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Tender

Telephone & Data Transmission Services ("Moves, Adds and Changes")

UNIVERSITY OF SOUTHAMPTON

F02: Contract notice

Notice identifier: 2024/S 000-011152

Procurement identifier (OCID): ocds-h6vhtk-045012

Published 5 April 2024, 3:46pm

The closing date and time has been changed to:

14 May 2024, 12:00pm

See the [change notice](#).

Section I: Contracting authority

I.1) Name and addresses

UNIVERSITY OF SOUTHAMPTON

UNIVERSITY ROAD

SOUTHAMPTON

SO171BJ

Contact

Mandy Stephens

Email

procurement@soton.ac.uk

Telephone

+44 2380595000

Country

United Kingdom

Region code

UKJ32 - Southampton

UK Register of Learning Providers (UKPRN number)

10007158

Internet address(es)

Main address

<http://www.southampton.ac.uk>

Buyer's address

<https://in-tendhost.co.uk/universityofsouthampton.aspx/Home>

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://in-tendhost.co.uk/universityofsouthampton>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/universityofsouthampton>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Telephone & Data Transmission Services ("Moves, Adds and Changes")

Reference number

2023UoS-1102

II.1.2) Main CPV code

- 51000000 - Installation services (except software)

II.1.3) Type of contract

Services

II.1.4) Short description

The University requires the provision of Moves, Adds and Changes ("Services") related to its telephone and data installations network.

This can include services which are labour only, provision of goods or a combination of both.

II.1.5) Estimated total value

Value excluding VAT: £2,700,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 32400000 - Networks
- 45314300 - Installation of cable infrastructure
- 50312300 - Maintenance and repair of data network equipment
- 50312310 - Maintenance of data network equipment
- 50312320 - Repair of data network equipment
- 50334110 - Telephone network maintenance services
- 51300000 - Installation services of communications equipment

II.2.3) Place of performance

NUTS codes

- UKJ3 - Hampshire and Isle of Wight

II.2.4) Description of the procurement

The University requires the provision of Moves, Adds and Changes ("Services") related to its telephone and data installations network. This can include services which are labour only, provision of goods or a combination of both, details of which can be found below.

The scope of the Services includes, but is not limited to:

- Installation of data outlets;
- Patching of data outlets;
- Relocation of a data outlets;
- Testing and terminating ready wired circuit;
- Fault investigation of data outlets;
- Supply and installation of new, patch panel for rack;

- Installation of main or single containment routes, from the office to the data rack;
- Re-jumper an existing analogue telephone service;
- Re-patch an existing analogue telephone service;
- Fault investigation of telephone line plants;
- Installation of emergency voice communication (EVC) help points;
- Replacement of faulty network switches;
- Installation of new network switches;
- Supply and installation of cabinets;
- Additions to or new provision to the University's blown fibre infrastructure. To include installation, termination and testing;
- Repairs to the blown fibre infrastructure;
- Wi-Fi Design(s);
- Wi-Fi Installation(s);
- Wireless Access point replacement;
- Updating of Caplum, the Network Infrastructure; Management Tool;
- To be duty holder as Principal contractor and Principal Designer in respect of moves adds and changes in line with Construction Design Management regulation 2015.

Occasional Further Requirement

Throughout the life of the Contract, there may be further but occasional requirements, as listed below:

- Supplying of Goods, to enable the Service Provider to be able to perform their obligations in performing the Services. This will be required only where the University does not have sufficient or has incorrect stocks of Goods to pass to the Service Provider to enable them to perform their duties of the Contract.
- Requirement for further Services such as project management and or design/planning.

It is expected that the above Services maybe required from time to time during the life of the Contract, these occasional further requirements are not the majority of the Services that are required for this Procurement.

Procurement Process: This procurement process is being conducted as an Open Procedure.

The University proposes to enter into a Contract for 6 (six) years - this will be the maximum contract period, including any potential extensions with the successful Tenderer.

This will comprise of an initial contract period of 3 (three) years with an option to extend by a further of 3 (three) years subject to satisfactory performance and at the discretion of the University.

Contract Value: The estimated value for the initial three-year contract term is in the region of £840,000.00 - £1,350,000 GBP (excluding VAT).

The estimated value of the three-year extension period is £840,000.00 - £1,350,000 GBP (excluding VAT).

It is estimated, therefore, that the total value of this contract will be between £1,680,000.00 and £2,700,000 GBP (excluding VAT).

TUPE:

The University envisages that TUPE may apply to this procurement. Further details can be found in the Invitation to Tender document set

II.2.5) Award criteria

Quality criterion - Name: Mandatory technical requirements detailed in the Invitation to Tender document set / Weighting: Pass/Fail

Quality criterion - Name: Mobilisation of the Contract / Weighting: 5%

Quality criterion - Name: Resourcing / Weighting: 10%

Quality criterion - Name: Staff Training / Weighting: 5%

Quality criterion - Name: Fibre Optic Cabling / Weighting: 8%

Quality criterion - Name: Monthly Invoice / Reporting / Weighting: 5%

Quality criterion - Name: Responsible Procurement / Weighting: 5%

Quality criterion - Name: Desirable accreditations / Weighting: 12%

Quality criterion - Name: Health and Safety / Weighting: 5%

Quality criterion - Name: Scenario Demonstrations - Wireless RF Heat Map Survey / Weighting: 15%

Cost criterion - Name: Data moves, adds and changes / Weighting: 18%

Cost criterion - Name: Installation of containment / Weighting: 1.5%

Cost criterion - Name: Blown fibre optic cable installations / Weighting: 1.5%

Cost criterion - Name: Schedule of Rates / Weighting: 3%

Cost criterion - Name: Miscellaneous / Weighting: 1.5%

Cost criterion - Name: % overhead for acting as Principle Contractor and PD role for this contract / Weighting: 1.5%

Cost criterion - Name: % Mark up / Weighting: 3%

Cost criterion - Name: Optional additional costs / Weighting: Information only

II.2.6) Estimated value

Value excluding VAT: £2,700,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

72

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.14) Additional information

Lots: This contract is NOT suitable for splitting into lots. The risk of dividing the requirement into Lots would render the execution of the contract excessively technically difficult, not cost effective and would undermine proper execution of the contract. Splitting this contract into Lots would make this contract unnecessarily complicated to manage.

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

Commscope Accreditation

III.1.2) Economic and financial standing

List and brief description of selection criteria

To support the financial assessment, the University will obtain a Business Risk Report for all Tenderers and every organisation that is being relied on to meet this procurement, using an independent company called Creditsafe.

The University reserves the right to exclude a Tenderer or request provision of further assurances such as parent company/bank guarantee or performance bonds where a Tenderer's Business Risk Score is: "Moderate Risk"; "High Risk"; "Very High Risk"; or "Not Rated", based on the rating provided by Creditsafe

Where a Business Risk Score from our external system is not available, then an alternative method of assessing financial standing will be used. This method is detailed within the Invitation to Tender document set.

Minimum level(s) of standards possibly required:

Tenderers are advised that a requirement of this procurement is to have in place, or commit to obtain prior to the commencement of the contract, the following minimum insurance levels:

Employers (Compulsory) Liability: £10 million GBP per occurrence.

Public Liability: £10 million GBP per occurrence.

Product Liability: £10 million GBP per occurrence and in aggregate

Professional Indemnity Insurance: £5 million GBP per occurrence.

III.1.3) Technical and professional ability

List and brief description of selection criteria

- Grounds for mandatory exclusion
- Grounds for discretionary exclusion
- Economic & Financial Standing
- Insurance
- Compliance with equality legislation
- Health & Safety
- Control of Contractors Health & Safety (CC3) Form

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Originally published as:

Date

7 May 2024

Local time

12:00pm

Changed to:

Date

14 May 2024

Local time

12:00pm

See the [change notice](#).

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.6) Minimum time frame during which the tenderer must maintain the

tender

Duration in months: 6 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

7 May 2024

Local time

12:01pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic payment will be used

VI.3) Additional information

E-Tendering Portal: The University is utilising an electronic tendering tool, In-Tend (<https://intendhost.co.uk/universityofsouthampton>) to manage this procurement and to communicate with potential suppliers and/or tenderers (as appropriate).

All documentation in relation to this tender can be downloaded from In-Tend.

Potential suppliers/tenderers are advised that there will be no hard copy documents issued and all communications with the University, including the submission of Selection Stage and/or Invitation to Tender responses will be conducted via In-Tend.

Regular monitoring of the portal is the responsibility of the potential supplier/tenderer.

If you are not already registered as a supplier with the University of Southampton, you will need to register in In-Tend in order to access the procurement documentation.

Once you have logged in as a supplier: click on 'Tenders'; locate the relevant project; and click 'View Details'. Once you are in the project screen, you will be able to register your organisation against the project and access all documentation by clicking 'Express Interest'.

Potential suppliers/tenderers are advised that formal expressions of interest in the project must be by way of completion and return of the relevant documents via In-Tend.

Further instructions for the submission of responses are below:

To submit your return:

1. Log in
2. Click 'Tenders'

3. Locate the relevant project
4. View details
5. Click on the tab relating to the relevant project stage (e.g. 'Invitation to Tender')
6. Click on the 'Attach Documents' button and upload your return.
7. Check ALL your response documents are uploaded and displayed in the 'My Tender Return' panel. The system will only permit your organisation to make one return.
8. Click the red 'Submit Return' button.

Please note, to preserve the integrity of the procurement, all communications with the University must be made via the correspondence function within In-Tend.

Publication of Award Details: In accordance with Regulation 50, paragraph (2) of the Public Contracts Regulations 2015, the University intends to publish the value of any resulting contract at the award stage, and reserves the right to do so. By submitting a response, potential suppliers/tenderers are consenting to publication of this information unless otherwise agreed in advance with the University.

Costs and Expenses: Potential suppliers/tenderers are solely responsible for their costs and expenses incurred in connection with the preparation and submission of responses and participation in this and all future stages of this procurement. Under no circumstances will the University be liable for any costs or expenses borne by potential suppliers/tenderers or any of their supply chain, partners or advisers in this procurement process.

The University is not liable for any costs in the event of the cancellation of this procurement process.

VI.4) Procedures for review

VI.4.1) Review body

University of Southampton

Southampton

Country

United Kingdom

