 7.1 Following submission of Tenders they will be evaluated and the Tenderer with the most economically advantageous/applicable specification tender will be selected as the Successful Tenderer. If necessary, this may be preceded by a period of clarification.
- 7.2 Tenderers will be notified of the Tender award decision by email and a standstill period of 5 calendar days will be provided for before any agreement is entered into.
- 7.3 The award, is subject to the formal approval processes of South Staffordshire College. Until all necessary approvals are obtained and the standstill period completed, no agreement will be entered into.
- 7.4 South Staffordshire College reserves the right at any time to determine whether or not to continue with this Tender and whether or not to enter into any agreement with a Tenderer.

8. CONTENTS OF THE TENDER

- 8.1 Tenderers are invited to submit one compliant Tender (on this Tender Document). Variants are not permitted and will be rejected. A variant submission will be considered non-compliant and not substantially complete for the purposes.
- 8.2 All prices and rates shall be annotated as Inclusive of Value Added Tax. South Staffordshire College shall not pay any sum or sums other than those set out in the Pricing Document.

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- 8.3 Responses should be self-contained.
- 8.4 Generic and promotional material should not be included. Only required documentation if stated in Appendix A.
- 8.5 Tenderers should ensure that their Tender is complete when submitted. Any Incomplete Tenders will be rejected. (Unless Tenderer is unable to supply a certain model).
- 8.6 Tenders received after the Deadline will be rejected.
- 8.7 Each section of the Tender shall:**
- 8.7.1 Be submitted in English.
- 8.7.2 Price and financial data provided must be submitted in or converted into pounds sterling.

9. CONDITIONS OF TENDERING

- 9.1 Sufficiency of Information.
- 9.2 The Tenderer shall ensure that it is familiar with the content, the extent and nature of its obligations as outlined in the Tender documents and shall in any event be deemed to have done so before submitting its Tender.
- 9.3 The Tenderer will be deemed for all purposes connected with the Tender documents to have carried out all research, investigations and enquiries which can reasonably be carried out and to have satisfied itself as to the nature, extent, volume and character of the Products in the context of and as described in the Specification.

10. PROCEDURE FOR SUBMITTING TENDERS

- 10.1 Tenderers are required to submit their completed Response (attachments/documents) via email to: - Tenders@southstaffs.ac.uk
- 10.2 All Forms of Tender must remain valid and open for acceptance by South Staffordshire College for a period of three months.
- 10.3 The Tenderer shall include in its Tender details of all information or assumptions that it has considered in relation to the submission of its Tender which must in any event be in accordance with the requirements, conditions and stipulations of these Instructions to Tenderers.

- 10.4 In addition, the Tenderer shall give further written or verbal details and information as may reasonably be requested by South Staffordshire College.

11. COMPLIANCE CHECKS

- 11.1 All Tenders will be first checked for compliance with this ITT and for completeness. The Evaluation Team may seek clarification from the Tenderers in order for the Evaluation Team to determine if a Tender is complete and compliant. Tenderers are reminded that Tenders must not be qualified or subject to clarification or confirmation and must be submitted strictly in accordance with this ITT.
- 11.2 If a Tender is not substantially complete, or is qualified, is offered as, or is not submitted in accordance with this ITT, then South Staffordshire College will exclude such responses from further consideration. South Staffordshire College decision to exclude such a Tender shall be final.
- 11.3 A Compliant Tender is one which:**
- 11.3.1 Is complete as per the form in Appendix A.
 - 11.3.2 Is not qualified or subject to clarification or confirmation and does not leave any material matter for negotiation or dialogue (this being a Restricted Procedure which does not facilitate dialogue or negotiation).
 - 11.3.3 Does not derogate from the Contract.
 - 11.3.4 Is delivered before the Deadline.

12. TENDER EVALUATION AND AWARD PROCEDURE

- 12.1 Award Stage: Tenders successfully passing the Qualification Stage will be subject to the Award Stage. Evaluation which will comprise an assessment of the Tenders to determine which is the most economically/advantageous to South Staffordshire College.
- 12.2 South Staffordshire College shall not be bound to award the Contract to the Tenderer with the lowest price structure.
- 12.3 South Staffordshire College reserves to itself the right in its absolute discretion.
- 12.4 Not to award the Contract.
- 12.5 Where information or documentation submitted by Tenderers is or appears to be incomplete or erroneous, South Staffordshire College reserves the right at its absolute discretion to

request Tenderers to submit, supplement, clarify or complete the relevant information or documentation within a time limit to be given.

12.6 Evaluation Team

12.7 South Staffordshire College has established an evaluation team comprising of representatives from the Department(s) on (Dates to be advised) being the Commencement Date.

14. COSTS AND EXPENSES

14.1 All costs, expenses and liabilities incurred by the Tenderer in connection with preparation and submission of the Tender will be borne by the Tenderer.

14.2 The Tenderer shall have no claim whatsoever against South Staffordshire College in respect of such costs and in particular (but without limitation) South Staffordshire College shall not make any payments to the successful Tenderer or any other Tenderer save as expressly provided for in the Purchase Order and (save to the extent set out in the Tender documents) no compensation or remuneration shall otherwise be payable to the successful Tenderer in respect of the Products by reason being different from that envisaged by the successful Tenderer or otherwise.

15. CONFIDENTIALITY AND OWNERSHIP OF DOCUMENTS

15.1 The Tender documents and all other documentation issued by South Staffordshire College relating to the Purchase Order shall be treated by the Tenderer as private and confidential for use only in connection with the Tender and any resulting Purchase Order and shall not be disclosed in whole or in part to any third party without the prior written consent of South Staffordshire College save where such information has been disclosed for the purposes of obtaining quotations from OEM's (Original Equipment Manufacturer's).

15.2 The copyright in all the documents that constitute the Contract shall vest in South Staffordshire College and all such documents and all copies thereof are and shall remain the property of South Staffordshire College and must be returned to South Staffordshire College upon demand.

15.3 South Staffordshire College may disclose detailed information relating to the Tender to their Directors or Officers who have a final involvement in the Tender Process prior to The Award.

16. ANNOUNCEMENTS

- 16.1 South Staffordshire College reserves the right to publish the amounts of Tenders and the name of the successful Tenderer and to publish such other information regarding Tenders as it may be required to publish in accordance with statutory provisions with which South Staffordshire College must comply.

17. EQUAL OPPORTUNITIES

- 17.1 Tenderers are reminded of their obligations to comply with the provisions of the Equalities Legislation and the obligations on the successful Tenderer to assist the Council to comply with their obligations under the Equalities Legislation.

18. MODERN SALVERY & HUMAN TRAFFICKING

- 18.1 South Staffordshire College are also committed to ensuring there is transparency in our own business and in our approach to tackling modern slavery throughout our supply chains, consistent with our disclosure obligations under the Modern Slavery Act 2015. We expect the same high standards from all our contractors, suppliers and other business partners and as part of our contracting processes and include specific prohibitions against the use of forced, compulsory or trafficked labour, or anyone held in slavery or servitude, whether adults or children, and we expect that our suppliers will hold their own suppliers to the same high standards.

This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels; directors; officers, agency workers, seconded workers, volunteers, interns, agents, contractors, external consultants, third-party representatives, and business partners.

APPENDIX A

KEY SPECIFICATIONS

.

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Item	Requirements	Quantity	Cost Each Incl VAT	Cost Total Incl VAT
Desktop for Student	Desktop, min i5-1335U, 16GB Ram, 512gb ssd, must be able to run Win 11 Pro	65		
Monitor for Desktop	24inch Monitor with hdmi and adjustable height.	68		
Laptop for Student	Laptop for students - min i5-1335U, 16GB Ram, 512gb ssd, 15" Screen, Must be able to run Win 11Pro	264		
Trolley for Student Laptop	24 Min Capacity Charge Laptop Trolley to fit item - 15" Laptop for students	11		
TV for Classroom	65" 4K Ultra HD TV	42		
HDMI for TV	2m HDMI	42		
Wall Mount for 65" TV	Suitable to fit 65" tv for classroom.	42		
Casting Device for Classroom	Microsoft Wireless Display Adapter or equivalent for casting from a Windows device	42		
Large TV for Conference System	Hisense 85" 4K TV for Conference Room	1		
Wall Mount for 85" TV	Suitable to fit 85" tv for classroom.	1		
Surface Go for Student	Surface Go 4, 256GB with Keyboard and Pen	25		
Surface Go Trolley for Students	Charge Trolley for Students to contain 25 Surface Go 4	2		
Conference System for using Teams Room	Provide options for Conference System to run Teams Room, must include camera and sound system for medium size room.	1		
Desktop for Salon with WiFi	Desktop, i5-1335U, 16GB Ram, 512gb ssd with wifi, must be able to run Win 11 Pro	1		
Patch cables for Desktop computers	2m Cat6a	300		
1U Server for Hyper-V. Will host 2 virtual domain controller.	ASUS RS300-E11-RS4 or equivalent. ISRCPU-658 - Intel Xeon E-2336 6 Core Processor 2.90GHz (Max Turbo 4.80GHz) 12MB Smart Cache 65W TDP LGA1200 with Hyper-Threading Kingston 32GB 3200MHz Server Premier ECC 2Rx8 CL22 1.2V UDIMM x 2 ASUS TPM-SPI interface cards/adaptor Internal Micron 5300 PRO M.2 (2280) 240 GB SATA SSD 3D TLC ASUS ASMB10-IKVM Remote management module Broadcom MegaRAID 9540-8i RAID controller SAS/SATA/NVme PCIe x8 4.0 12 Gbit/s (0, 00, 1, 10) 1x SFF-8654 x8 Port (SlimSAS) x 2 Western Digital Ultrastar DC HA210 2Tb 3.5in 7.2krpm 128mb Cache 6Gb/s SATA3 (512N) Enterprise Hard Drive x 3 StarTech.com 2x M.2 NGFF SSD RAID Controller Card plus 2x SATA III Ports - PCIe ISRCBL-10030 - Broadcom 1m, SlimSAS x8 SFF-8654, 2 x4 SFF-8643 (mini-SAS HD)	1		

1.

Leadtime		
Delivery Costs		

FORMAL REQUIREMENTS

1. I/We have read the information provided within this Invitation To Tender (ITT) document and, subject to and upon the Terms and Conditions
- Contained herein, I/We offer to supply the services described in this Tender Document in such manner as may be required.

DECLARATION BY THE AUTHORISED REPRESENTATIVE(S):

NAME OF LEGAL REPRESENTATIVE: -

I, the undersigned, certify that the information given in this tender is correct and that the tender is valid.

SIGNATURE: -..... DATE: -

First name:..... Last name:.....

Company:.....

Title (e.g. Dr, Mr, Mrs).....

Position (e.g. Manager, Director).....

Telephone number:.....

e-mail address:.....

Website:.....

CONFIDENTIAL