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Tender

First Federation Trust - Provision of Multi Functional Devices

First Federation Trust

F02: Contract notice

Notice identifier: 2023/S 000-033861

Procurement identifier (OCID): ocds-h6vhtk-041a41

Published 16 November 2023, 8:52am

The closing date and time has been changed to:

4 January 2024, 12:00pm

See the [change notice](#).

Section I: Contracting authority

I.1) Name and addresses

First Federation Trust

Blackpool C of E Primary School

Newton Abbot

TQ12 6JB

Contact

Carol Chapman

Email

carol.chapman@firstfederation.org.uk

Telephone

+443 003034360

Country

United Kingdom

NUTS code

UK - United Kingdom

Internet address(es)

Main address

<https://www.firstfederation.org>

Buyer's address

https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA43212

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

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

<https://www.mytenders.co.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.mytenders.co.uk>

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

First Federation Trust - Provision of Multi Functional Devices

II.1.2) Main CPV code

- 30121100 - Photocopiers

II.1.3) Type of contract

Supplies

II.1.4) Short description

The proposed contract will be for the provision of Multifunctional Device Services to the Trust for a selection of schools as given "Site Information", below. It is the Trust's expectation that the Bidder shall be responsible for the supply, services and goods to the Trust and will include Multi-Functional Devices (MFD's) and Print Management Software. The Applicant will be responsible for the supply of hardware, software, consumables, and replacement parts. The Applicant will also provide installation, maintenance, removal, disposal, and training services to the Client.

II.1.5) Estimated total value

Value excluding VAT: £500,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 30121100 - Photocopiers
- 30232110 - Laser printers

II.2.3) Place of performance

NUTS codes

- UKK43 - Devon CC

Main site or place of performance

The First Federation Trust, Blackpool CE Primary School, Liverton, Newton Abbot, TQ12 6JB

II.2.4) Description of the procurement

The Trust requires a Contractor to undertake a multifunctional device service in accordance with this service specification and the associated tender documents.

The Contract will be for the provision to supply services and goods to the Client and will include Multi-Functional Devices (MFD's) and Print Management Software. The Successful Contractor will be responsible for the supply of hardware, software, consumables, and replacement parts. The Successful Contractor will also provide installation, maintenance, removal, disposal, and training services to the Client.

The Contractor must be able to meet the requirements set out in this document. This is a mandatory requirement which must be declared in Document 4. Tender Response – Quality & Declarations (Stage 2. Eligibility Assessment).

As a minimum, the Contractor must offer an MFD solution that is either like-for-like or better than the current MFD solution. The Contractor is to propose and agree the most appropriate devices with the Client post award as part of the due diligence process and propose any improvements in cost reduction or propose a more efficient device.

The key aims of the new contract are to:

- c. have relevant experience of supporting a Primary School Trust with an agile personalised approach.
- d. all management and engineers to have the personable skills and expertise to work within education, including appropriate safeguarding training and enhanced DBS checks for on-site staff.
- e. provide a nominated account manager who can work in partnership with the Trust, who has the ability to instantly track all jobs and assess issues, combined with a clear escalation process.
- f. support the schools with maintenance issues, committing to a 4-hour SLA of being able

to provide an engineer on site if the issue cannot be resolved remotely.

g. implement a continuous improvement plan whereby the Contractor continuously monitors re-occurring faults and advises the Client of areas of opportunity for service improvements, sustainability initiatives or cost savings.

h. provide a cost-effective solution to PIN release printing and data collection.

i. be responsible for sourcing and supplying all relevant materials and resources which are required to deliver this requirement.

j. Provide sustainability initiatives and support,

k. be fully conversant with all relevant legislation, including Health and Safety, and always adhere to this.

l. ensure that waste will be correctly sorted or disposed of or recycled, if possible.

II.2.5) Award criteria

Quality criterion - Name: Price / Weighting: 40

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

II.2.6) Estimated value

Value excluding VAT: £500,000

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

two further 12 month period extensions

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

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

21 December 2023

Local time

12:00pm

Changed to:

Date

4 January 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: 3 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

21 December 2023

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

NOTE: To register your interest in this notice and obtain any additional information please visit the myTenders Web Site at

https://www.mytenders.co.uk/Search/Search_Switch.aspx?ID=230734.

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

https://www.mytenders.co.uk/sitehelp/help_guides.aspx.

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

(MT Ref:230734)

VI.4) Procedures for review

VI.4.1) Review body

First Federation Trust

Blackpool C of E Primary School

Newton Abbot

TQ12 6JB

Email

carol.chapman@firstfederation.org.uk

Country

United Kingdom

Internet address

<https://www.gov.uk/government/publications/public-procurement-review-service-scope-and-remit>

VI.4.2) Body responsible for mediation procedures

Public Procurement Review Service

Cabinet Office

London

E6 2PS

Email

publicprocurementreview@cabinetoffice.gov.uk

Country

United Kingdom

Internet address

<https://www.gov.uk/government/publications/public-procurement-review-service-scope-and-remit>

VI.4.4) Service from which information about the review procedure may be obtained

Public Procurement Review Service

Cabinet Office

London

E6 2PS

Email

publicprocurementreview@cabinetoffice.gov.uk

Country

United Kingdom

Internet address

<https://www.gov.uk/government/publications/public-procurement-review-service-scope-and-remit>