



**Tel:** (01743) 252993

**Fax:** (01743) 255901

HMC 005

Please ask for: [REDACTED]

Email: [procurement@shropshire.gov.uk](mailto:procurement@shropshire.gov.uk)

Dear Sirs

**HMC 005 – SUPPLY OF LAPTOPS AND PCs  
TENDERED UNDER RM1054 – LOT 1  
SHROPSHIRE COUNCIL**

You have been invited to tender for the above requirement. With this letter please find copies of the following documents:

1. Instructions for Tendering
2. Tender Response Document

Tenders should be made on the enclosed Tender Response Document. Your Tender must be completed, signed and returned together with a signed copy of the 'Instructions for Tendering' through our Delta Tenderbox. You are recommended to keep a copy of all tender documents and supporting documents for your own records.

Please pay particular attention to the points below concerning the returning of tenders.

Returning of Tenders

- The deadline for returning tenders is **noon on, 21<sup>st</sup> September 2015** any tenders received after this time will not be accepted
- Tenders are to be submitted through Delta, our electronic tender portal
  - Please ensure that you allow yourself at least two hours when responding prior to the closing date and time, especially if you have been asked to upload documents. If you are uploading multiple documents you will have to individually load one document at a time or you can opt to zip all documents in an application like WinZip. Failure to submit by the time and date or by the method requested will not be accepted.
  - **Once you upload documentation ensure you follow through to stage three and click the 'response submit' button. Failure to do so, will mean the documents won't be viewable by the Council.**

Tenders **cannot** be accepted if:

- Tenders are received by post, facsimile or email
- Tenders are received after **12 noon on the given deadline**

personal info

### Freedom of Information

Under the provisions of the Freedom of Information Act 2000 from 1 January 2005, the public (included in this are private companies, journalists, etc.) have a general right of access to information held by public authorities. Information about your organisation, which Shropshire Council may receive from you may be subject to disclosure, in response to a request, unless one of the various statutory exemptions applies.

Therefore if you provide any information to Shropshire Council in the expectation that it will be held in confidence, you must make it clear in your documentation as to the information to which you consider a duty of confidentiality applies. The use of blanket protective markings such as "commercial in confidence" will no longer be appropriate and a clear indication as to what material is to be considered confidential and why should be given.

### Other Details

Please note that if supplementary questions are raised by any tenderer prior to the closing of tenders and Shropshire Council decides that the answers help to explain or clarify the information given in the Tender Documents, then both the questions and the answers will be circulated to all enterprises invited to submit a tender.

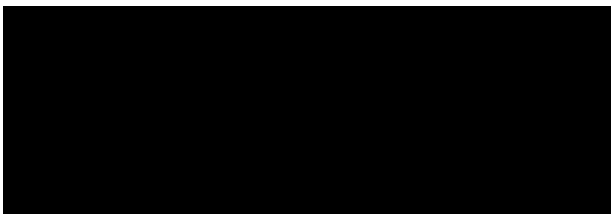
As part of its sustainability policy, Shropshire Council encourages tenderers to minimise packaging, particularly presentational or retail packaging.

Shropshire Council is purchasing on behalf of itself and any wholly owned local authority company or other entity that is deemed to be a contracting authority by virtue of the Council's involvement

Please also note that Shropshire Council is committed to achieving Social Value outcomes through maximising the social, economic and/or environmental impact of all its procurement activity. Specific requirements for this contract are set out within the Tender Response Document and in addition for your further information the council's Social Value Framework guidance can be found at [www.shropshire.gov.uk/doing-business-with-shropshire-council](http://www.shropshire.gov.uk/doing-business-with-shropshire-council).

If you have any queries relating to this invitation to tender, please contact through the Delta portal.

Yours faithfully



Procurement Manager  
Procurement & Contracts  
[procurement@shropshire.gov.uk](mailto:procurement@shropshire.gov.uk)  
Tel: 01743 252993  
Enc



# **INSTRUCTIONS FOR TENDERING**

**HMC 005 – RM1054 Lot 1  
Supply of PCs and Laptops**

## Shropshire Council Instructions for tendering

### **Contract Description:**

This is a further competition under the Technology Products Framework RM1054.

A contract for the supply, delivery and installation of Laptop/PC devices to Shropshire Council for the period 1 November 2015 to 31 October 2016 in the first instance, but with an option to extend for a further 12 month period if desired.

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## **1.0 Invitation to Tender**

- 1.1 You are invited to tender for the provision of laptops and PCs under the CCS/SBS Framework RM1054 - Lot 1.
- 1.2 Tenders are to be submitted in accordance with the RM1054 framework terms and conditions and the instructions outlined within this document.
- 1.3 Tenders must be submitted in accordance with the following instructions. Tenders not complying in any particular way may be rejected by Shropshire Council (the Council) whose decision in the matter shall be final. Persons proposing to submit a Tender are advised to read the Invitation to Tender documentation carefully to ensure that they are fully familiar with the nature and extent of the obligations to be accepted by them if their Tender is accepted.
- 1.4 The Invitation to Tender documents must be treated as private and confidential. Tenderers should not disclose the fact that they have been invited to tender or release details of the Invitation to tender document other than on an “in confidence” basis to those who have a legitimate need to know or who they need to consult for the purpose of preparing the tender as further detailed in these Instructions for Tendering.
- 1.5 Tenderers shall not at any time release information concerning the invitation to tender and/or the tender documents for publication in the press or on radio, television, screen or any other medium without the prior consent of the Council.
- 1.6 The fact that a Tenderer has been invited to submit a tender does not necessarily mean that it has satisfied the Council regarding any matters raised in the pre-tender questionnaire submitted. The Council makes no representations regarding the Tenderer’s financial stability, technical competence or ability in any way to carry out the required services. The right to return to any matter raised in any pre-tender questionnaire submitted as part of the formal tender evaluation is hereby reserved by the Council.
- 1.7 The Invitation to Tender is issued on the basis that nothing contained in it shall constitute an inducement or incentive nor shall have in any other way persuaded a tenderer to submit a tender or enter into a Contract or any other contractual agreement.
- 1.8 Shropshire Council is purchasing on behalf of itself and any wholly owned local authority company or other entity that is deemed to be a contracting authority by virtue of the Council’s involvement

## **2.2 Terms and Conditions**

- 2.1 Every Tender received by the Council shall be deemed to have been made subject to the framework Terms and Conditions and these Instructions for Tendering unless the Council shall previously have expressly agreed in writing to the contrary.
- 2.2 The Tenderer is advised that in the event of their Tender being accepted by the Council, they will be required to supply the required goods

### **3.0 Preparation of Tenders**

#### **3.1 Completing the Tender Response Document**

**3.1.1** Tenders should be submitted using the 'Tender Response Document' following the instructions given at the front of the document. The Tenderer's attention is specifically drawn to the date and time for receipt of Tenders and that no submission received after the closing time will be considered.

**3.1.2** All documents requiring a signature must be signed;

- a) Where the Tenderer is an individual, by that individual;
- b) Where the Tenderer is a partnership, by two duly authorised partners;
- c) Where the Tenderer is a company, by two directors or by a director and the secretary of the company, such persons being duly authorised for the purpose.

**3.1.3** The Invitation to Tender Documents are and shall remain the property and copyright of the Council

#### **3.2 Tender Preparation and Costs**

**3.2.1** It shall be the responsibility of Tenderers to obtain for themselves at their own expense all information necessary for the preparation of their Tender. No claim arising out of want of knowledge will be accepted. Any information supplied by the Council (whether in the Tender Documentation or otherwise) is supplied only for general guidance in the preparation of tenders.

**3.2.2** Any Tenderer considering making the decision to enter into a contractual relationship with the Council must make an independent assessment of the Tender opportunity after making such investigation and taking such professional advice as it deems necessary.

**3.2.3** Tenderers will be deemed for all purposes connected with their Tender submission where appropriate to have visited and inspected the Council, its assets, all the locations in respect of the delivery of the services/supplies/works and to have satisfied themselves sufficiently as to the nature, extent and character of the services supplies/works sought, and the human resources, materials, software, equipment, machinery, and other liabilities and other matters which will be required to perform the contract.

**3.2.4** The Council will not be liable for any costs incurred by Tenderers in the preparation or presentation of their tenders.

**3.2.5** Tenderers are required to complete all pricing schedules in the Invitation to tender documents. The terms "Nil" and "included" are not to be used but a zero or figures must be inserted against each item. Unit rates and prices must be quoted in pounds sterling and whole new pence.

**3.2.6** It shall be the Tenderer's responsibility to ensure that all calculations and prices in the Tender documentation are correct at the time of submission.

- 3.2.7** The Tenderer is deemed to have made him/herself acquainted with the Council's requirements and tender accordingly. Should the Tenderer be in any doubt regarding the true meaning and intent of any element of the specification he is invited to have these fully resolved before submitting his Tender. No extras will be allowed for any loss or expense involved through any misunderstanding arising from his/her failure to comply with this requirement.
- 3.2.8** Any Tender error or discrepancy identified by the Council shall be drawn to the attention of the Tenderer who will be given the opportunity to correct, confirm or withdraw the Tender.
- 3.2.9** The Tender Documents must be treated as private and confidential. Tenderers should not disclose the fact that they have been invited to tender or release details of the Tender document other than on an In Confidence basis to those who have a legitimate need to know or whom they need to consult for the purpose of preparing the Tender.

### **3.3 Parent Company Guarantee**

It is a condition of contract that if the tendering company is a subsidiary then its Ultimate Group/Holding Company must guarantee the performance of this contract and provide a letter to that effect signed by a duly authorised signatory of the Ultimate Group/Holding Company if requested to do so by the Council. Where the direct parent company cannot provide an adequate guarantee in the opinion of the Council, the Council will look to another group or associate company, with adequate assets, to be the guarantor. In cases where the contract is with a Joint Venture Company (JVC) or a Special Purpose Vehicle (SPV) company, which may have two or more parent companies and which may not be adequately capitalised or have sufficient financial strength on its own to support the risk and obligations it has under the contract, 'joint and several' guarantees / indemnities from the parent companies of the JVC or SPV may be sought.

### **3.4 Warranty**

The Tenderer warrants that all the information given in their Tender and if applicable their Request to Participate Questionnaire is true and accurate. The information provided will be deemed to form part of any contract formed under this contract.

The Tenderer warrants that none of their current Directors have been involved in liquidation or receivership or have any criminal convictions

### **4.0 Tender Submission**

- 4.1** Tenders must be submitted strictly in accordance with the letter of instruction accompanying this Invitation to Tender. Tenders must be submitted by the deadline of **noon, 21<sup>st</sup> September 2015**.
- 4.2** No unauthorised alteration or addition should be made to the Specification and Tender Response Document, or to any other component of the Tender document. If any such alteration is made, or if these instructions are not fully complied with, the Tender may be rejected.



- 4.3 Qualified tenders may be submitted, but the Council reserves the right not to accept any such tender. The Council's decision on whether or not a Tender is acceptable will be final.
- 4.4 Tenderers should note that their Tender must remain open and valid and capable of acceptance for a period of at least 90 days.
- 4.5 Tenderers should note that Tenders and supporting documents must be written in English and that any subsequent contract, which may or may not be entered into, its formation, interpretation and performance, shall be subject to and in accordance with the laws of England and subject to the jurisdiction of the Courts of England and Wales.
- 4.6 Where Tender submissions are incomplete the Council reserves the right not to accept them.

## **5.0 Variant Bids**

- 5.1 The Council is interested in alternative solutions which would provide and develop opportunities for savings in service costs, service improvement or other financial benefits. In particular, the Council wishes to encourage solutions which also deliver benefits and added value to the local economy, residents and the business community.
- 5.2 Tenderers may submit, at their discretion, a Tender offering a different approach to the project as a "Variant Bid". However, to permit comparability, at least one bid must be submitted strictly in accordance with the Invitation to Tender Documents (the "Compliant Tender"). Any Tender variant proposed must clearly state how it varies from the requirements of the Compliant Tender Documents, and be explicit in demonstrating the benefits that will accrue to the Council from adopting this approach. Tenderers will be required to identify which submission, in their view, demonstrates best value to the Council.
- 5.3 Variant Bids must contain sufficient financial and operational detail to allow any Variant Bid to be compared with the standard Tender, permitting its considerations in written form.

## **6.0 Tender Evaluation**

- 6.1 The Tenderers may be called for interview to seek clarification of their tender or additional or supplemental information in relation to their tender. The presentations will not carry any weighting to the final score achieved by Tenderers, but will be used to clarify and moderate issues raised in the Tenderer's submissions. Any areas of discrepancy between submissions and information gained from the presentations will be reviewed and scores previously awarded will be amended if necessary.
- 6.2 If the Council suspects that there has been an error in the pricing of a Tender, the Council reserves the right to seek such clarification, as it considers necessary from the Tenderer in question.

## **7.0 Clarifications**

- 7.1** Tenderers are responsible for clarifying any aspects of the tendering process and/or the Invitation to Tender documents in the manner described below.
- 7.2** If you are unsure of any section and require further clarification, please contact via our Delta Tenderbox.
- 7.3** Where appropriate, the Authorised Officer named above may direct the Tenderer to other officers to deal with the matter.
- 7.4** All queries should be raised as soon as possible (in writing), in any event not later than **14<sup>th</sup> September 2015**.
- 7.5** All information or responses that clarify or enhance the tendering process will be supplied to all Tenderers on a uniform basis (unless expressly stated otherwise). These responses shall have the full force of this Instruction and where appropriate the Conditions of Contract. If a Tenderer wishes the Council to treat a question as confidential this must be expressly stated. The Council will consider such requests and will seek to act fairly between the Tenderers, whilst meeting its public law and procurement duties in making its decision.
- 7.6** Except as directed in writing by the Authorised Officer, and confirmed in writing to a Tenderer, no agent or officer or elected Member (Councillor) of the Council has any express or implied authority to make any representation or give any explanation to Tenderers as to the meaning of any of the Tender Documents, or as to anything to be done or not to be done by a Tenderer or to give any warranties additional to those (if any) contained in the ITT or as to any other matter or thing so as to bind the Council in any way howsoever.

## **8.0 Continuation of the Procurement Process**

**8.1** The Council shall not be committed to any course of action as a result of:

- i) issuing this Invitation to Tender;
- ii) communicating with a Tenderer, a Tenderer's representative or agent in respect of this procurement exercise;
- iii) any other communication between the Council (whether directly or through its agents or representatives) and any other party.

**8.2** The Council reserves the right at its absolute discretion to amend, add to or withdraw all, or any part of this Invitation to Tender at any time during the tendering stage of this procurement exercise.

**8.3** At any time before the deadline for receipt of tender returns the Council may modify the Invitation to Tender by amendment. Any such amendment shall be numbered and dated and issued by the Council to all participating tenderers. In order to give prospective Tenderers reasonable time in which to take the amendment into account in preparing its Tender return, the Council may in its sole discretion, extend the deadline for submission of the tender returns. The Council reserves the right to amend, withdraw, terminate or suspend all or any part of this procurement process at any time at its sole discretion.

## **9.0 Confidentiality**

**9.1** All information supplied by the Council in connection with or in these Tender Documents shall be regarded as confidential to the Council unless the information is already within the public domain or subject to the provisions of the Freedom of Information Act 2000.

**9.2** The Contract documents and publications are and shall remain the property of the Council and must be returned upon demand.

**9.3** Tenderers shall ensure that each and every sub-contractor, consortium member and/or professional advisor to whom it discloses these papers complies with the terms and conditions of this ITT.

**9.4** The contents of this Invitation to Tender are being made available by the Council on condition that:

**9.4.1** Tenderers shall at all times treat the contents of the Invitation to tender and any related documents as confidential, save in so far as they are already in the public domain and Tenderers shall not, subject to the provisions relating to professional advisors, sub-contractors or other persons detailed below, disclose, copy, reproduce, distribute or pass any of the contents of the Invitation to tender to any other person at any time or allow any of these things to happen;

**9.4.2** Tenderers shall not use any of the information contained in this Invitation to tender for any purpose other than for the purposes of submitting (or deciding whether to submit) the tender; and

**9.4.3** Tenderers shall not undertake any publicity activity within any section of the media.

- 9.5** Tenderers may disclose, distribute or pass this Invitation to tender to their professional advisors, sub-contractors or to another person provided that:
- 9.5.1** this is done for the sole purpose of enabling an Invitation to tender to be submitted and the person receiving the Information undertakes in writing to keep the Invitation to Tender confidential on the same terms as if that person were the Tenderer; or
  - 9.5.2** the Tenderer obtains the prior written consent of the Council in relation to such disclosure, distribution or passing of the Invitation to Tender; or
  - 9.5.3** the disclosure is made for the sole purpose of obtaining legal advice from external lawyers in relation to the procurement or to any Contract(s) which may arise from it; or
  - 9.5.4** the Tenderer is legally required to make such a disclosure.
- 9.6** The Council may disclose detailed information relating to the Invitation to Tender to its officers, employees, agents, professional advisors or Governmental organisations and the Council may make any of the Contracts and procurement documents available for private inspection by its officers, employees, agents, professional advisors, contracting authorities or Governmental organisations.

**9.7 Transparency of Expenditure**

Further to its obligations regarding transparency of expenditure, the Council may be required to publish information regarding tenders, contracts and expenditure to the general public, which could include the text of any such documentation, except for any information which is exempt from disclosure in accordance with the provisions of the Freedom of Information Act to be determined at the absolute discretion of the Council.

**10.0 Freedom of Information**

- 10.1** Please note that from 1 January 2005 under the provisions of the Freedom of Information Act 2000, the public (included in this are private companies, journalists, etc.) have a general right of access to information held by public authorities. One of the consequences of those new statutory responsibilities is that information about your organisation, which Shropshire Council may receive from you during this tendering process may be subject to disclosure, in response to a request, unless one of the various statutory exemptions applies.
- 10.2** In certain circumstances, and in accordance with the Code of Practice issued under section 45 of the Act, Shropshire Council may consider it appropriate to ask you for your views as to the release of any information before we make a decision as to how to respond to a request. In dealing with requests for information under the Act, Shropshire Council has to comply with a strict timetable and it would therefore expect a timely response to any such consultation within five working days.
- 10.3** If, at any stage of this tendering process, you provide any information to Shropshire Council in the expectation that it will be held in confidence, then you must make it clear in your documentation as to the information to which you consider a duty of

confidentiality applies. The use of blanket protective markings such as “commercial in confidence” will no longer be appropriate and a clear indication as to what material is to be considered confidential and why should be given.

- 10.4** Shropshire Council will not be able to accept that trivial information or information which by its very nature cannot be regarded as confidential should be subject to any obligation of confidence.
- 10.5** In certain circumstances where information has not been provided in confidence, Shropshire Council may still wish to consult with you as to the application of any other exemption such as that relating to disclosure that will prejudice the commercial interests of any party. However the decision as to what information will be disclosed will be reserved to Shropshire Council.

For guidance on this issue see: <http://www.ico.gov.uk>

## **11.0 Disqualification**

- 11.1** The Council reserves the right to reject or disqualify a Tenderer’s Tender submission where:
- 11.1.1** The tenderer fails to comply fully with the requirements of this Invitation to tender or is in breach of clause 15 of the Council’s General Terms and Conditions relating to Bribery and Corruption or is guilty of a serious or intentional or reckless misrepresentation in supplying any information required; or
- 11.1.2** The tenderer is guilty of serious or intentional or reckless misrepresentation in relation to its tender return and/or the procurement process.
- 11.1.3** The tenderer directly or indirectly canvasses any member, official or agent of the Council concerning the award of the contract or who directly or indirectly obtains or attempts to obtain information from any such person concerning any other Tender or proposed Tender for the services. The Canvassing Certificate must be completed and returned as instructed.
- 11.1.4** The Tenderer :
- a) Fixes or adjusts the amount of his Tender by or in accordance with any agreement or arrangements with any other person; or
  - b) Communicates to any person other than the Council the amount or approximate amount of his proposed Tender (except where such disclosure is made in confidence in order to obtain quotations necessary for preparation of the Tender for insurance purposes); or
  - c) Enters into an agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any Tender to be submitted; or
  - d) Offers or agrees to pay or give or does pay or gives any sum of money, inducement 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 Tender or proposed Tender for the services any act or omission.

**11.2** Any disqualification will be without prejudice to any other civil remedies available to the Council and without prejudice to any criminal liability which such conduct by a Tenderer may attract. The Non-Collusive Tendering Certificate must be completed and returned as instructed.

**11.3** The Council reserves the right to disqualify an Applicant from further participating in this procurement process where there is a change in the control or financial stability of the Tenderer at any point in the process up to award of a contract and such change of control or financial stability has a materially adverse effect on the Tenderer's financial viability or ability to otherwise meet the requirements of the procurement process.

## **12.0 E-Procurement**

As part of its procurement strategy Shropshire Council is committed to the use of technology that can improve the efficiency of procurement. Successful Tenderers may be required to send or receive documents electronically. This may include purchase orders, acknowledgements, invoices, payment advices, or other procurement documentation. These will normally be in the Council's standard formats, but may be varied under some circumstances so as not to disadvantage small and medium suppliers.

## **13.0 Award of Contract**

### **13.1 Award Criteria**

The Award Criteria has been set out within the Tender Response Document accompanying this invitation to tender. The Council is not bound to accept the lowest or any Tender.

### **13.2 Award Notice**

The Contracting Authority reserves the right to pass all information regarding the outcome of the Tendering process to the Office of Fair Trading to assist in the discharge of its duties. Additionally, the Council will adhere to the requirements of the Freedom of Information Act 2000 and Tenderers should note this statutory obligation.

### **13.3 Transparency of Expenditure**

Further to its obligations regarding transparency of expenditure, the Council may also be required to publish information regarding tenders, contracts and expenditure to the general public, which could include the text of any such documentation, except for any information which is exempt from disclosure in accordance with the provisions of the Freedom of Information Act to be determined at the absolute discretion of the Council.

## **14.0 Value of Contract**

Shropshire Council cannot give any guarantee in relation to the value of this contract.

## **15.0 Acceptance**

- 15.1** Tenders must be submitted strictly in accordance with the terms of the Council's Invitation to Tender documentation and acceptance of the tender shall be conditional on compliance with this Tender Condition.
- 15.2** The Tender documentation including, the framework Terms and Conditions of Contract, the Tender Response document, these Instructions to Tender, together with the formal written acceptance by the Council will form a binding agreement between the Contractor and the Council.
- 15.3** The Tenderer shall be prepared to commence the provision of the supply and services on the start date of the contract arrangement being 1<sup>st</sup> November 2015.

## **16.0 Payment Terms**

**Tenderers should particularly note** that the principles governing public procurement require that, as far as is reasonably possible, payments for Goods, Works or Services are made after the provision. Therefore any indication of a pricing strategy within a Tender which provides for substantial payments at the outset of the Contract will be examined carefully to decide whether or not a Tender in such form can be accepted. If in the opinion of the Council such substantial payments appear excessive in relation to the requirements of the Contract the Council reserves, without prejudice to any other right to reject any Tender it may have, the right to require the Tenderer to spread such proportion of the costs as are considered excessive over the duration of the Contract.

## **17.0 Liability of Council**

- 17.1** The Council does not bind himself to accept the lowest or any tender.
- 17.2** The Council does not accept any responsibility for any pre-tender representations made by or on its behalf or for any other assumptions that Tenderers may have drawn or will draw from any pre-tender discussions.
- 17.3** The Council shall not be liable to pay for any preparatory work or other work undertaken by the Tenderer for the purposes of, in connection with or incidental to this Invitation to Tender, or submission of its Tender response or any other communication between the Council and any other party as a consequence of the issue of this Invitation to Tender.
- 17.4** The Council shall not be liable for any costs or expenses incurred by any Tenderer in connection with the preparation of a Tender return for this procurement exercise, its participation in this procurement whether this procurement is completed, abandoned or suspended.
- 17.5** Whilst the Tender Documents have been prepared in good faith, they do not purport to be comprehensive nor to have been formally verified. Neither the Council nor any of its staff, agents, elected Members, or advisers accepts any liability or responsibility for the adequacy, accuracy or completeness of any information given, nor do they make any representation or given any warranty,

express or implied, with respect to the Tender Documents or any matter on which either of these is based (including, without limitation, any financial details contained within the Specification and Contract Documentation). Any liability is hereby expressly disclaimed save in the event of fraud, or in the event of specific warranties provided within the Contract Documentation.

**18.0** The Contractor agrees that where requested in writing during the term of any Agreement for the supply Goods Works or Services it will ensure that an appropriately authorised representative of the Contractor shall attend a Committee meeting of the Council upon being invited to do so by the Council

**19.0 Declaration**

We, as acknowledged by the signature of our authorised representative, accept these Instructions to Tender as creating a contract between ourselves and the Council. We hereby acknowledge that any departure from the Instructions to Tender may cause financial loss to the Council.

Signed (1) ..... Status.....

Signed (2) ..... Status.....

(For and on behalf of .....)

Date .....



personal info



Granite One Hundred, Acton Gate  
Stafford, Staffordshire. ST18 9AA

Response to:  
HMC 005 Supply of Laptop/PC Devices  
(RM1054 Lot 1 Mini Competition under Framework)

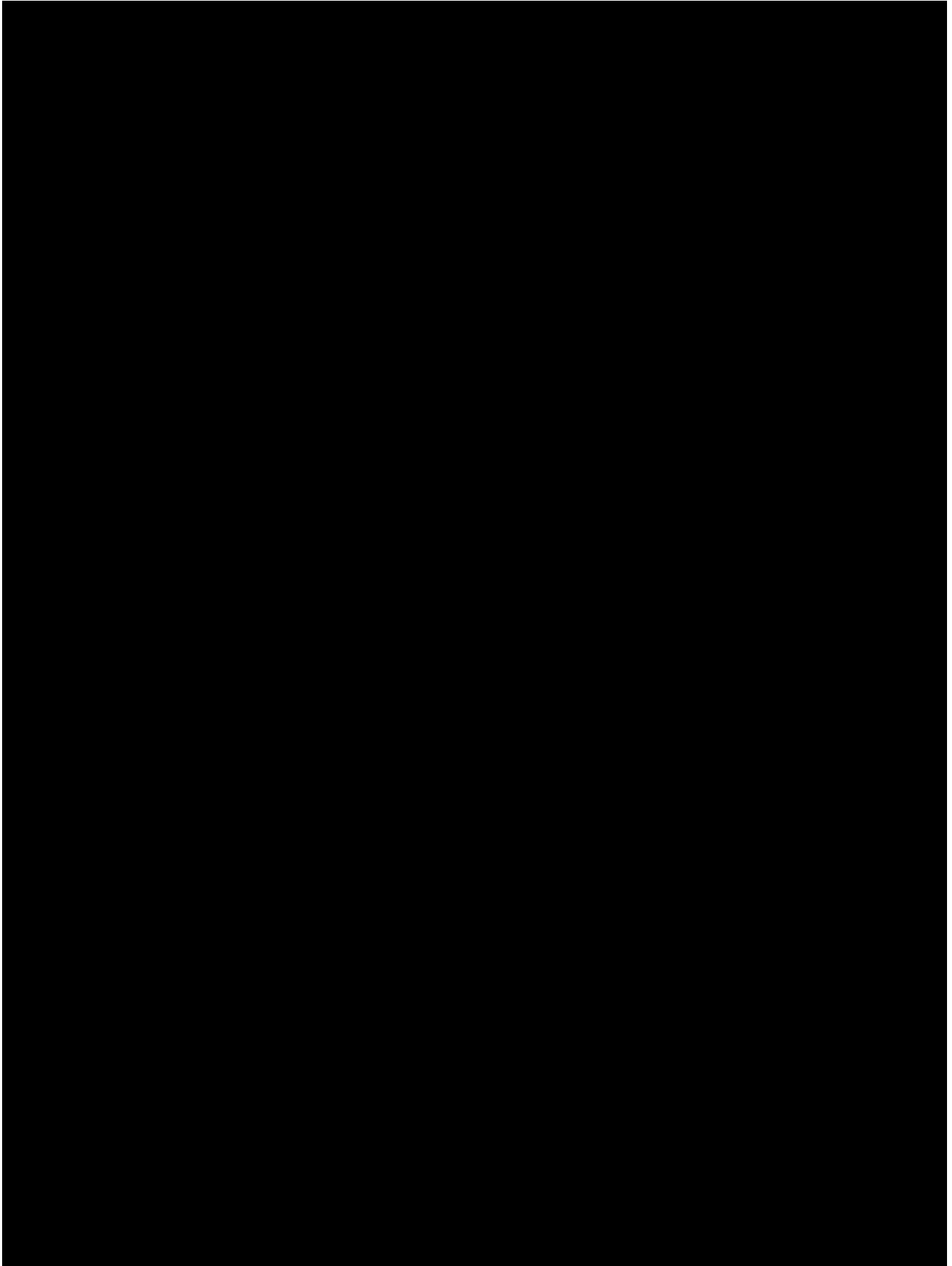
Prepared for:  
Shropshire Council

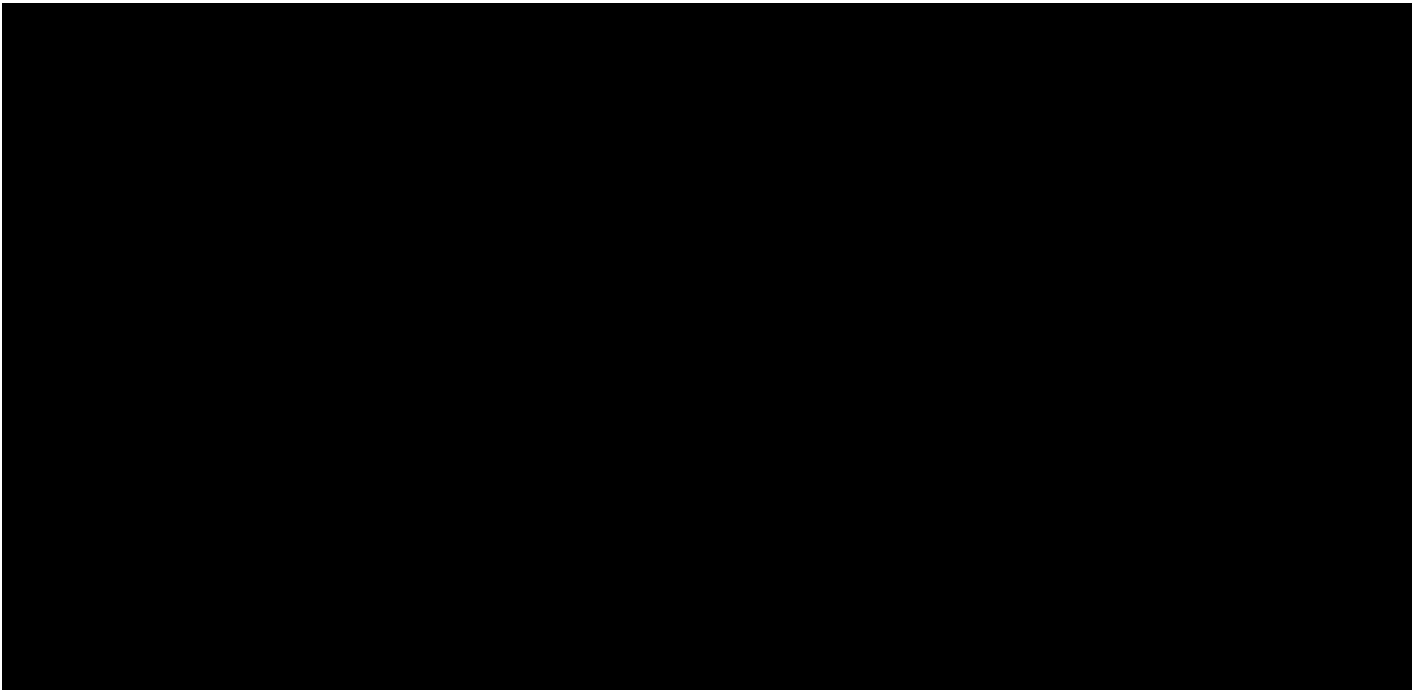
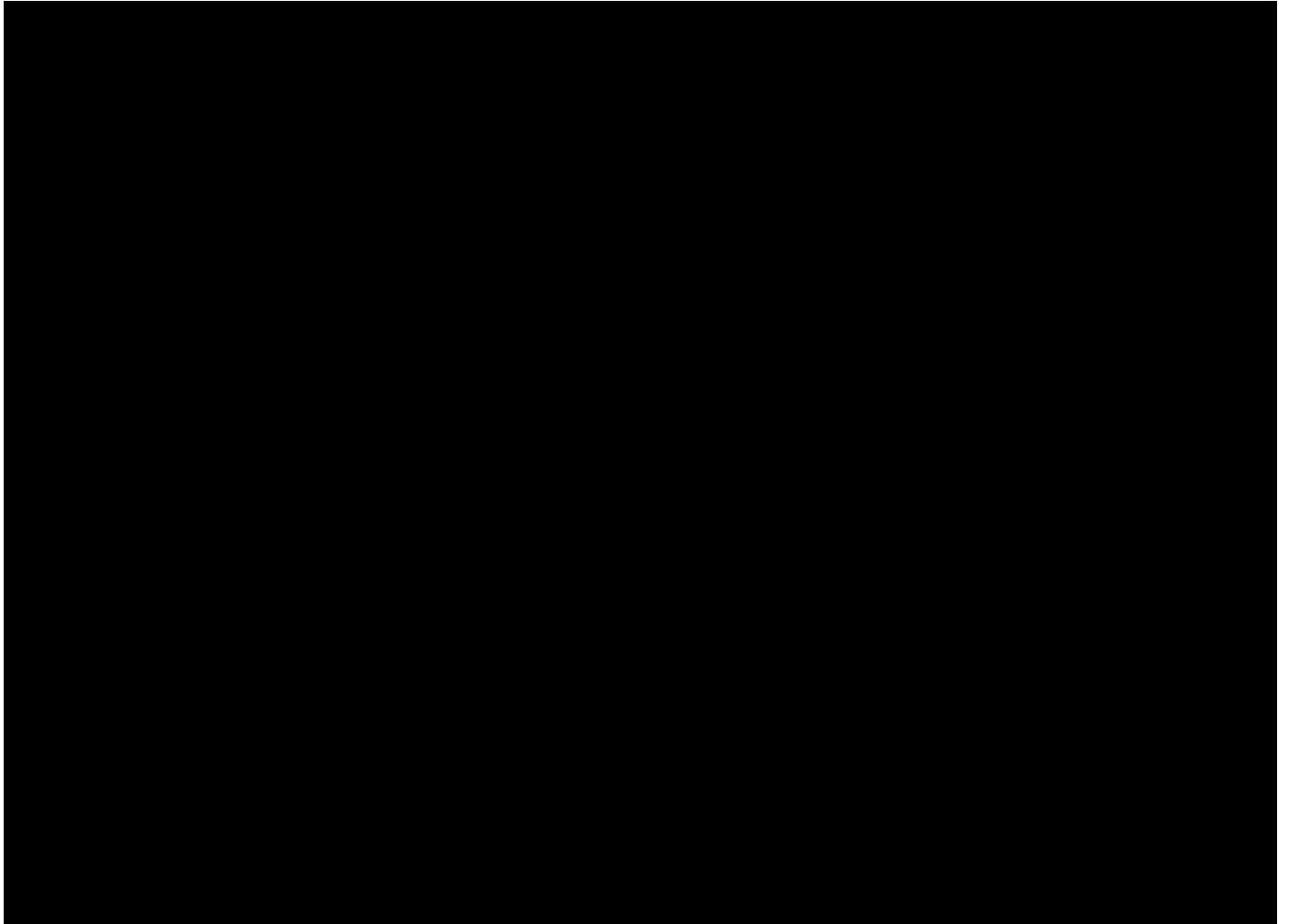
Prepared by:  
[REDACTED] - Head of Local Authority and  
Schools Existing Business  
[REDACTED] – Senior Corporate Account Manager  
And  
[REDACTED] – Senior Bid Writer

Date:  
17<sup>th</sup> September 2015



**Supporting Shropshire Schools for over twenty years - a 5 star working partnership**







**HMC 005**  
**Supply of Laptop/PC Devices**  
**(RM1054 Lot 1 Mini Competition**  
**under Framework)**

Name of TENDERING  
ORGANISATION  
(please insert)

**Stone Computers Limited**

## Shropshire Council Tender Response Document

### Contract Description & Specification:

This is a further competition under the Technology Products Framework RM1054.

A contract for the supply, delivery and installation of Laptop/PC devices to Shropshire Council for the period 1 November 2015 to 31 October 2016 in the first instance, but with an option to extend for a further 12 month period if desired.

The estimated value of this contract is £650,000. Please note the Council cannot give any guarantee in relation to the value of business to be awarded under this contract.

Shropshire Council is looking for a Laptop/PC supply service as follows:

1. Laptop/PC delivery only to individual site
2. Laptop/PC delivery and installation service including:
  - Delivery of Laptop/PC (and any other equipment ordered with it) to any premise nominated by the Council which will generally be within the geographic county of Shropshire. Most nominated premises will be Shropshire Council offices, schools etc but could also include the private residences of Elected Members, Council Officers, Foster carers and others.
  - Unpacking of Laptop/PC (and any other equipment).
  - Installation of Laptop/PC (and any other equipment) by a suitably qualified person.
  - Basic Network testing/configuration for each Laptop/PC (if it is attached to the SC data network) by a suitably qualified person.
  - Installation, connection and testing of existing hardware, eg printers, scanners, where the Laptop/PC is replacing an existing one.
  - Transfer of data from “replaced” Laptop/PC to new Laptop/PC eg Word, Excel documents, email configuration.
  - Removal and disposal of “replaced” Laptop/PC (excluding hard disk) and other hardware (if applicable) in compliance with WEEE and ROHS regulations
  - Removal and disposal (off-site) of all packaging materials.
  - Completion of “Sign-Off” forms by the installation engineer and counter-signature by a person nominated by the Council at each location.
  - Copies of completed “Sign-Off” forms to be copied and sent to a nominated officer of the Council
  - All of the above should be provided seamlessly on the same day

The proposed standard Laptop/PC must be Windows 7 & 8 compliant.

Orders placed throughout the duration of the contract may be individual or bulk quantities.

## **Instructions for the completion of this document**

1. This document must be completed in its entirety with responses being given to all questions. If you are unsure of any section/question and require further clarification, please contact us via our Delta Tenderbox. You are recommended to keep a copy of all tender documents and supporting documents for your own records.
2. Tenderers must also complete and sign the four certificates in Sections A1 to A4. These must be signed;
  - a) Where the tenderer is an individual, by that individual;
  - b) Where the tenderer is a partnership, by two duly authorised partners;
  - c) Where the tenderer is a company, by two directors or by a director and the secretary of the company, such persons being duly authorised for the purpose.
3. All questions require specific responses from you relating to the organisation named in Section B Question 1.1. All information supplied must be accurate and up to date. The Council reserves the right to refuse to consider your application if the Tender Response Document is not fully completed or is found to be inaccurate.
4. Where copies of certificates and other details are requested **a copy must** accompany the electronic copy of your Tender Response Document.

## **Contents**

<b>Section</b>	<b>Description</b>	<b>Page</b>
A1	Form of Tender	5
A2	Non-Canvassing Certificate	6
A3	Non-Collusive Tendering Certificate	7
A4	Declaration of Connection with Officers or Elected Members of the Council	8
<b>You must sign all 4 certificates in sections A1 to A4</b>		
B	Supplier Information– For information only	9
C	Tender Schedule	10
D	Access to information or systems by third parties	21

### **Selection Criteria - Pass/Fail Questions**

This information will be provided for proof of compliance and will be judged on a pass or fail basis. Tenderers must comply with these issues to demonstrate their proven competence, financial stability, resources and other arrangements. Questions marked 'For information only' will not be assessed; however they must still be answered in full.

<b>Section / Question No.</b>	<b>Selection Criteria</b>
Section C / 3.3	Adequate engineer scheduling & support
Section C / 3.7	Adequate third access
Section C / 3.8	Adequate image creation support
Section C / 5.4	Adequate device compliant for Windows
Section C / 6.1	Adequate image creation support

Section C: If, in the opinion of the Contracting Authority the responses in this section are sufficiently poor as to cast serious doubt on the Applicant's abilities to perform this contract they may be excluded.

### **Award Criteria – Weighted Marked Questions**

Tenders will be evaluated on the answers provided in this Tender Response Document and judged against the criteria shown in the table below. The following award criteria is made up of 'Quality' and 'Price' and shows how each criteria is to be weighted against each other.

Section / Question No.	Selection Criteria
Section B	Supplier Information– For information only

Section / Question No.	Award Criteria	Weighting / Max Marks Available
<b>Price 40% (400 marks)</b>		
Section C / Q 1	Price	40 / 400 max marks
<b>Total for price</b>		<b>40 / 400 max marks</b>
<b>Quality 60% (600 marks)</b>		
Section C / Q 2	Technical Specification	20 / 200 max marks
Section C / Q 3	Order Management	10 / 100 max marks
Section C / Q 4	Warranty, Service & Support	10 / 100 max marks
Section C / Q 5	Features	10 / 100 max marks
Section C / Q 6	Disk Image & Installation (Schools Only)	10 / 100 max marks
Section C / Q 7	Additional Services	For information only
<b>Total for quality</b>		<b>60 / 600 max marks</b>

### **Quality Questions/ Scoring Scheme**

Questions within the quality sections shown above will be scored using the following scoring scheme. Each answer from the questions identified below will be given a mark between 0 and 10 with the following meanings:

Assessment	Mark	Interpretation
<b>Excellent</b>	<b>10</b>	<i>Exceeds the requirement. Exceptional demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.</i>
	<b>9</b>	
<b>Good</b>	<b>8</b>	<i>Satisfies the requirement with minor additional benefits Above average demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.</i>
	<b>7</b>	

<b>Acceptable</b>	<b>6</b>	<i>Satisfies the requirement. Demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures, with evidence to support the response.</i>
	<b>5</b>	
<b>Minor Reservations</b>	<b>4</b>	<i>Satisfies the requirement with minor reservations Some minor reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with limited evidence to support the response.</i>
	<b>3</b>	
<b>Serious Reservations</b>	<b>2</b>	<i>Satisfies the requirement with major reservations. Considerable reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.</i>
	<b>1</b>	
<b>Unacceptable</b>	<b>0</b>	<i>Does not meet the requirement Does not comply and/or insufficient information provided to demonstrate how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.</i>

The use of odd numbers indicates an answer's allocated mark lies between definitions.

**The tender receiving the highest mark for Quality Criteria overall will receive the full 60% /600 marks available for Quality. Other tenders will receive a % mark that reflects the difference in the marks between those tenders and the tender receiving the highest mark for Quality overall.**

### **Price Evaluation and scoring**

Our indicative requirements have been provided to provide a "basket". Tenders will be assessed on the total price of the basket (which is unit price x quantity).

The most competitively priced tender will receive the maximum mark for price being **40%/400. Less competitive tenders** will receive a % of the maximum mark that represents the difference in cost between that tender and the most competitively priced tender.



## **Section A:** **1. Form of Tender**

Form of Tender

### **Shropshire Council**

Tender for supply of PCs and Laptops

We confirm that this, our tender, represents an offer to Shropshire Council that if accepted in whole, or in part, will create a binding contract for the supply of PCs and Laptops at the prices and terms agreed and subject to the terms of the invitation to tender documentation and the framework terms RM1054, copies of which we have received.

Signe



Name



Date **17th September 2015**

Designation: **Corporate Director**

Company **Stone Computers Limited**

Address **Granite One Hundred, Acton Gate Stafford**

Post Code: **ST18 9AA**

Tel No **08448 22 11 22** Fax No **08448 22 11 23**

E-mail address [\*\*tenders@stonecomputers.com\*\*](mailto:tenders@stonecomputers.com)

Web address [\*\*www.stonecomputers.com\*\*](http://www.stonecomputers.com)

**Section A:**

**2. Non – Canvassing Certificate**

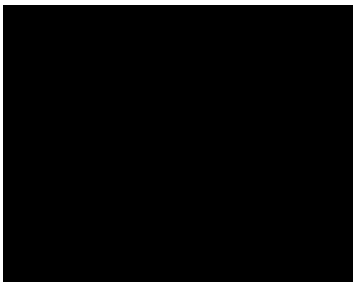
Non-Canvassing Certificate

**To: Shropshire Council (hereinafter called “the Council”)**

I/We hereby certify that I/We have not canvassed or solicited any member officer or employee of the Council in connection with the award of this Tender of any other Tender or proposed Tender for the Services and that no person employed by me/us or acting on my/our behalf has done any such act.

I/We further hereby undertake that I/We will not in the future canvass or solicit any member officer or employee of the Council in connection with the award of this Tender or any other Tender or proposed Tender for the Services and that no person employed by me/us or acting on my/our behalf will do any such act.

Signed (1



Status **Corporate Director**

Signed (2

Status **Chief Executive**

(For and on behalf of **Stone Computers Limited**)

Date **17th September 2015**

### Section A: **3. Non – Collusive Tendering Certificate**

Non-collusive Tendering Certificate

**To: Shropshire Council (hereinafter called “the Council”)**

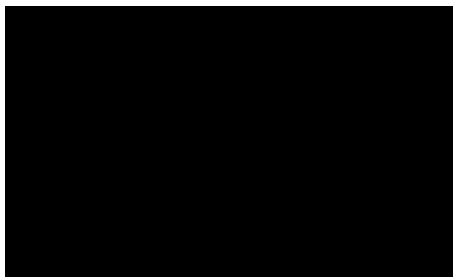
The essence of selective tendering is that the Council shall receive bona fide competitive Tenders from all persons tendering. In recognition of this principle:

I/We certify that this is a bona fide Tender, intended to be competitive and that I/We have not fixed or adjusted the amount of the Tender or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

I/We also certify that I/We have not done and undertake that I/We will not do at any time any of the following acts:-

- (a) communicating to a person other than the Council the amount or approximate amount of my/our proposed Tender (other than in confidence in order to obtain quotations necessary for the preparation of the Tender for insurance); or
- (b) entering into any agreement or arrangement with any other person that he shall refrain from Tendering or as to the amount of any Tender to be submitted; or
- (c) offering or agreeing to pay or give or paying any sum of money, inducement 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 Services any act or omission.

Signed (



Status

**Corporate Director**

Signed (

Status

**Chief Executive**

(For and on behalf of **Stone Computers Limited**)

Date **17th September 2015**

**Section A:**  
**4. Declaration of Connection with Officers or Elected Members of the Council**

Are you or any of your staff who will be affected by this invitation to tender related or connected in any way with any Shropshire Council Elected Councillor or Employee?

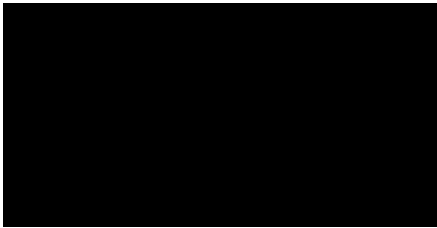
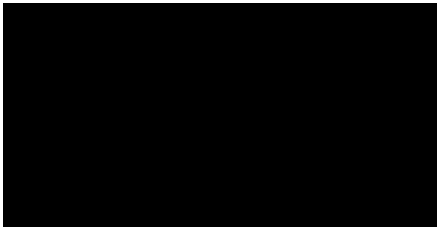
**No**

If yes, please give details:

Name	Relationship

***Please note:***

*This information is collected to enable the Council to ensure that tenders are assessed without favouritism. Whether or not you have a connection with elected members or employees will have no bearing on the success of your tender, but your tender will not be considered unless this declaration has been completed.*

Signed (  )	Status: <b>Corporate Director</b> .....
Signed (  )	Status: <b>Chief Executive</b> .....
(For and on behalf of <b>Stone Computers Ltd</b> )	
Date <b>17th September 2015</b>	

## **SECTION B**

### **1. Supplier Information**

<b>1.1 Supplier details</b>	<b>Answer</b>	
Full name of the Supplier completing the Tender	Stone Computers Limited	
Registered company address	Granite One Hundred, Acton Gate, Stafford, ST18 9AA	
Registered company number	02658501	
Registered charity number	N/A	
Registered VAT number	747 8788 57	
Name of immediate parent company	Granite One Hundred Holdings	
Name of ultimate parent company	Granite One Hundred Holdings	
Please mark 'X' in the relevant box to indicate your trading status	i) a public limited company	<input type="checkbox"/> Yes
	ii) a limited company	<input checked="" type="checkbox"/> Yes    x
	iii) a limited liability partnership	<input type="checkbox"/> Yes
	iv) other partnership	<input type="checkbox"/> Yes
	v) sole trader	<input type="checkbox"/> Yes
	vi) other (please specify)	<input type="checkbox"/> Yes
Please mark 'X' in the relevant boxes to indicate whether any of the following classifications apply to you	i) Voluntary, Community and Social Enterprise (VCSE)	<input type="checkbox"/> Yes
	ii) Small or Medium Enterprise (SME) <sup>1</sup>	<input checked="" type="checkbox"/> Yes    x
	iii) Sheltered workshop	<input type="checkbox"/> Yes
	iv) Public service mutual	<input type="checkbox"/> Yes

<sup>1</sup> See EU definition of SME: <http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/>

<b>1.2 Contact details</b>	
Supplier contact details for enquiries about this tender	
Name	██████████
Postal address	Acton Gate, Granite One Hundred, Stafford, ST18 9AA
Country	England
Phone	08448 22 11 22 Ext 2104
Mobile	██████████
E-mail	<a href="mailto:tenders@stonecomputers.com">tenders@stonecomputers.com</a>

**SECTION C – TENDER SCHEDULE**

<b>1. Pricing Schedule –</b>			
<b>Lenovo</b>			
<b>Indicative Quantity (based on last year)</b>	<b>Product / Service</b>	<b>Unit Cost</b>	<b>Total Cost (quantity x unit cost)</b>
400	Proposed standard laptop (supply and delivery only)	██████	██████
234	Proposed high performance laptop (supply and delivery only)	██████ ██████ ██████ ██████ ██████	██████ ██████ ██████ ██████
176	Proposed PC (supply and delivery only)	██████	██████
163	Proposed PC (supply, delivery and installation)	██████	██████
6 image changes a year	Resource to assist with the creation of admin and curriculum images (schools only)	██████ ██████	██████
150	Proposed school laptop (supply and delivery only)	██████	██████
313	Proposed school laptop (supply, delivery and installation)	██████	██████
45	Additional 4GB memory	██	██
200	Docking station option. Must include own power supply, dual monitor support, USB ports and LAN connection	██	██████
500	Carry case for standard and high end laptops	█	██████
<b>Total Cost</b>			██████ ██████ ██████ ██████  ██████ ██████ ██████ ██████  ██████ ██████ ██████ ██████

			██████████ ██████████
<b>Toshiba Option</b>			
Indicative Quantity (based on last year)	Product / Service	Unit Cost	Total Cost (quantity x unit cost)
400	Proposed standard laptop (supply and delivery only)	██████████	██████████
234	Proposed high performance laptop (supply and delivery only)	██████████	██████████
176	Proposed PC (supply and delivery only)	██████████	██████████
163	Proposed PC (supply, delivery and installation)	██████████	██████████
6 image changes a year	Resource to assist with the creation of admin and curriculum images (schools only)	██████████ ██████████	██████████
150	Proposed school laptop (supply and delivery only)	██████████	██████████
313	Proposed school laptop (supply, delivery and installation)	██████████	██████████
45	Additional 4GB memory	████	████
200	Docking station option. Must include own power supply, dual monitor support, USB ports and LAN connection	████	██████████
500	Carry case for standard and high end laptops	████	██████████
<b>Total Cost</b>			██████████





















3.	Order Management – 100 marks	
3.1	<p data-bbox="276 241 1198 309">Please confirm the maximum time from receipt of order to delivery and installation of goods:-</p> <p data-bbox="276 344 1182 376">[REDACTED]</p> <p data-bbox="276 412 1134 443">[REDACTED]</p> <p data-bbox="276 450 1190 481">[REDACTED]</p> <p data-bbox="276 488 1091 519">[REDACTED]</p> <p data-bbox="276 526 1182 557">[REDACTED]</p> <p data-bbox="276 564 1198 595">[REDACTED]</p> <p data-bbox="276 602 1166 633">[REDACTED]</p> <p data-bbox="276 640 719 672">[REDACTED]</p> <p data-bbox="276 707 767 739">[REDACTED]</p> <p data-bbox="276 775 1158 806">[REDACTED]</p> <p data-bbox="276 813 1190 844">[REDACTED]</p> <p data-bbox="276 851 1174 882">[REDACTED]</p> <p data-bbox="276 889 491 920">[REDACTED]</p> <p data-bbox="276 956 469 987">[REDACTED]</p> <p data-bbox="276 994 1190 1025">[REDACTED]</p> <p data-bbox="276 1032 1198 1064">[REDACTED]</p> <p data-bbox="276 1070 1190 1102">[REDACTED]</p> <p data-bbox="276 1108 400 1140">[REDACTED]</p> <p data-bbox="276 1176 480 1207">[REDACTED]</p> <p data-bbox="276 1214 1078 1245">[REDACTED]</p> <p data-bbox="276 1252 687 1283">[REDACTED]</p> <p data-bbox="276 1290 1214 1321">[REDACTED]</p> <p data-bbox="276 1328 544 1359">[REDACTED]</p> <p data-bbox="276 1395 592 1426">[REDACTED]</p> <p data-bbox="276 1433 1182 1464">[REDACTED]</p> <p data-bbox="276 1471 715 1503">[REDACTED]</p> <p data-bbox="276 1509 1054 1541">[REDACTED]</p> <p data-bbox="276 1547 999 1579">[REDACTED]</p> <p data-bbox="276 1585 943 1617">[REDACTED]</p> <p data-bbox="276 1624 592 1655">[REDACTED]</p> <p data-bbox="276 1662 887 1693">[REDACTED]</p> <p data-bbox="276 1700 1110 1731">[REDACTED]</p> <p data-bbox="276 1738 1134 1769">[REDACTED]</p> <p data-bbox="276 1776 384 1807">[REDACTED]</p> <p data-bbox="276 1814 695 1845">[REDACTED]</p> <p data-bbox="276 1852 651 1883">[REDACTED]</p> <p data-bbox="276 1890 794 1921">[REDACTED]</p> <p data-bbox="276 1928 1078 1960">[REDACTED]</p> <p data-bbox="276 1966 555 1998">[REDACTED]</p> <p data-bbox="276 2004 890 2036">[REDACTED]</p>	20 marks













3.8	<p>Tenderers are asked to confirm that they will provide Shropshire Council with sample products for evaluation free of charge should this be requested</p> <p><b>This is a mandatory requirement</b></p> <p>[Redacted text]</p>	<b>PASS/FAIL</b>
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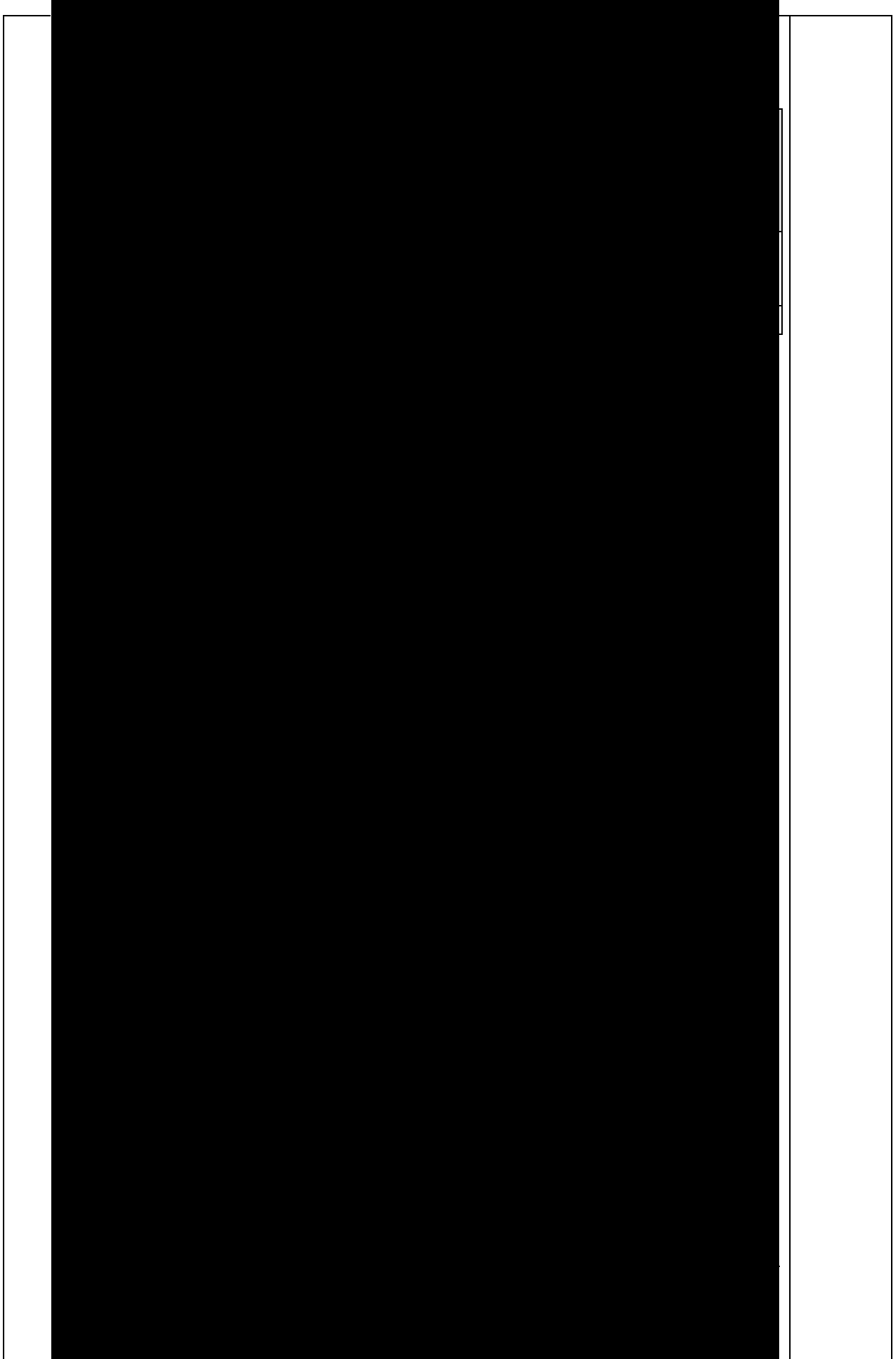
	<ul style="list-style-type: none"><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li></ul> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <ul style="list-style-type: none"><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li></ul> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <ul style="list-style-type: none"><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li></ul> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
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	<p>[Redacted]</p>	
4. 6	<p>Please provide full details of your procedures for handling “dead on arrival” units to minimise the likely impact on the user.</p> <p>[Redacted]</p> <ul style="list-style-type: none"><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li></ul> <p>[Redacted]</p>	10 marks



	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <ul style="list-style-type: none"> <li>■ [REDACTED]</li> <li>■ [REDACTED]</li> <li>■ [REDACTED]</li> <li>■ [REDACTED]</li> <li>■ [REDACTED]</li> </ul> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
<p>5.2</p>	<p>The Council gives very careful consideration to the welfare of its staff and clients alike.</p> <p>Please list the 'accessibility' facilities that the standard laptop models being proposed provides for the less able user, including those in the school environment, beyond those available via the Operating System, and list any additional equipment/enhancements to the laptop which would help the Council to ensure compliance (with regards to IT equipment) with the Disability Discrimination Act 1996.</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <ul style="list-style-type: none"> <li>■ [REDACTED]</li> <li>■ [REDACTED]</li> </ul> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <ul style="list-style-type: none"> <li>■ [REDACTED]</li> <li>■ [REDACTED]</li> <li>■ [REDACTED]</li> <li>■ [REDACTED]</li> <li>■ [REDACTED]</li> <li>■ [REDACTED]</li> </ul>	<p>30 marks</p>



	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <ul style="list-style-type: none"> <li>▪ [REDACTED]</li> <li>▪ [REDACTED]</li> <li>▪ [REDACTED]</li> </ul> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
5.4	<p>Tenderers are asked to confirm whether the proposed devices are Windows 7 and 8 compliant</p> <p><b>This is a mandatory requirement</b></p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	PASS/FAIL

<b>6. Disk Imaging and Installation (Schools Only) – 100 marks</b>		
6.1	<p>Please confirm that your company will provide a resource to Shropshire Council to assist with the creation of school admin and curriculum images.</p> <p><b>This is a mandatory requirement</b></p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	PASS/FAIL

	<p>[Redacted]</p>	
6.2	<p>Please describe your approach to delivering the creation of school admin and curriculum images including audit and security arrangements</p> <p>[Redacted]</p> <ul style="list-style-type: none"><li>■ [Redacted]</li><li>■ [Redacted]</li><li>■ [Redacted]</li><li>■ [Redacted]</li><li>■ [Redacted]</li><li>■ [Redacted]</li><li>■ [Redacted]</li></ul>	50 marks

	<ul style="list-style-type: none"><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li></ul> <p>[REDACTED]</p> <ul style="list-style-type: none"><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li></ul> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <ul style="list-style-type: none"><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li></ul> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <ul style="list-style-type: none"><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li></ul>	
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<ul style="list-style-type: none"><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li></ul> <p>[REDACTED]</p> <p>[REDACTED]</p> <ul style="list-style-type: none"><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li></ul> <p>[REDACTED]</p> <p>[REDACTED]</p> <ul style="list-style-type: none"><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li></ul> <p>[REDACTED]</p>	
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	<ul style="list-style-type: none"><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li></ul> <p>[REDACTED]</p> <ul style="list-style-type: none"><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li></ul> <p>[REDACTED]</p>	
6.3	<p>Tenderers are asked to outline the process that will be used to meet the 'install to desk requirement' (as stated in the contract description/) of a minimum school laptop including handover documentation.</p> <p>Please describe your approach to delivering this requirement referring to supplementary information as appropriate:</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	50 marks











**Section D - Access to information or systems by third-parties**

This agreement should be signed by all third-parties prior to access being granted to systems and/or non-public Council information. By signing this form you are agreeing:

- to comply with the Council’s Information Security Policy and procedures and take all necessary organisational and technical steps to ensure the security integrity and confidentiality of all data and other information held by the Council to which you shall have access
- to conform to the provisions of all relevant legislation inclusive of but not limited to the Data Protection Act 1998, Copyright Designs and Patents Act 1988, Computer Misuse Act 1990 and all subsequent relevant legislation
- that you will not without the prior written consent of the Council, divulge data or any other information provided to you by the Council or held by the Council to which you shall have access
- that you will take all reasonable precautions to ensure that viruses or other malicious software are not introduced onto or into the Council’s IT facilities or systems
- that you will not without the previous consent of the Council in writing make any change or alteration to I.T. facilities or systems used by the Council
- that you will not access any of the Council’s data information systems or facilities unless you are required to do so and in any event not without the Council’s prior consent in writing. This includes only accessing information or systems specified by the Council and in accordance with agreed times of access.
- that you will not disclose methods of access to facilities or systems to any person without the Council’s prior consent in writing
- that you will only download, print, copy or export the Council’s accessed data or other information in accordance with business requirements agreed in writing with the Council
- that you will not store personal or sensitive data on portable media (CDs, memory sticks, laptops, etc.) without the data being encrypted, not just password protected.

I shall fully indemnify Shropshire Council against all damages (excluding consequential damages), costs, charges and expenses arising from or incurred by any failure on my part to comply with the above clauses and shall promptly notify Shropshire Council in writing of any alleged infringement of which I have notice of.

Notwithstanding the above clause the Contractor will have in place, and will maintain, with a reputable insurer, Public Liability Insurance in the sum of £5,000,000 (FIVE MILLION POUNDS) and Product liability Insurance in the sum of £5,000,000 (FIVE MILLION POUNDS) and Professional Indemnity Insurance in the sum of £1,000,000 (ONE MILLION POUNDS) and will provide evidence of this to Shropshire Council on request. The indemnity given shall be limited to those sums stated.

I agree not to make any admissions of liability without Shropshire Council’s prior written consent. The provisions of this Clause shall survive the expiration or termination of this or any related Agreement.

Please sign below to acknowledge that you have read and understood this document and agree to the conditions therein.

System or information being accessed: .....



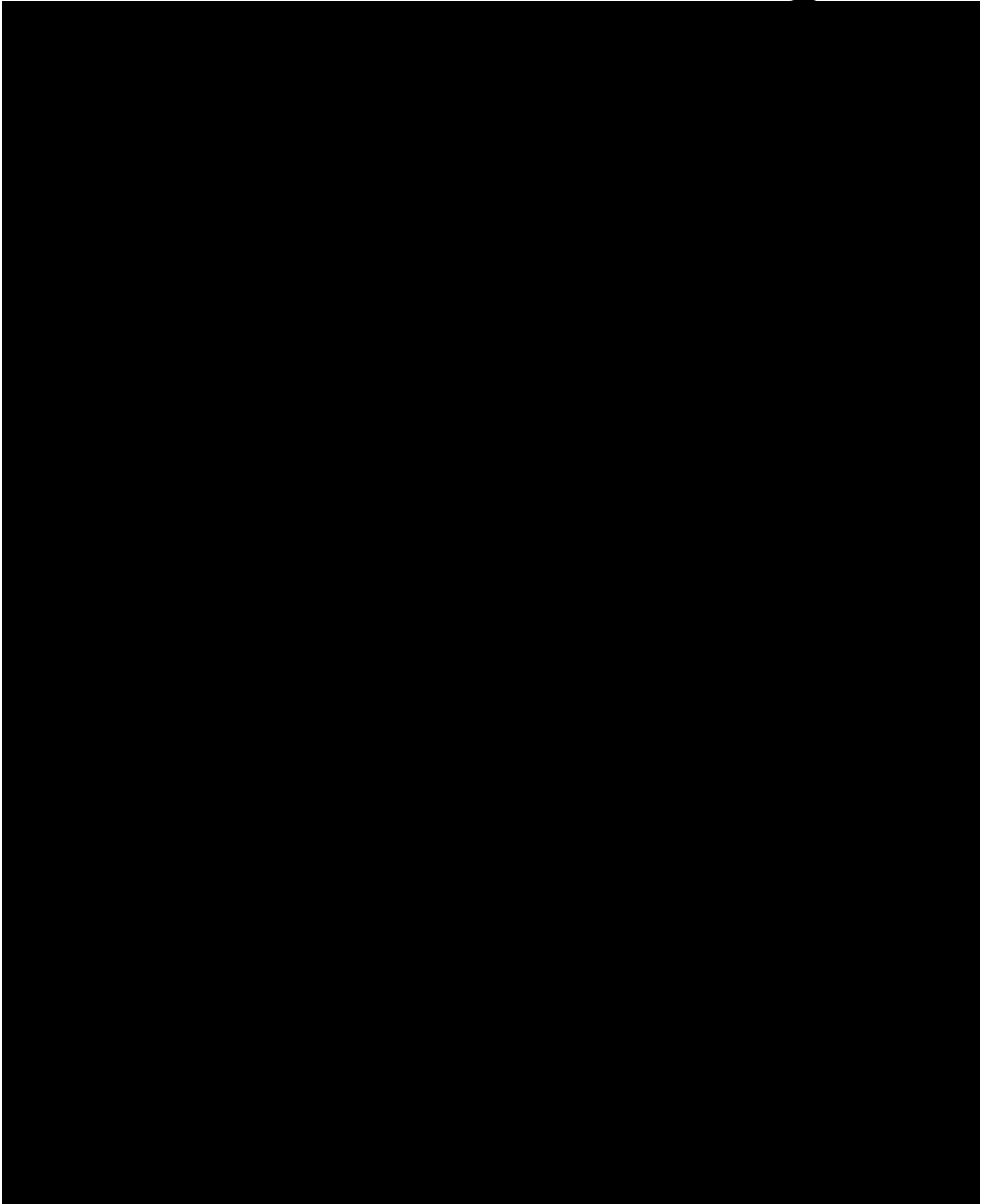
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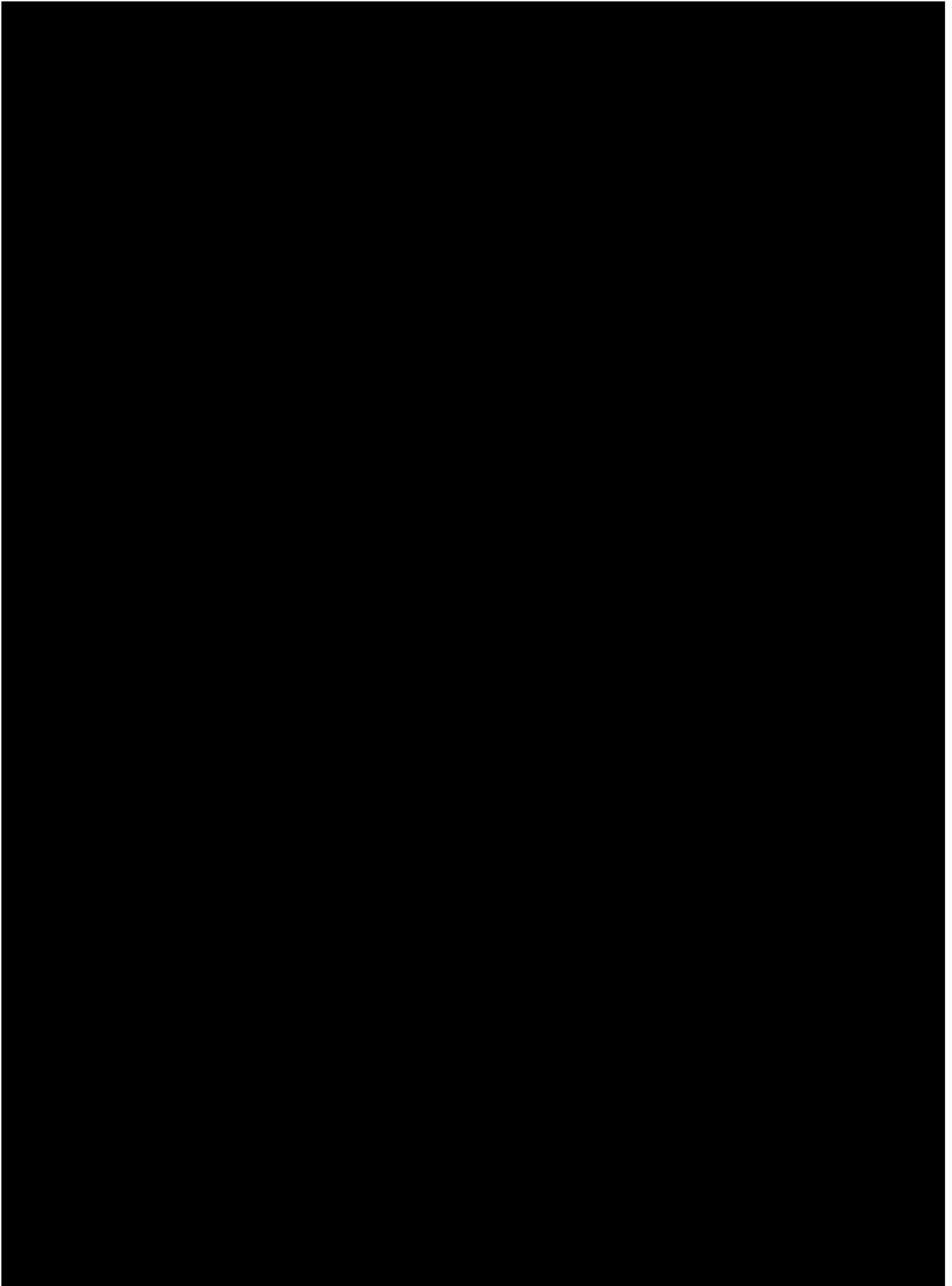
Authorised signatory on behalf of the Contractor

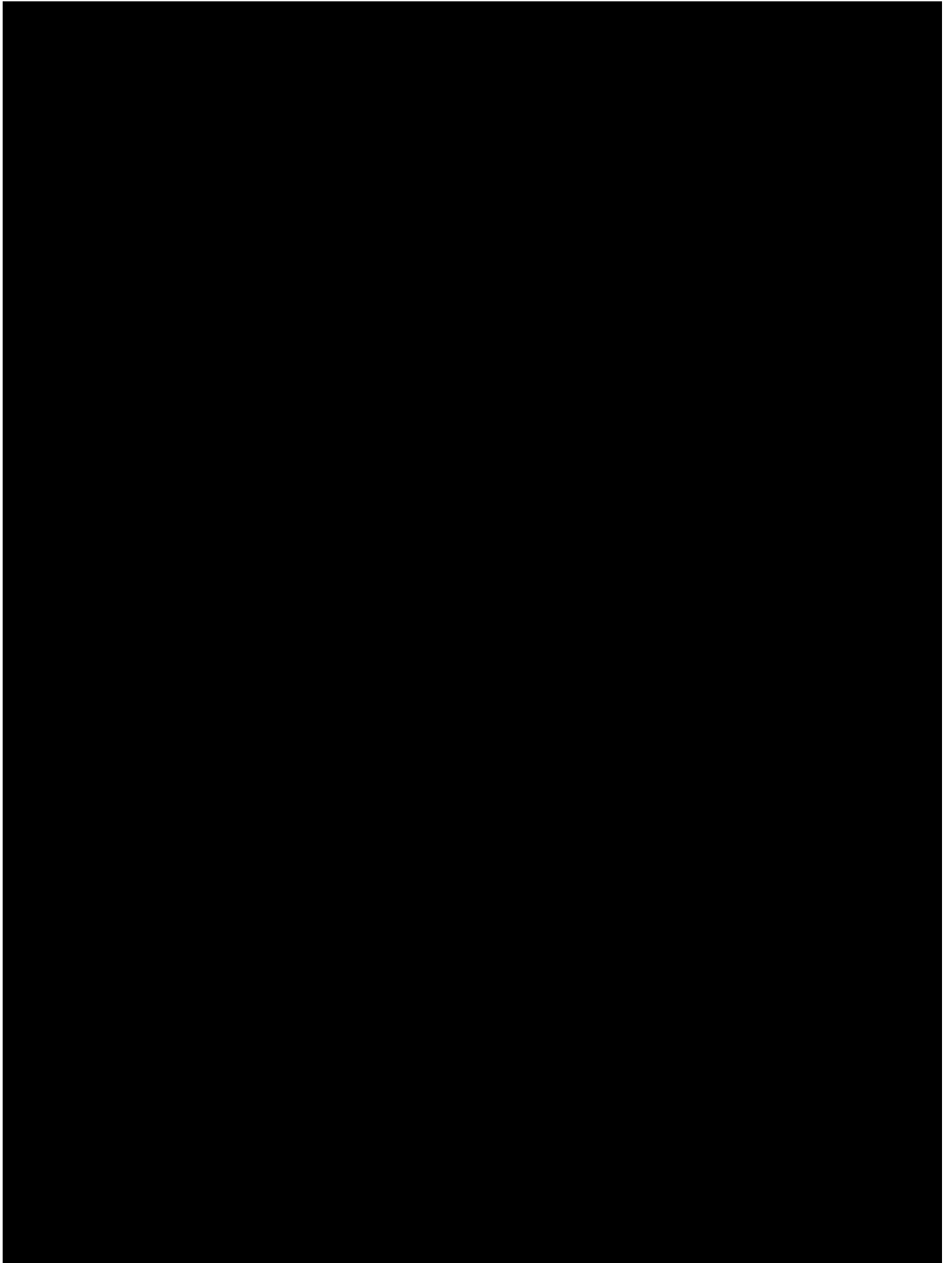
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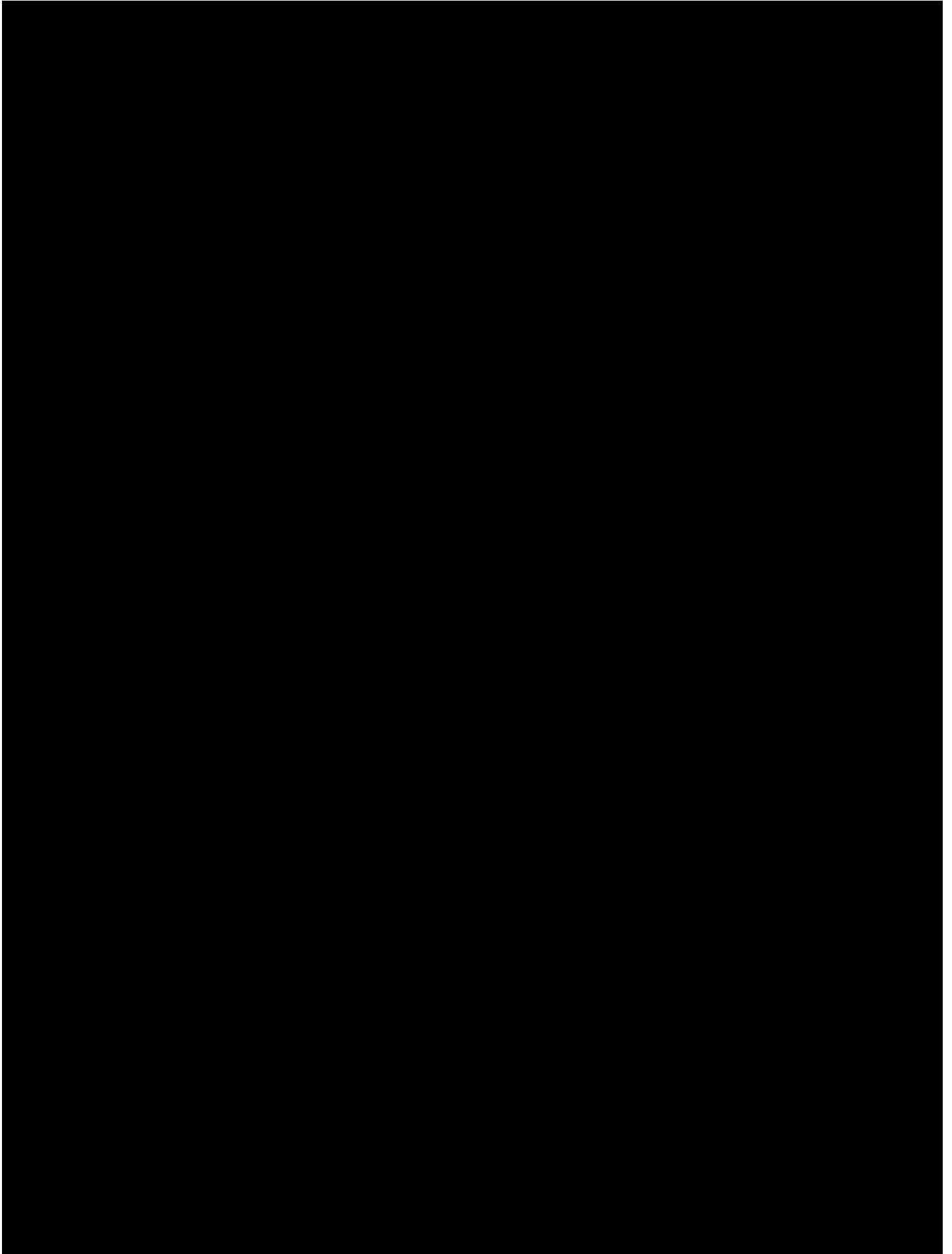
Organisation/Contractor’ details: Stone Computers Ltd, Granite One Hundred, Acton Gate, Stafford, ST18 9AA

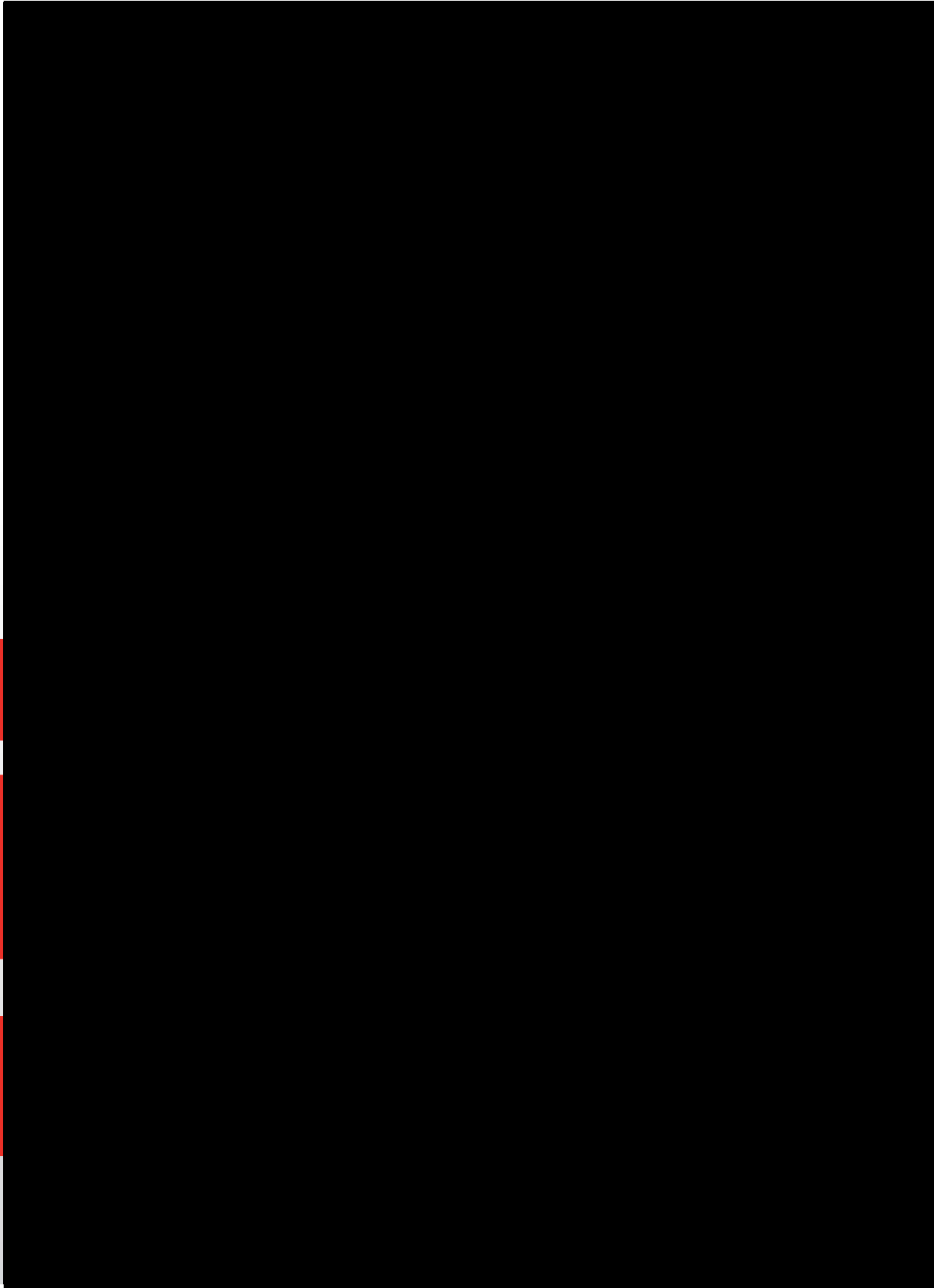




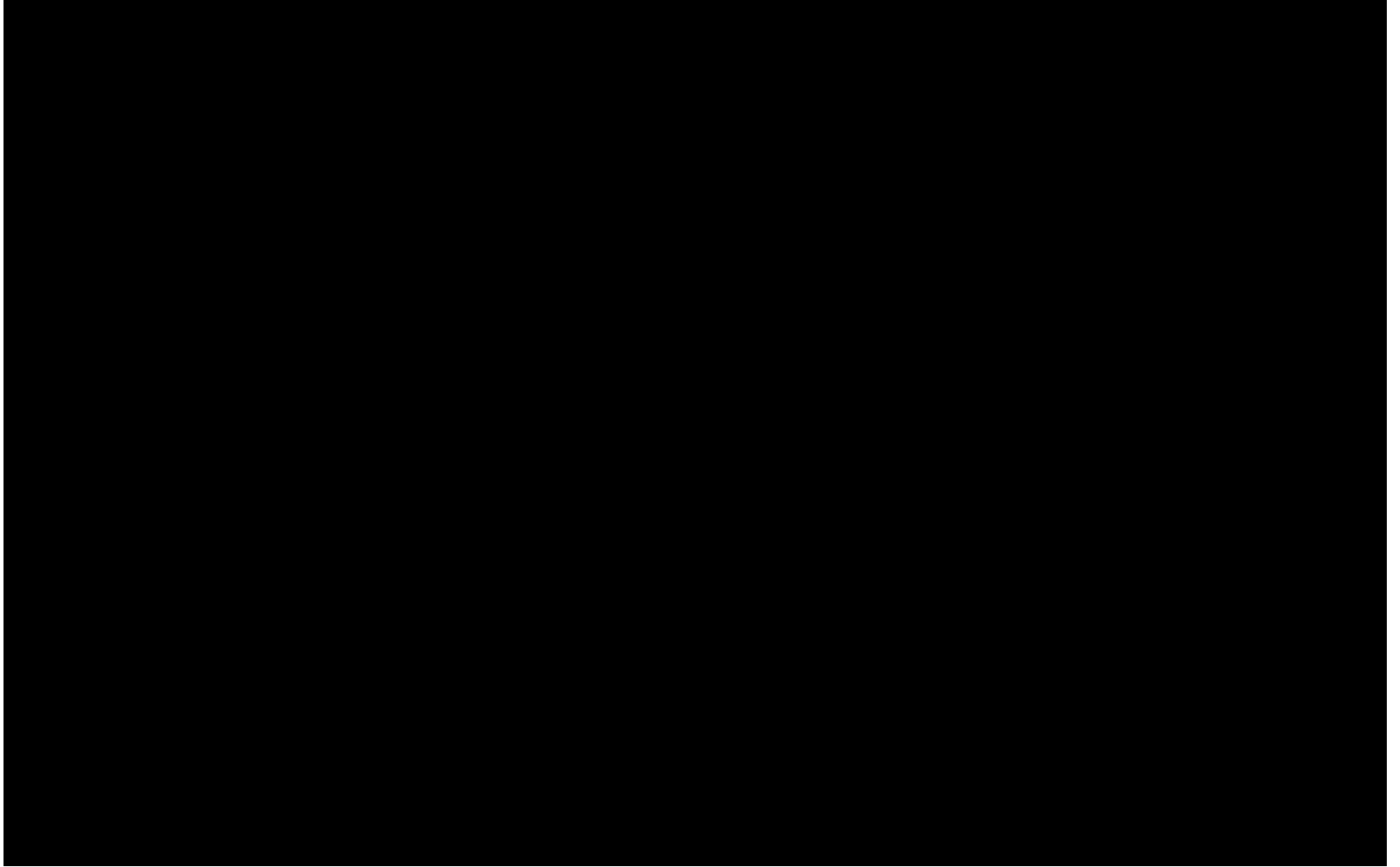




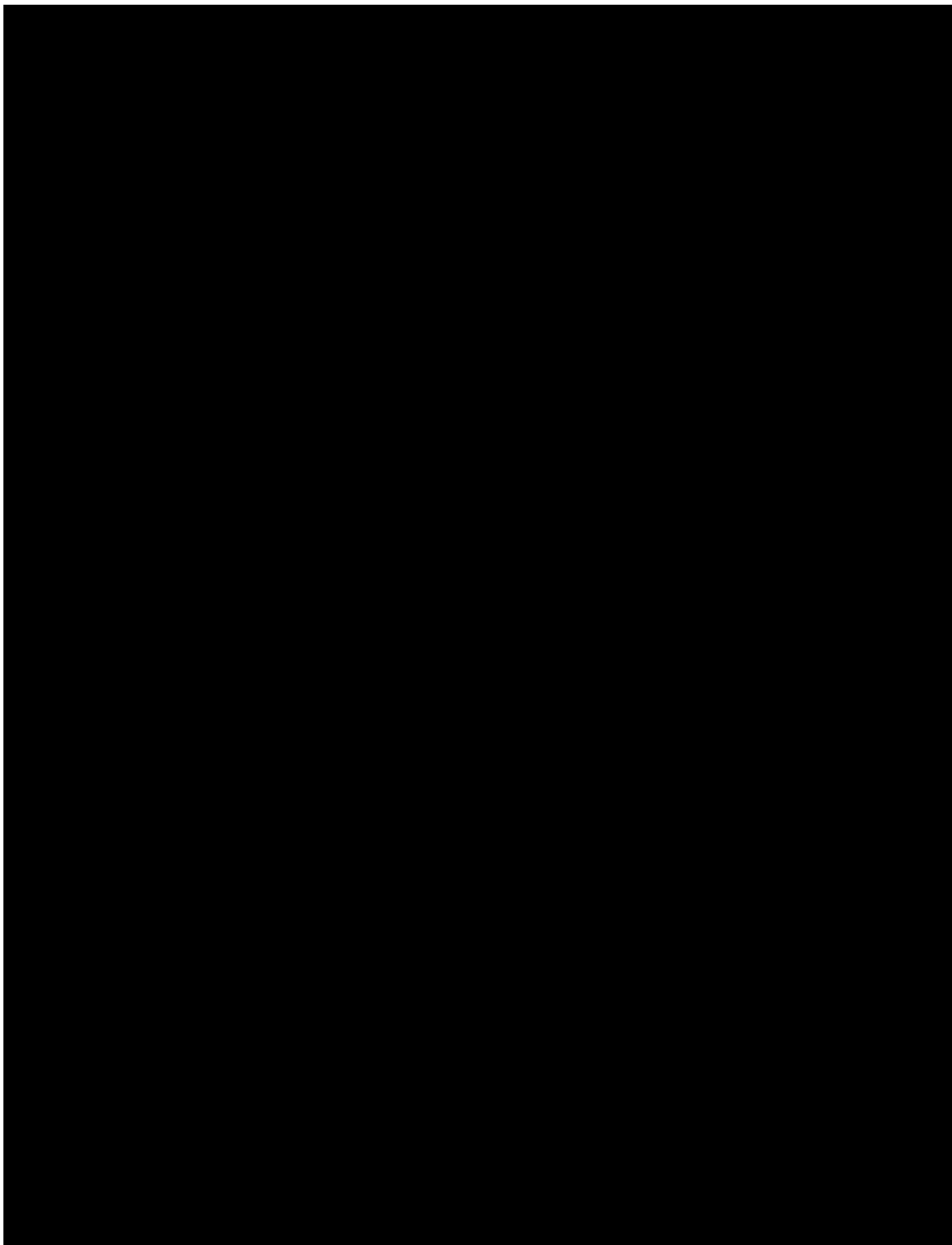


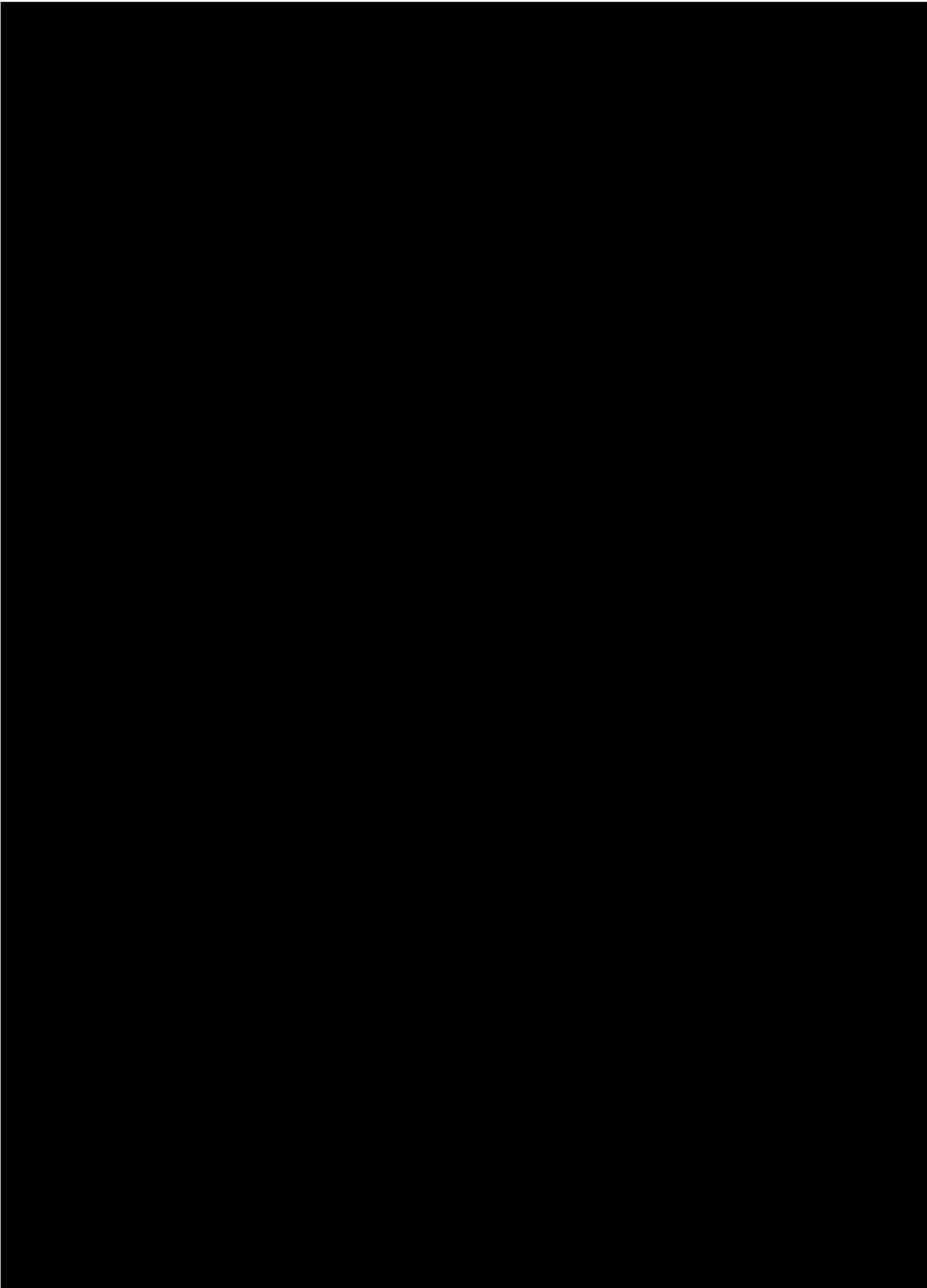


commercial info

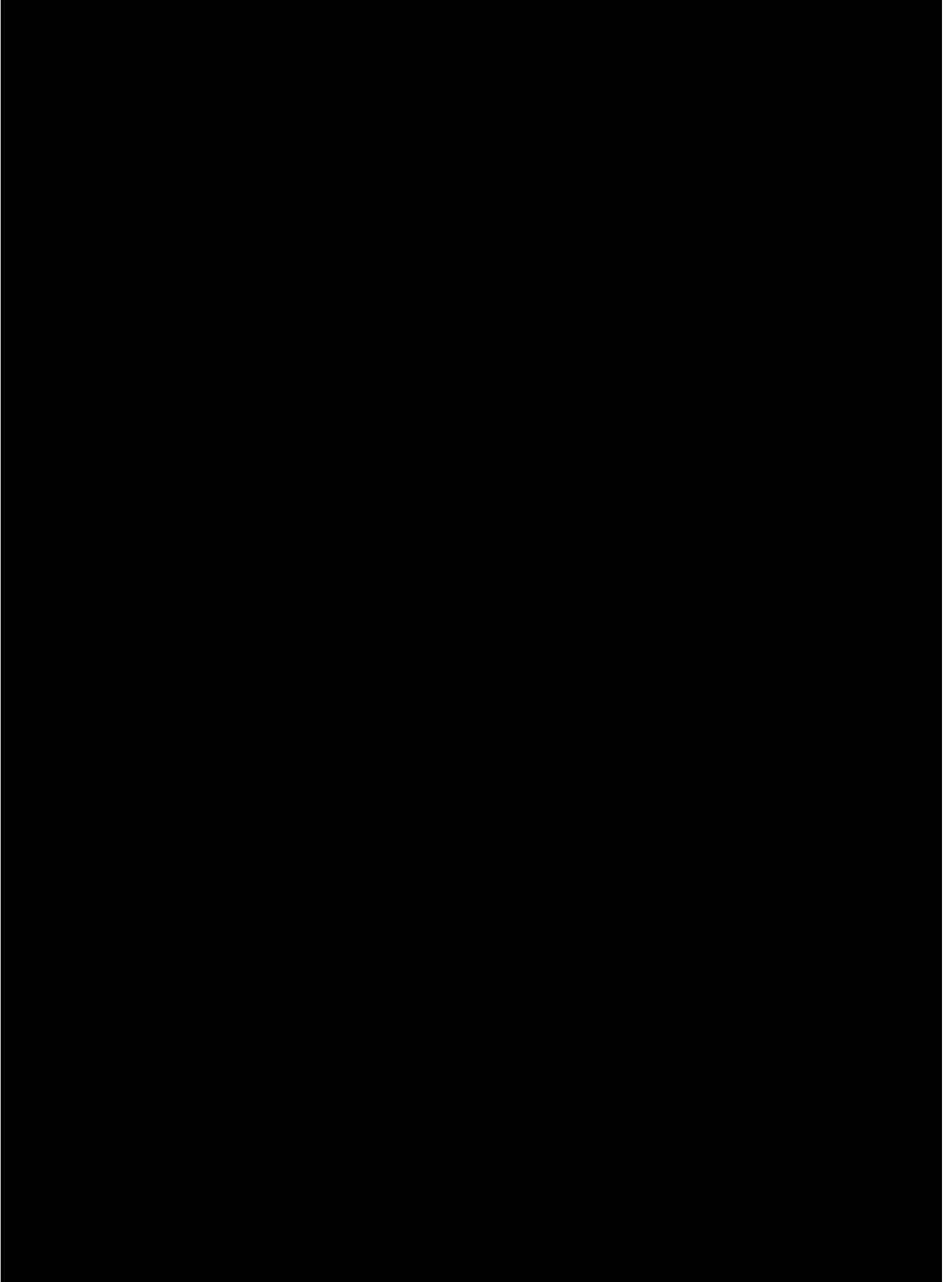


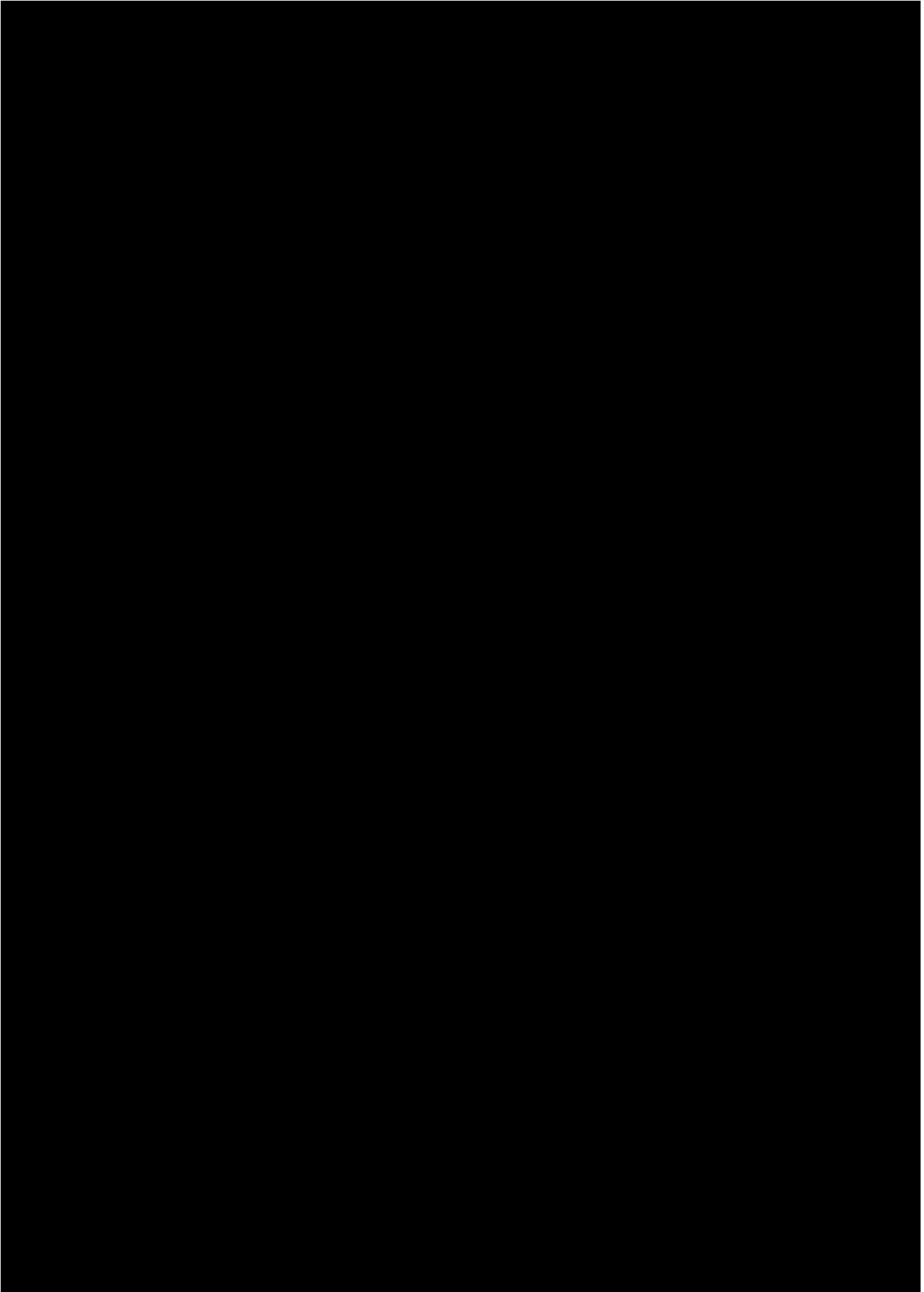
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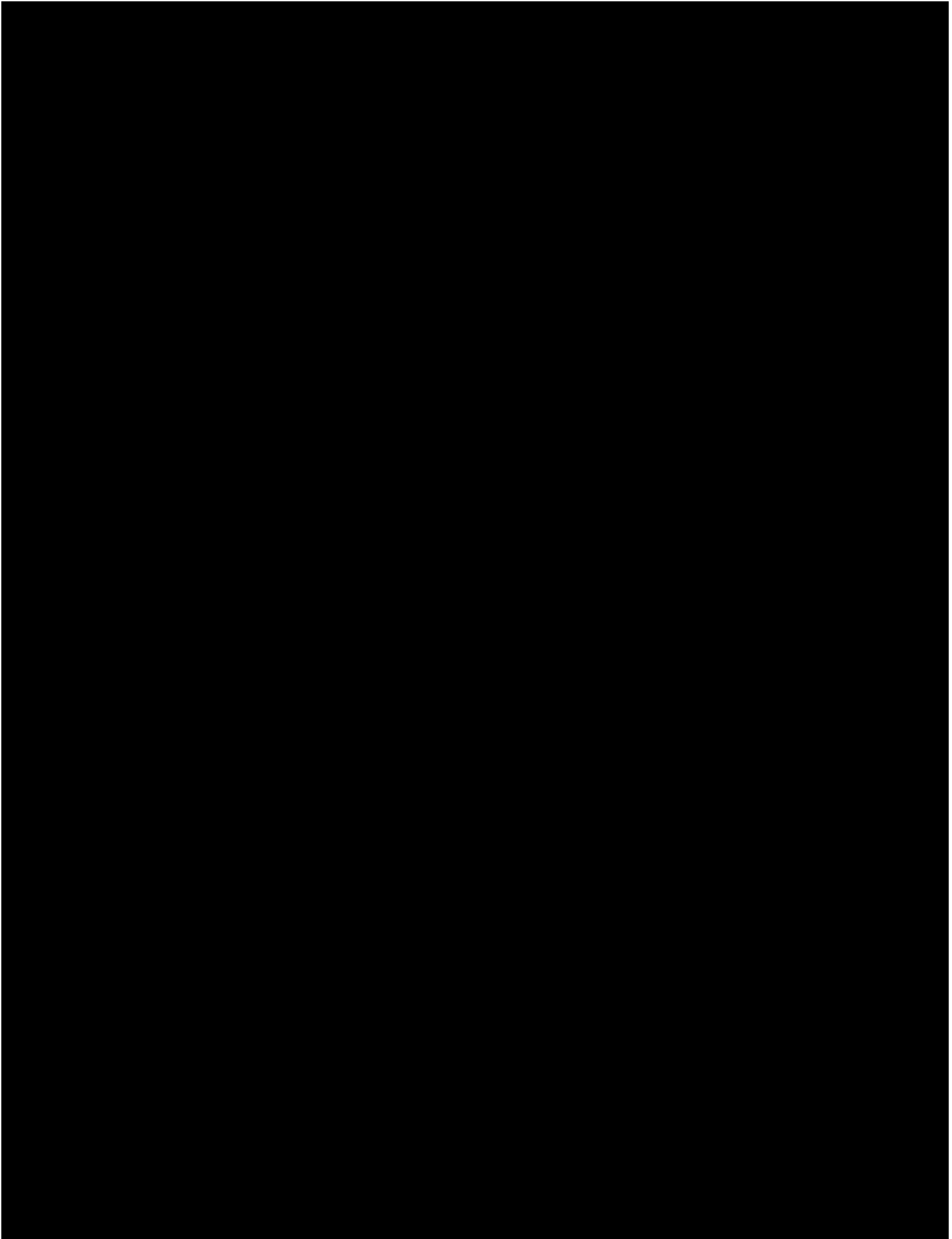


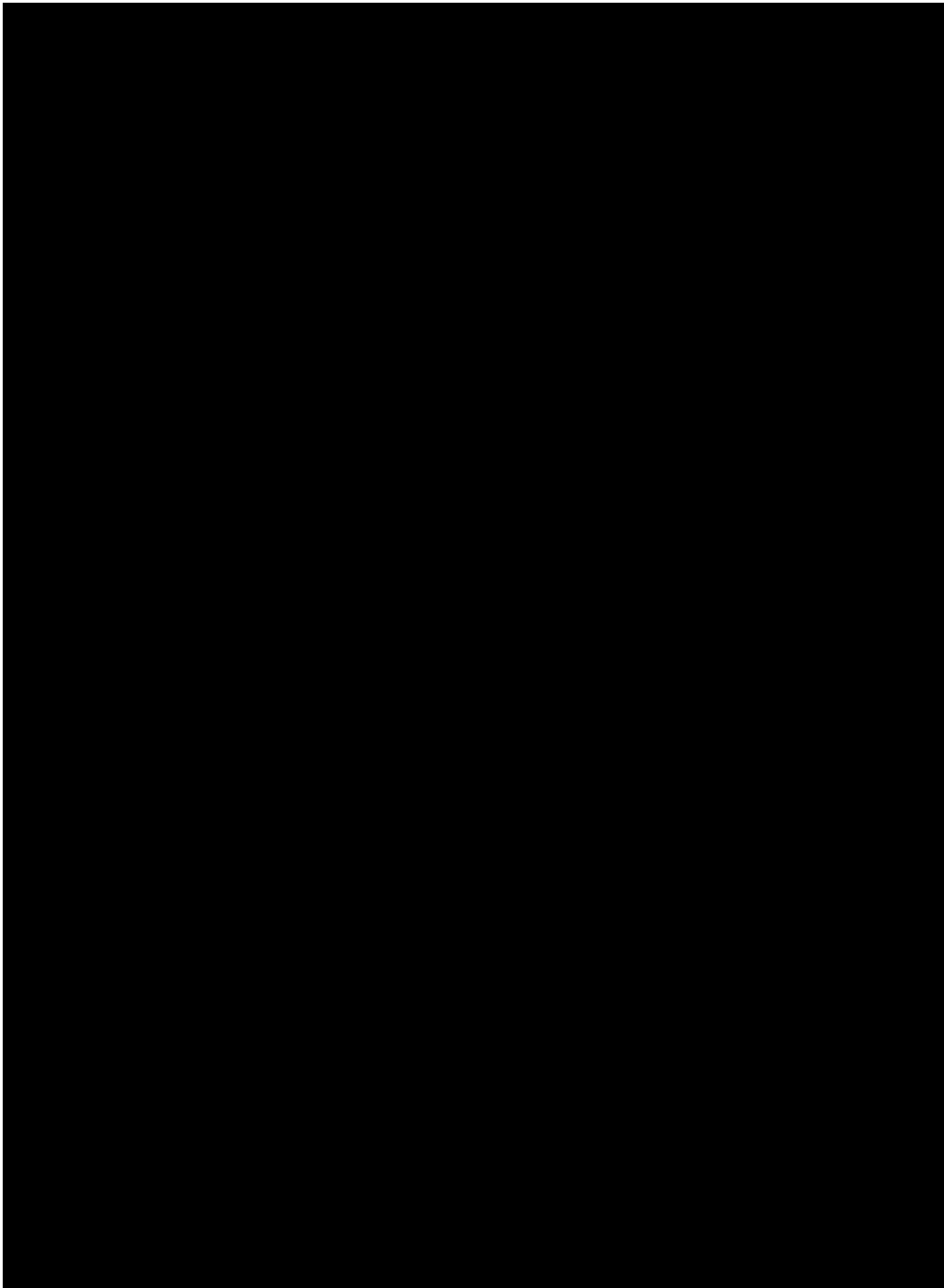


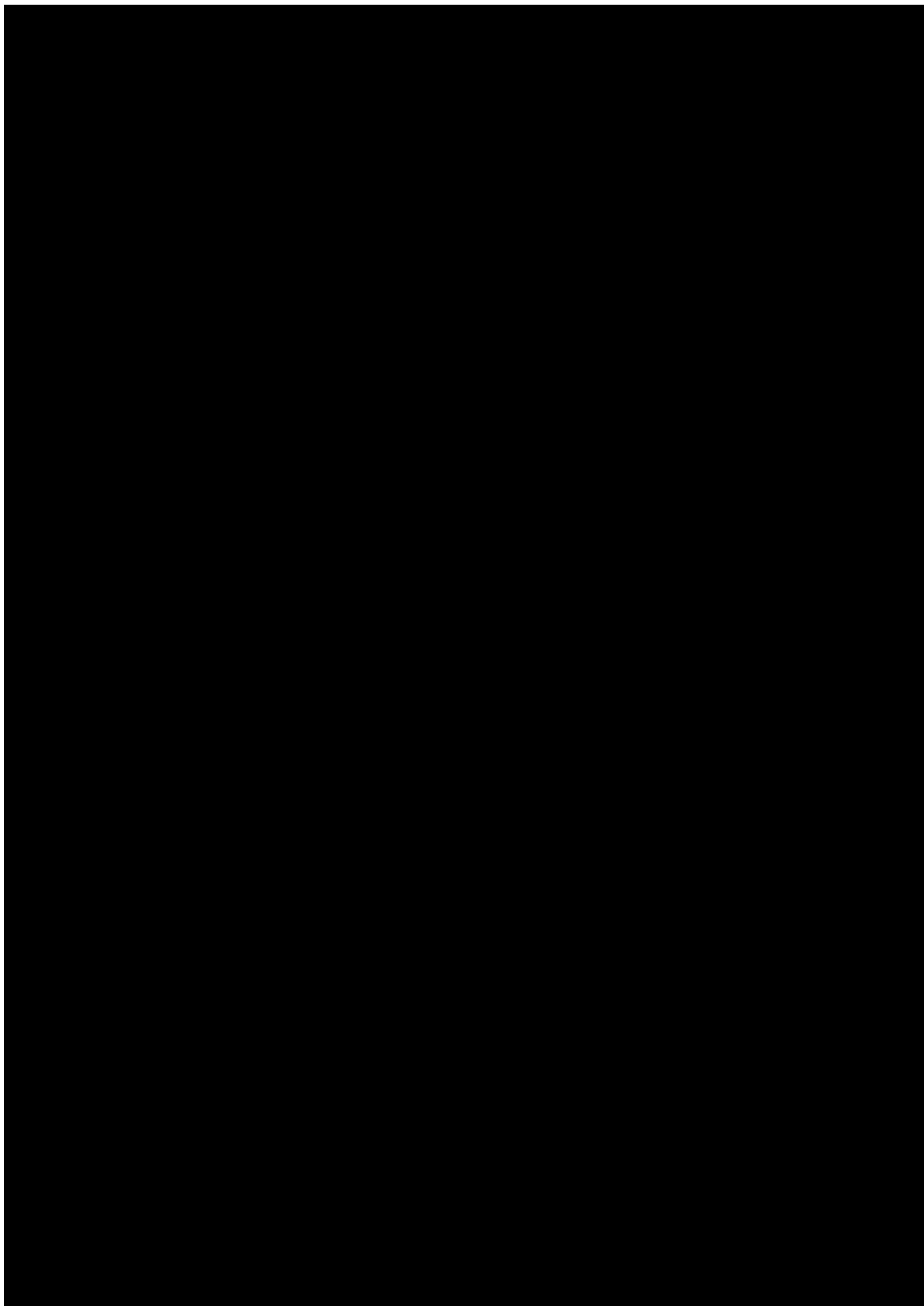


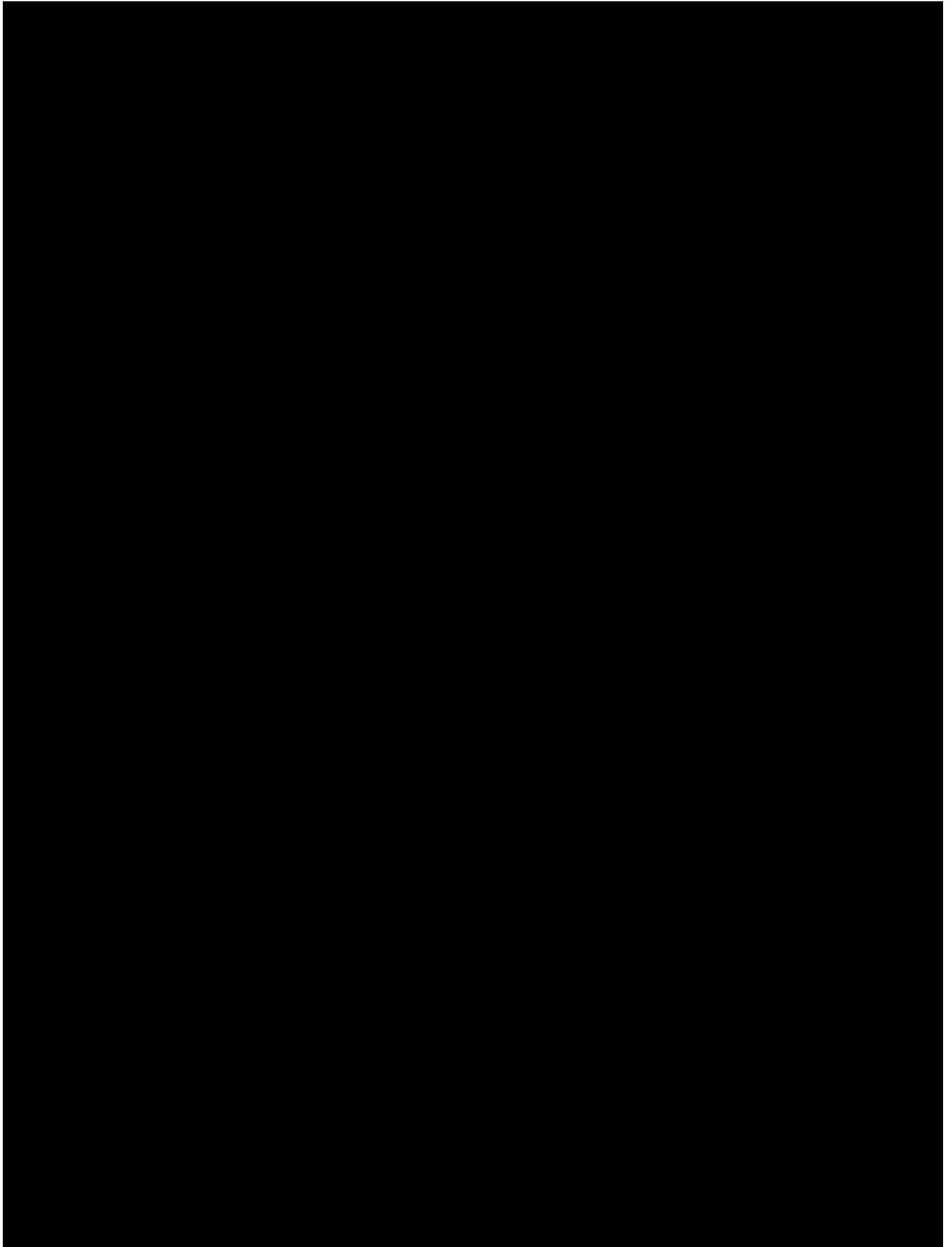


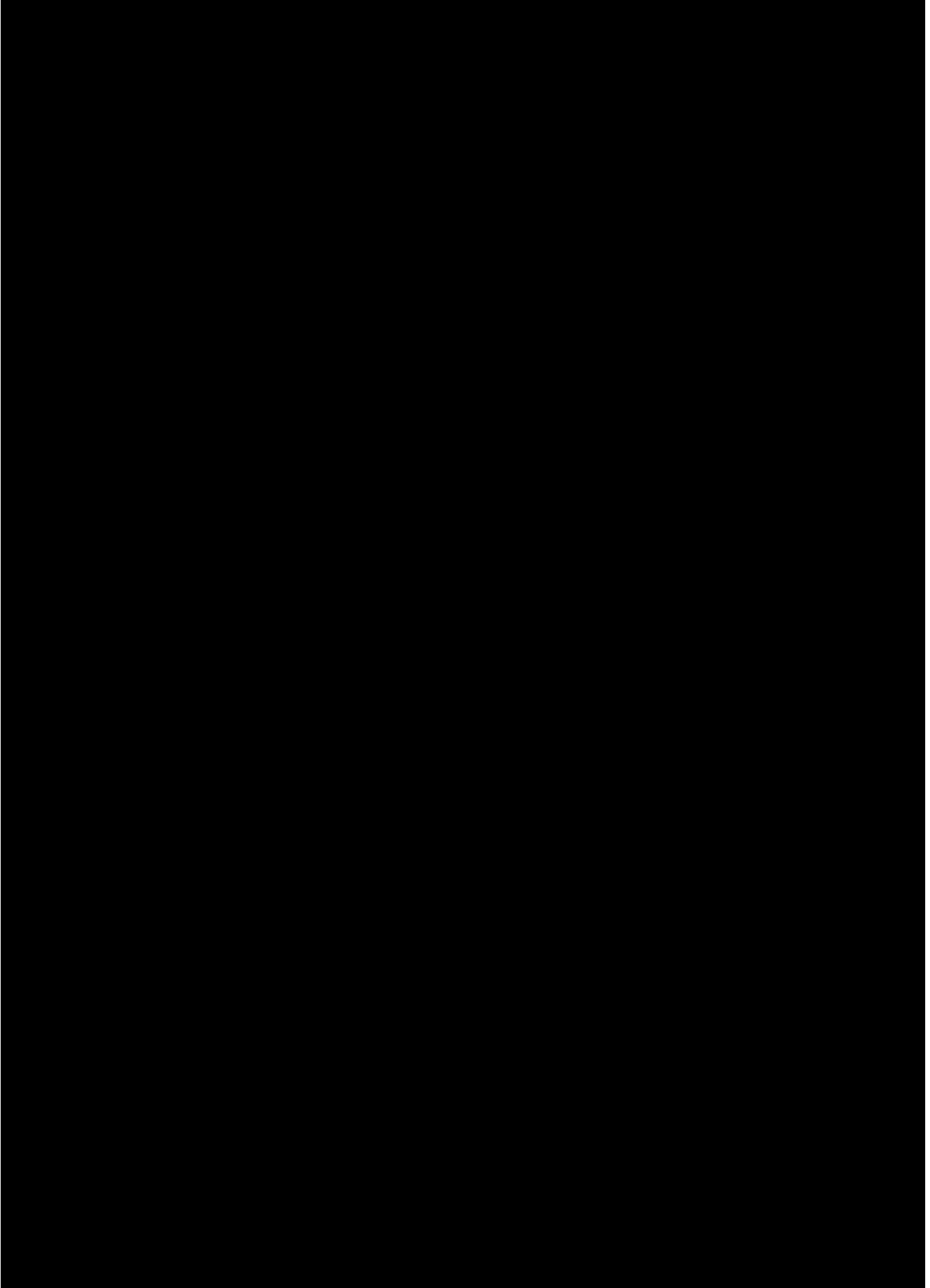


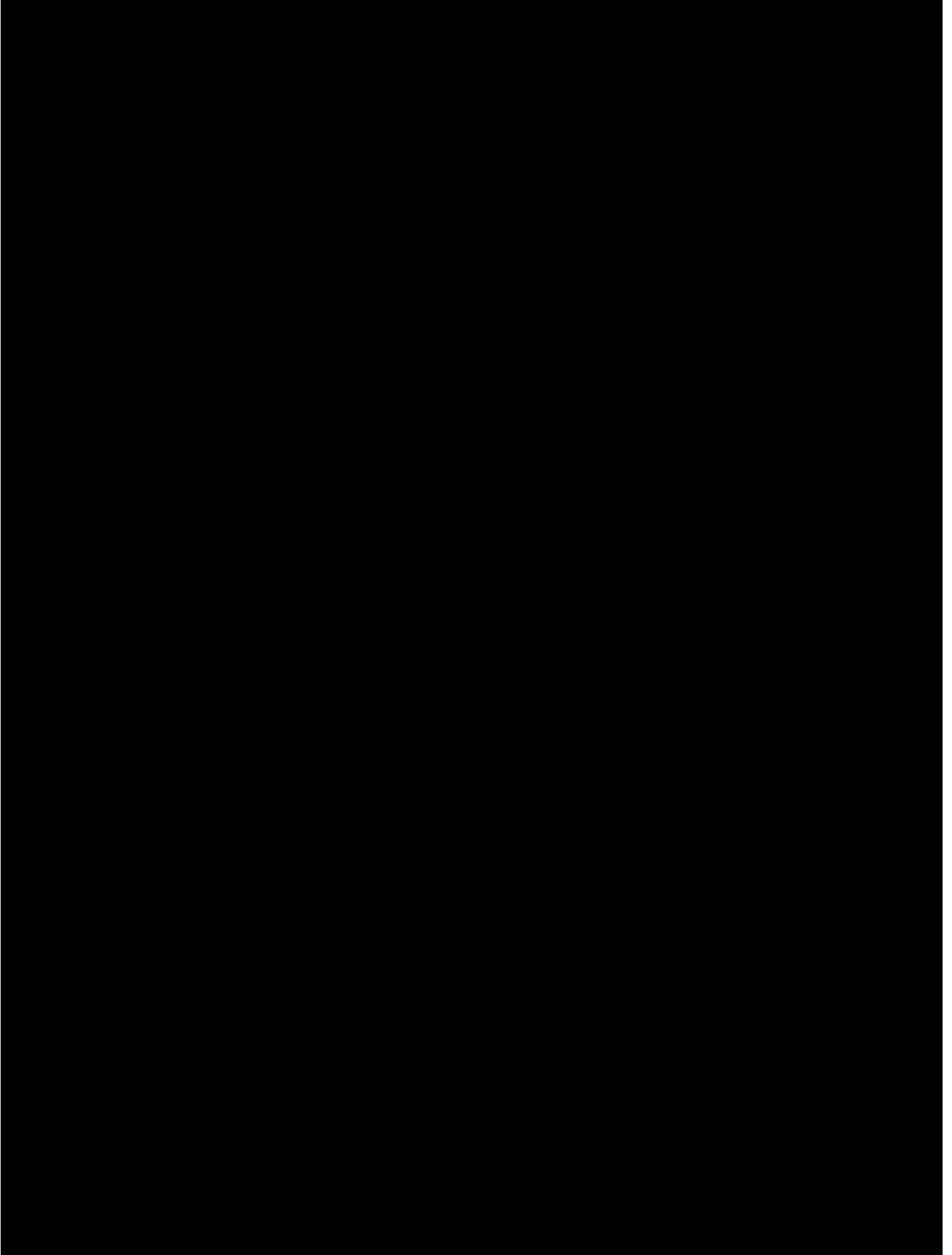




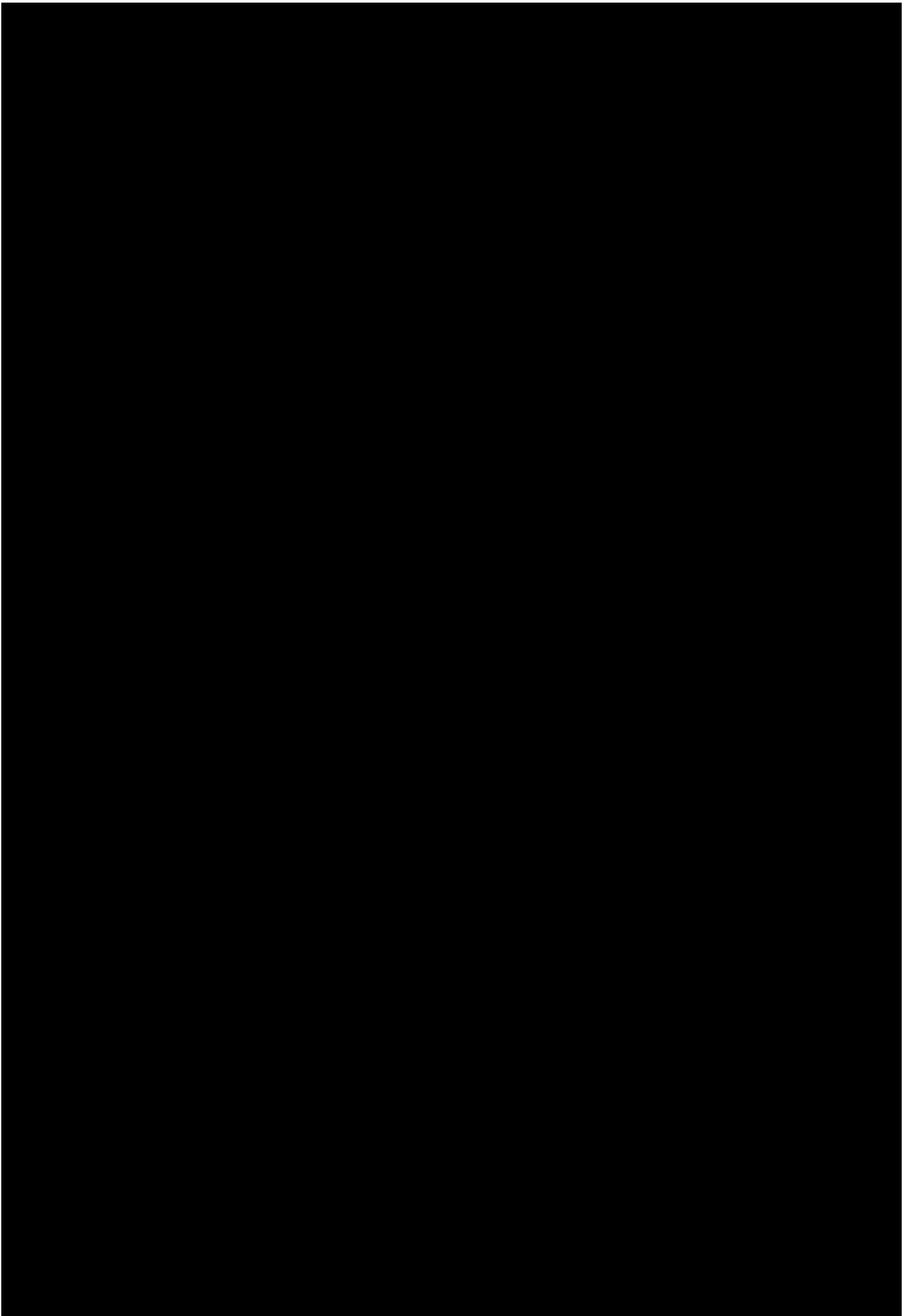


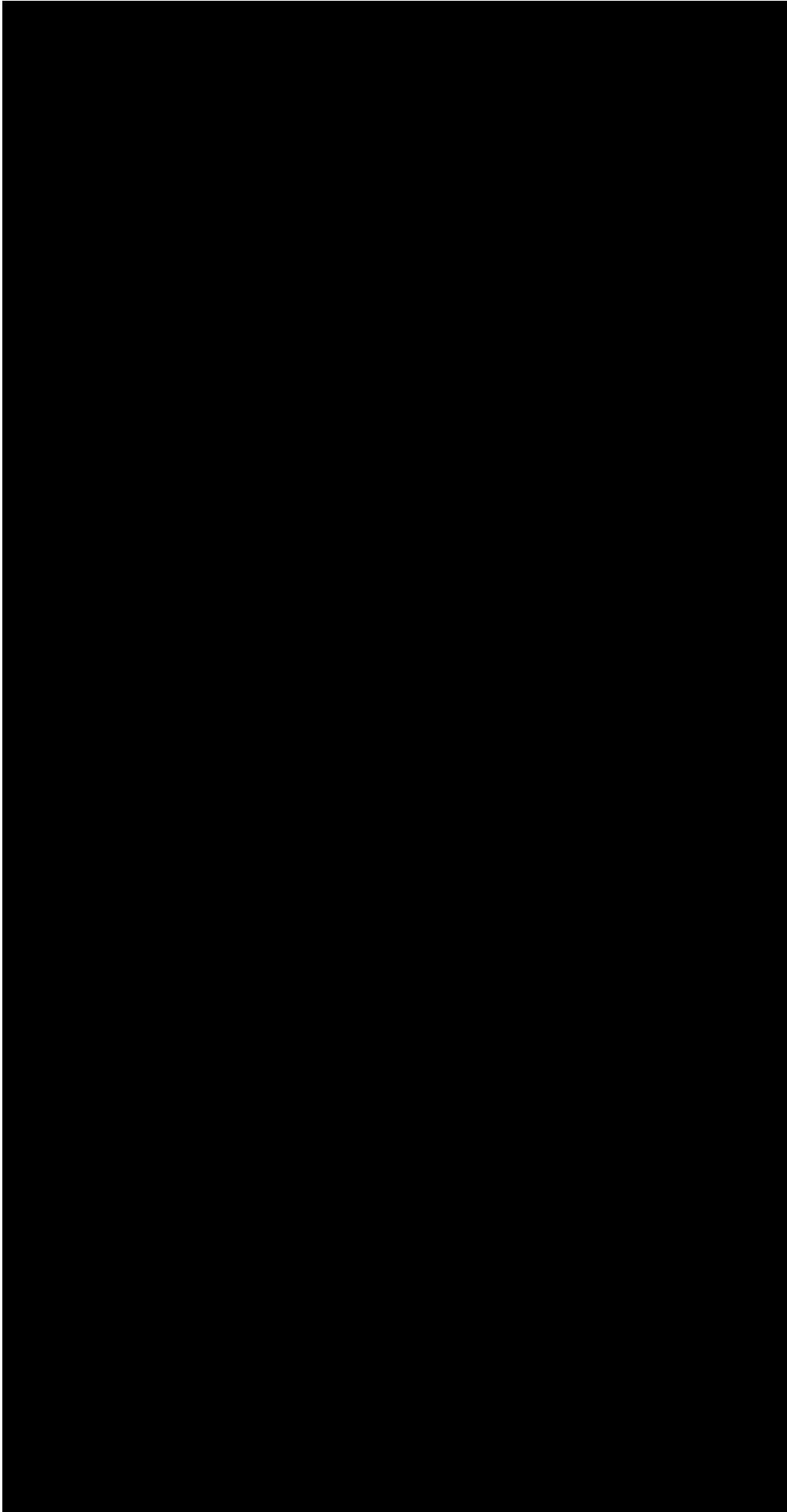




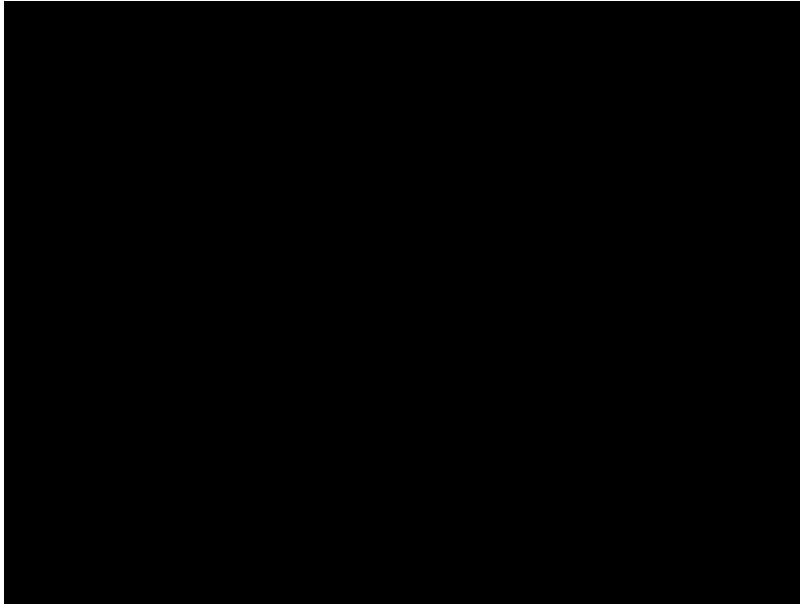


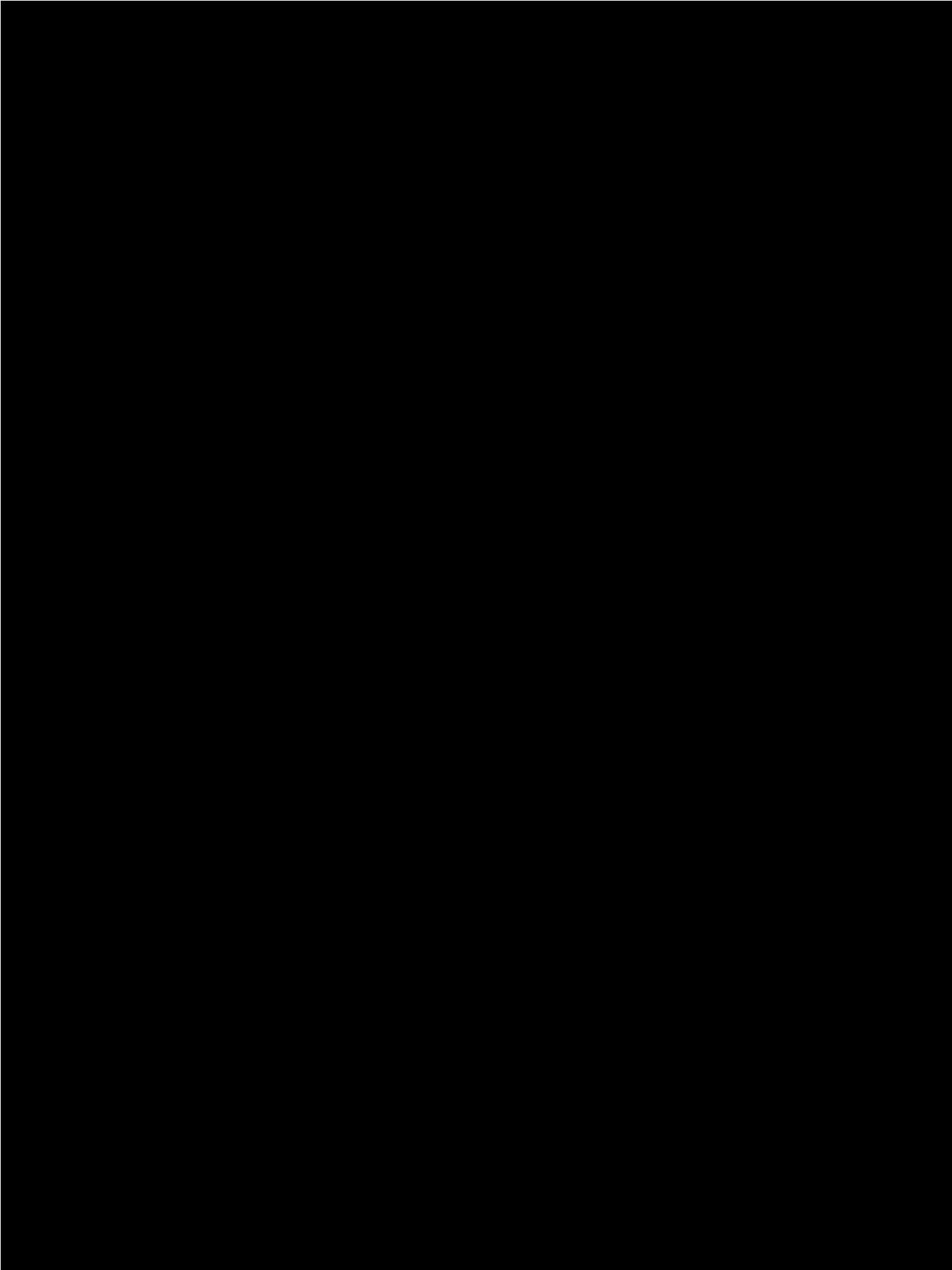






commercial info







personal & commercial info

Stone Computers Ltd  
Granite One Hundred  
Acton Gate  
Stafford  
ST18 9AA

Shropshire Council  
Shirehall  
Abbey Foregate  
Shrewsbury  
Shropshire SY2 6ND

Emailed to [REDACTED]

Date: 16 November 2015

Dear Tenderer

**HMC 005 - Supply of Laptop/PC Devices  
(RM1054 Lot 1 Mini Competition under Framework)**

**SUBJECT TO CONTRACT**

This is an Award Decision Notice pursuant to Regulation 32 of The Public Contracts Regulations 2006 (the "Regulations").

We are pleased to inform you that, following the evaluation process, Shropshire Council proposes to accept your offer to form part of the above proposed framework/contract as set out in your recent tender.

However, this letter is not, at this stage, a communication of Shropshire Council's formal acceptance of your offer. A mandatory "standstill" period is now in force pursuant to Regulation 32A of the Regulations; this period will end at midnight on 26 November 2015

Subject to Shropshire Council receiving no notice during the standstill period of any intention to legally challenge the award process, the Council aims to conclude the award of the framework/contract after the expiry of the standstill period.

The award criteria for this contract was set out in full in Invitation to Tender with quality accounting for 60% and price for 40% of the total marks.

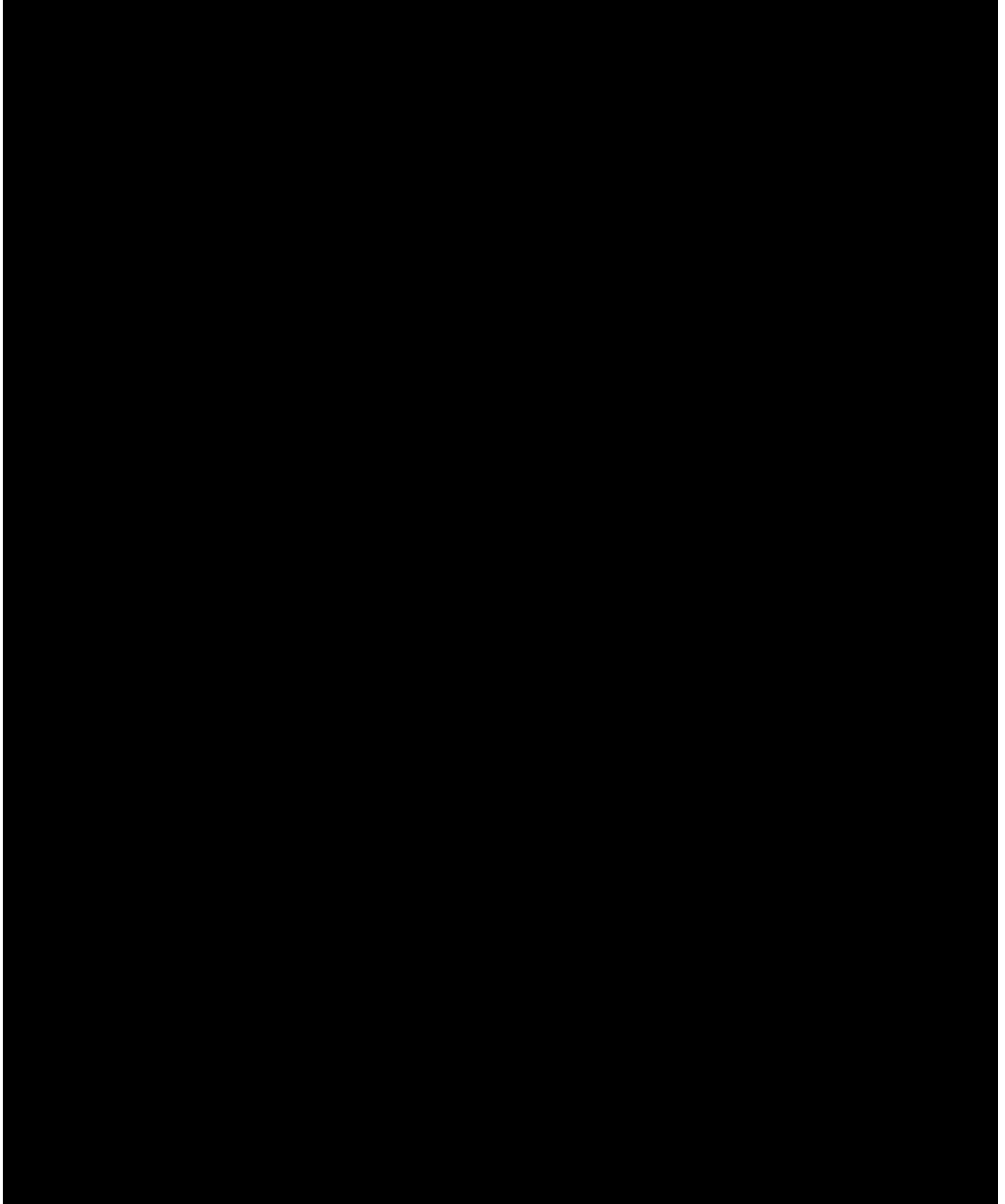
We can confirm that your tender received the following scores and ranking:-

Criteria	Your Weighted Score	Highest Scoring Tenderer's Total Weighted Marks	Your Rank (out of all 2 tenders received)
Price (out of 400 marks)	[REDACTED]	[REDACTED]	[REDACTED]
Quality (out of 600 marks)	[REDACTED]	[REDACTED]	[REDACTED]
Overall	[REDACTED]	[REDACTED]	[REDACTED]

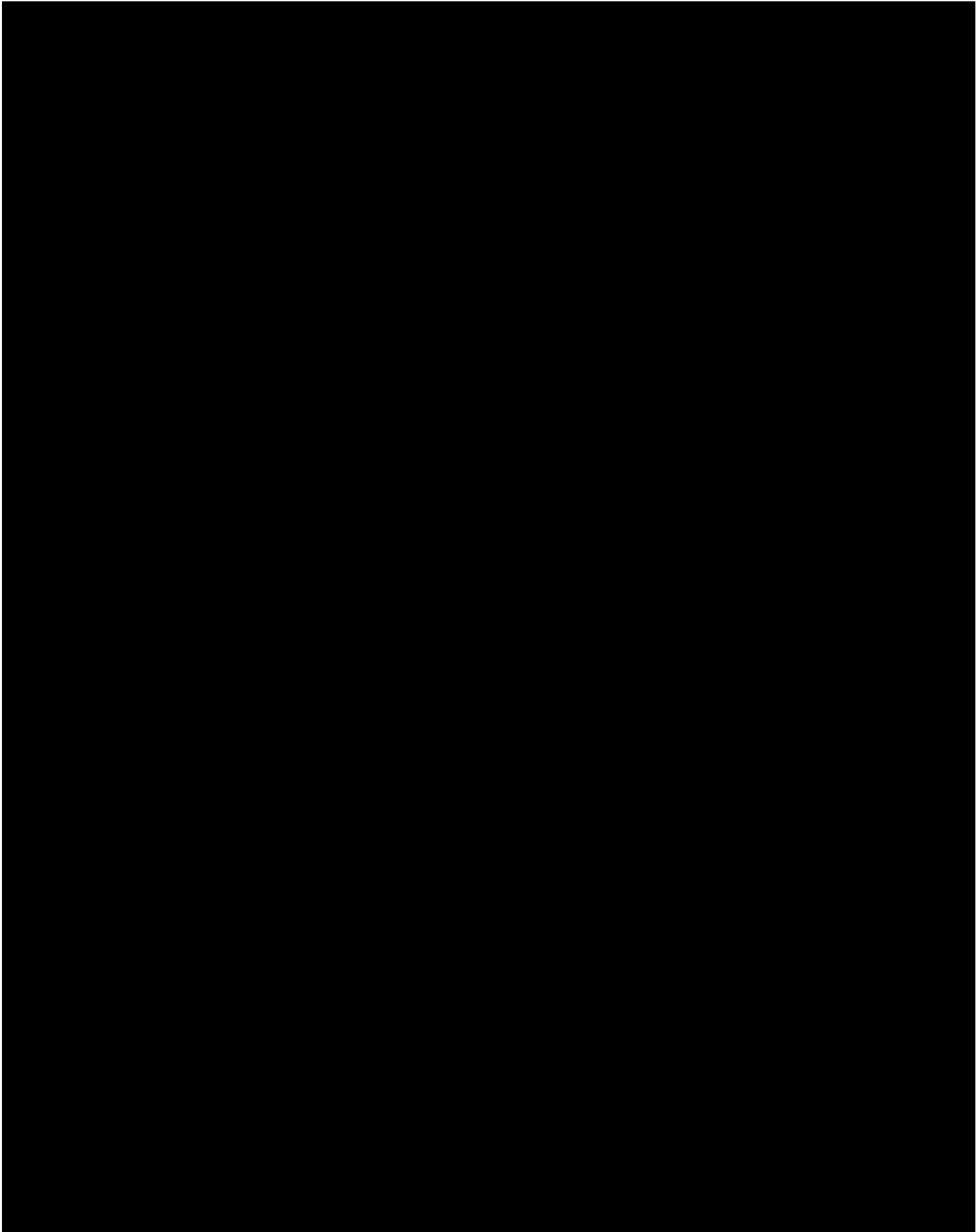


commercial info

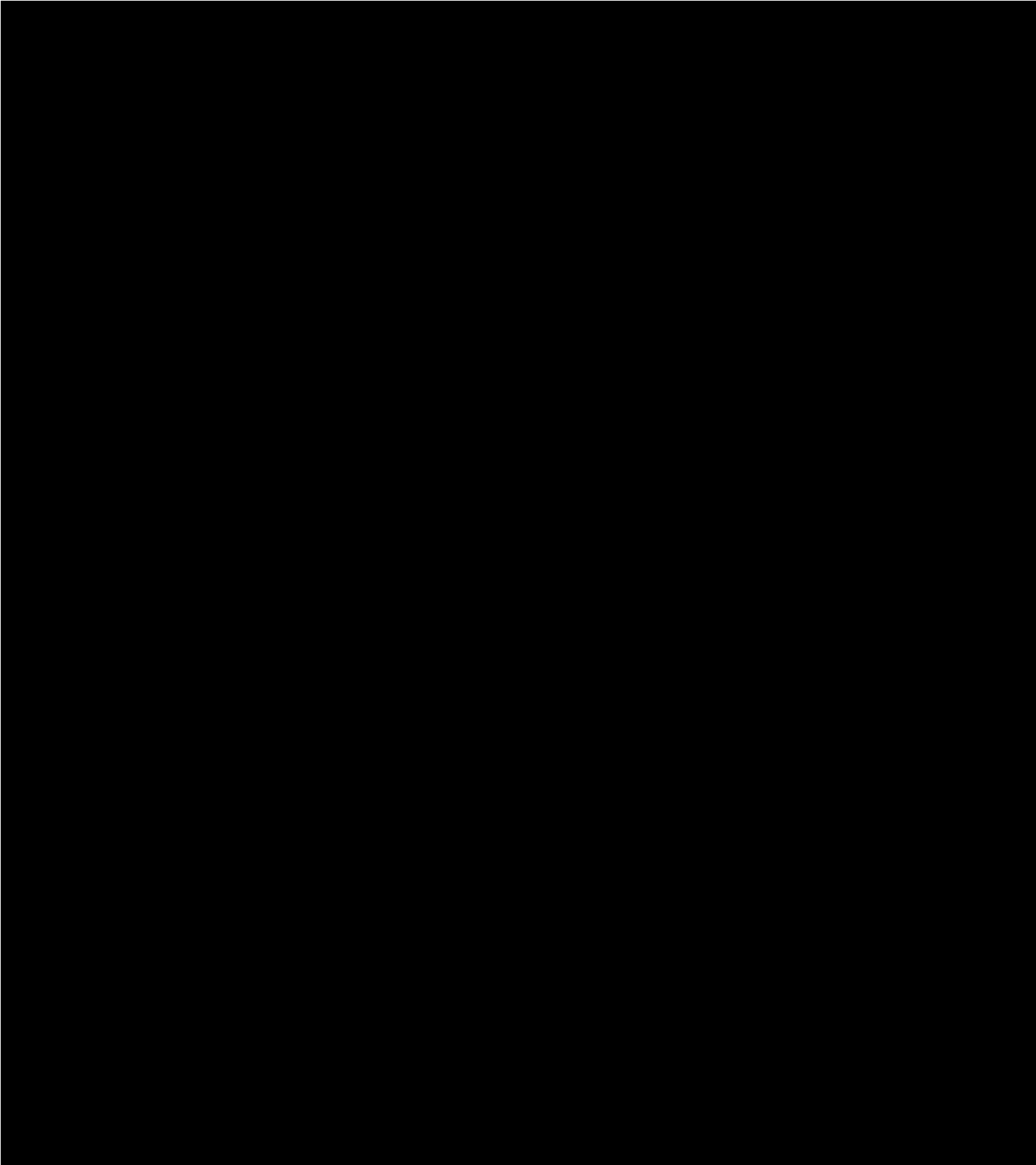
Please find details of the marks allocated to you for Quality and reasoning behind the Quality marks as follows:-



commercial info



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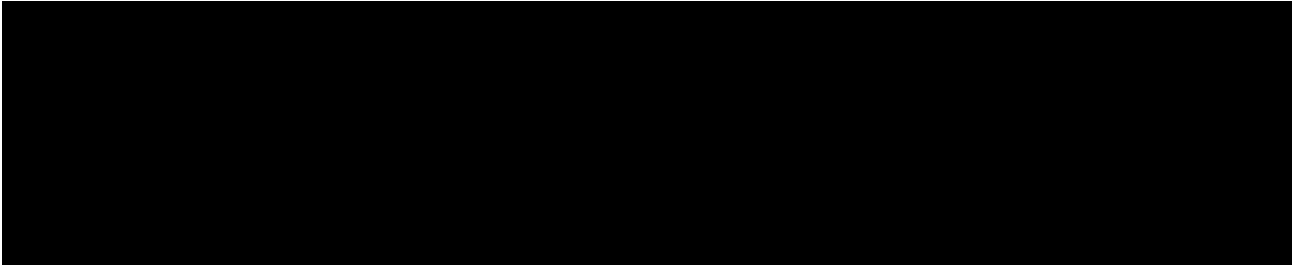


We will be in touch with you again at the end of the standstill period.

Yours faithfully



personal info



ICT Team Leader  
Shropshire Council

Interim ICT Manager  
Shropshire Council