



**INVITATION TO TENDER**

**East Durham College**

**Contract for Infrastructure & End User Computing Refresh**

**Commencing April 2026**

**Tender ref: EDC/IT/2526**

**Tender Deadline: 26<sup>th</sup> March 2026 12.00 hours**

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## SUMMARY INSTRUCTIONS AND DETAILS OF CONTRACT

ITEM	CONTRACT DETAILS
<b>Contract Description:</b>	Infrastructure & End User Computing Refresh
<b>Period of Contract:</b>	3 Years
<b>Queries:</b>	All queries must be submitted to Joanne Wilson at <a href="mailto:joanne.wilson@eastdurham.ac.uk">joanne.wilson@eastdurham.ac.uk</a> , at least 2 working days prior to the deadline for submissions.
<b>Submission instructions:</b>	Tenders and all associated documentation must be emailed to <a href="mailto:joanne.wilson@eastdurham.ac.uk">joanne.wilson@eastdurham.ac.uk</a> <a href="mailto:procurement@eastdurham.ac.uk">procurement@eastdurham.ac.uk</a> "Tender for Infrastructure & End User Computing Refresh.
<b>Date/time for Tender return:</b>	26 <sup>th</sup> March 2026 @ 12.00 hours

### Timetable

This timetable is indicative only. The College reserves the right to change it at its discretion.

Stage	Date(s)/time
Issue of Invitation to Tender	12 <sup>th</sup> February 2026
Submission of Tenders	26 <sup>th</sup> March 2026 12:00 hours
Evaluation of Tenders	27 <sup>th</sup> March – 28 <sup>th</sup> March 2026
Notification of result of evaluation	29 <sup>th</sup> March 2026
Expected date of award of Contract	13 <sup>th</sup> April 2026
Contract commencement	April 2026

## EAST DURHAM COLLEGE

### FINANCE DEPARTMENT

#### 1. INTRODUCTION

- 1.1. You are invited to tender for the provision of Supply of Computing Refresh, commencing April 2026.
- 1.2. Tenderers are asked to confirm their intention to Tender for this Contract by 'Registering their Intent' to Joanne Wilson at [joanne.wilson@eastdurham.ac.uk](mailto:joanne.wilson@eastdurham.ac.uk) & [procurement@eastdurham.ac.uk](mailto:procurement@eastdurham.ac.uk)
- 1.3. If you have any questions or require any clarification, please submit these to Joanne Wilson at [joanne.wilson@eastdurham.ac.uk](mailto:joanne.wilson@eastdurham.ac.uk)
- 1.4. Responses to individual queries will be available to all Tenderers, without disclosing the name of the Tenderer who initiated the query. Tenderers should note that any queries should be raised no later than four working days before the closing date. These will only be sent to those who confirm their Intention to Tender. Tenderers are responsible for checking this opportunity on Find a Tender to ensure they are up to date with the clarification document (if applicable).
- 1.5. The College reserves the right to cancel the tender process at any point. The College is not liable for any costs resulting from the cancellation of this tender process not for any other costs incurred by those tendering for this Contract.
- 1.6. You are deemed to understand fully the processes that the College is required to follow under relevant UK legislation, particularly in relation to The Public Contracts Regulations and the Procurement Act 2023. Please familiarise yourself with the requirements and the mandatory exclusions we will follow as part of the public procurement processes.

#### 2. DEFINITIONS

- 2.1. For the purposes of the contract, except where expressly stated to the contrary, the words below shall have the following meanings:

Contract means the Contract entered into pursuant to the tender.

Contractor means the successful organisation whose tender has been accepted and includes the Contractor's legal representatives and permitted assignees.

Tender means the documents and information submitted by the Tenderer in response to this invitation to tender.

Tenderer means the organisation submitting the tender.

College means East Durham College.

### **3. BACKGROUND**

- 3.1. East Durham College operates across three campuses and many local community venues, as well as providing work force development within individual work places across the region. [https://edc.ac.uk/sites/default/files/2022-03/edc\\_strategic\\_plan.pdf](https://edc.ac.uk/sites/default/files/2022-03/edc_strategic_plan.pdf)
- 3.2. East Durham College are looking to appoint 1 or 2 organisation to provide & deliver a complete infrastructure and end user refresh, encompassing virtualisation servers, core network switching, and a range of desktop, laptop, and all in one devices.
- 3.3. Further details of the College's needs under the Contract and other relevant information is provided in the Specification at Schedule 1.

### **4. TENDER SUBMISSION REQUIREMENTS**

- 4.1. Only one Tender is permitted from each Tenderer. In the event that more than one is submitted by a Tenderer, the one with the latest time of submission will be evaluated and the other(s) disregarded.
- 4.2. Tenderers must obtain for themselves at their own expense all information necessary for the preparation of their tenders and must satisfy themselves that the requirements of the contract are fully understood.
- 4.3. Tenderers should include details of what they consider they can offer which will bring added value to the College if they were awarded this contract.
- 4.4. Tenderers may supply any other additional information that they wish to be considered as part of their offer.
- 4.5. Tenderers must be registered on the central digital platform. [Find high value contracts in the public sector - GOV.UK](#) You will be asked to share your core supplier information with us.
- 4.6. The Tender must be received in accordance with the relevant instructions no later than the time and date indicated.

### **5. CONTRACT DOCUMENTS**

- 5.1. Any resulting Contract will consist of the Contract Particulars (to be completed), the General Conditions, the Special Terms and Conditions (all as set out in Schedule 3) and the successful Tender. The Contract will be subject to English law and the exclusive jurisdiction of the English Courts.
- 5.2. Where the Special Conditions are at variance with the General Conditions, the Special Conditions shall apply.
- 5.3. This Tender is issued on behalf of the College and no Tender will be considered unless it is made on the official Form of Tender.
- 5.4. If the Tenderer adds any tender conditions which are at variance with the General or other conditions of the College then such added conditions shall be deemed to be null and void. The acceptance of any such tender by the College shall not in any

way be deemed to be an acceptance by the College of the conditions null and void and the College's conditions shall apply.

- 5.5. Other than the person or persons identified above, no College employee or member of the College has the authority to give any information or make any representation (express or implied) in relation to this Tender or any other matter relating to the Contract unless specifically agreed by the above person.
- 5.6. The College reserves the right to issue supplementary documentation at any time during the tendering process to clarify any issue or amend any aspect of the Tender. All such further documentation that may be issued shall be deemed to form part of the Tender and shall supplement and/or supersede any part of the Tender to the extent indicated.
- 5.7. Under the Contract the College will require compliance with its policies. Tenderers are advised to satisfy themselves that they understand all of the requirements of the Contract before submitting their Tender.
- 5.8. Estimated requirements (where indicated) are provided for the Tenderers guidance only and a greater or lesser amount may be required.
- 5.9. The College reserves the right to use references from other sources known to the College in addition to any which may be provided by Tenderers.
- 5.10. As part of the procurement process, it may be necessary for the College to undertake a financial assessment of Tenderers in order to mitigate risk to the College and ensure the financial stability of any potential contractor. The College therefore reserves the right to obtain financial reports from third parties in relation to this contract. In the event of an unsatisfactory report the recommended Tenderer may be required to provide a parent company guarantee or an indemnity bond prior to contract award.

## 6. TENDER EVALUATION AND AWARD CRITERIA

- 6.1. Each submitted Tender will be checked initially for compliance with all requirements of the Tender. However, there are two criteria which will result in exclusion from the evaluation process, where these apply, we will not continue to review the submission against the remaining requirements of the tender.
- 6.2. During the evaluation period, the College reserves the right to seek clarification in writing or by means of a clarification meeting from any, or all, of the Tenderers, to assist it in its consideration of their Tenders.
- 6.3. The College may decide to interview Tenderers or hold clarification meetings to assist its tendering process, and Tenderers will be notified in due course.
- 6.4. The award of this Contract will be to the Most Advantageous Tenderer (MAT) taking into consideration the following award criteria:

Criteria	%
Quality in terms of	
Experience & Capability	10%

Program & Delivery	10%
Technical Approach & Methodology	10%
<b>Total Quality</b>	<b>30%</b>
Social Value in terms of	
Sustainable Practices	
Economic Outputs	
<b>Total Social Value</b>	<b>10%</b>
Price in terms of	
Please provide a detailed cost breakdown, inclusive of labour, materials, overheads and maintenance. Ensuring confirmation of your pricing assumptions and exclusions and the guarantees and warranties that will be included.	
<b>Pricing</b>	<b>60%</b>
<b>Total</b>	<b>100%</b>
<b>Scoring Methodology</b>	
10	Fully comprehensive and appropriate response.
8	Response of a high standard with a highly appropriate understanding of the question.
6	Response illustrates a good understanding of the matter in question. Would benefit from further detail.
4	Response illustrates a basic understanding of the matter in question but lacks detail.
2	Very limited response lacking in any relevant detail.
0	No response submitted.

6.5. Tenderers may be required to give a presentation of their tender and expression of interest to the appropriate management panel at the College, if required the tenderers will be contacted.

6.6. The College reserves the right to accept the whole or any part of any tender submitted. If more than one tender is received from a Tenderer, then only the final tender received will be considered.

## 7. INFORMATION REQUIRED FROM TENDERER

7.1. Tenderers are asked to indicate:

- 7.1.1. Their proposed methodology for fulfilling the Contract and meeting the Specification detailed in **Schedule 1**. This should address key aspects of skills, efficiency, experience and reliability.
- 7.1.2. Please provide a brief outline of the procedures proposed by the tenderer to ensure that the college obtains optimum value for money.
- 7.1.3. Detail who will manage the account and implication of any proposed activities, setting out customer liaison arrangements and procedures for

dealing with complaints and problems including timescales for response and resolution procedures.

- 7.1.4. Tenderer must also include details of what they consider they can offer which will bring added value to the College if they were awarded this contract.
- 7.1.5. Proposal for working in partnership with the College to maximise process efficiencies for example consolidated invoicing.
- 7.1.6. Tenderers must complete and return the Form of Tender referred to in **Schedule 4**.
- 7.1.7. Tenderers must note this will be a fixed rate contract exclusive of VAT subject to contract award. No additional claims will be considered for items outside of the contract.
- 7.1.8. Tenderers must complete and return **Schedule 8 Procurement Specific Questionnaire & 9 Additional Compliance Questions** or their tender will be excluded.

## 8. FREEDOM OF INFORMATION ACT AND ENVIRONMENTAL INFORMATION STATEMENT

- 8.1. The College is subject to The Freedom of Information Act 2000 ("Act") and The Environmental Information Regulations 2004 ("EIR").
- 8.2. As part of the College's obligations under the Act or EIR, it may be required to disclose information concerning the procurement process or the Contract to anyone who makes a reasonable request.
- 8.3. If Tenderers consider that any of the information provided in their Tender is commercially sensitive (meaning it could reasonably cause prejudice to the organisation if disclosed to a third party) then it should be clearly marked as "Not for disclosure to third parties" together with valid reasons in support of the information being exempt from disclosure under the Act and the EIR.
- 8.4. The College will endeavour to consult with Tenderers and have regard to comments and any objections before it releases any information to a third party under the Act or the EIR. However, the College shall be entitled to determine in its absolute discretion whether any information is exempt from the Act and/or the EIR, or is to be disclosed in response to a request of information. The College must make its decision on disclosure in accordance with the provisions of the Act or the EIR and can only withhold information if it is covered by an exemption from disclosure under the Act or the EIR.
- 8.5. The College will not be held liable for any loss or prejudice caused by the disclosure of information that:
  - 8.5.1. has not been clearly marked as "Not for disclosure to third parties" with supporting reasons (referring to the relevant category of exemption under the Act or EIR where possible); or

- 8.5.2. does not fall into a category of information that is exempt from disclosure under the Act or EIR (for example, a trade secret or would be likely to prejudice the commercial interests of any person); or
- 8.5.3. in cases where there is no absolute statutory duty to withhold information, then notwithstanding the previous clauses, in circumstances where it is in the public interest to disclose any such information.

## SCHEDULE 1-SPECIFICATION

As part of this procurement, suppliers are requested to provide a **comprehensive financial proposal** for the full list of equipment outlined in this tender, based on a **three (3) year lease agreement**.

The proposal must include a **monthly payment profile** covering the entire lease period, with all costs—such as hardware, warranty, support, and any associated service fees—fully itemised and included in the monthly figure.

At the conclusion of the 36-month lease term, the organisation must retain **full ownership of all supplied equipment**, with no residual or balloon payment due. Suppliers should ensure that their lease offering is compliant with public-sector procurement standards and includes clear terms regarding early termination, replacement of faulty equipment, and continuity of warranty throughout the full lease duration.

This tender invites suppliers to provide, deliver, complete infrastructure and end user computing refresh, encompassing virtualisation servers, core network switching, and a range of desktop, laptop, and all in one devices.

Suppliers are invited to bid for all of the equipment specified, but we will accept proposals for either **“computer hardware”** or **“Servers”** separately to enable a better reach to suppliers.

The solution must deliver a resilient and secure platform capable of supporting modern workloads and organisational operational needs. All server hardware must include a minimum of four (4) years advanced parts replacement warranty, while all end user computing devices must include a minimum of one (1) year warranty.

To comply with the organisation’s security standards, all supplied systems must incorporate Trusted Platform Module (TPM) technology to support hardware rooted security functions and secure device management.

In line with sustainability objectives, suppliers must ensure that all hardware is delivered using reduced or recyclable packaging, and sustainable procurement.

### Hardware Specification

#### Servers

(Quantity: 4)

- 2U EPYC SP3 server chassis with dual hot-swap PSUs and NVMe backplane
- AMD EPYC 7502 32-core
- Memory: 512GB DDR4 ECC RDIMM (16x32GB)
- NIC (RDMA): Intel E810-CQDA2 dual-port SFP28 25Gb
- NIC (Client): Intel X550-T2 dual-port 10GbBase-T
- Samsung PM9A3 7.68TB NVMe U.2 (x4)

Network Switch (Quantity: 1)

- FS S5850-24B4C 24x25Gb SFP28 + 4x100Gb QSFP28 switch
- 25Gb SFP28 SR transceivers, compatible coded (x8)

## Computer Hardware

### 24" AIO PCs (Quantity: 135)

- Built in webcam
- Intel i5 or AMD Ryzen 5
- 16GB RAM
- 500GB M.2 NVMe
- WiFi + Bluetooth
- 1Gb Network
- Wired Keyboard and Mouse

### 15" Laptops (Quantity: 100)

- Intel i5 or AMD Ryzen 5
- 16GB RAM
- 500GB M.2 NVMe
- WiFi + Bluetooth
- 1Gb Network
- Built in Webcam
- Laptop Bag

### Standard Laptops (Quantity: 185)

- Intel N100
- 8GB RAM
- 256GB SSD
- Built in Webcam

### Flip Laptops (Quantity: 3)

- Intel Ultra 5 226v
- 14 Multitouch Display
- 16GB LPDDR5
- 512GB NVMe
- WiFi + Bluetooth
- Rechargeable Pen

## Proposed Server Solution Overview

The proposed solution is a four-node Hyper-V failover cluster designed for resilient virtualisation and Storage Spaces Direct (S2D). Each 2U node shall be equipped with a 32-core processor, 512GB DDR4 ECC memory, enterprise NVMe storage, and dual redundant hot swap power supplies. A dedicated 25GbE RDMA storage fabric shall be provided using Intel E810 based adapters and a 25GbE Top of Rack switch with 24×25Gb SFP28 ports and 4×100Gb QSFP28 uplinks, supporting modern L3 features such as MLAG and EVPN VXLAN, and not requiring any feature licensing.

The selected FS S5850-24B4C switch meets these requirements with native 25Gb SFP28 connectivity and enterprise feature support for the cluster fabric. Client facing connectivity shall be delivered via dual port 10GbE adapters per host. Cluster storage shall be delivered using 7.68TB NVMe U.2 SSDs per node, enabling a

minimum of 40TB usable capacity across the four-node cluster when deployed with appropriate S2D configurations.

## **SCHEDULE 2- PRICING**

- 1.1 Tenderers are referred to Schedule 4 of the Invitation to Tender, the Form of Tender, which must be completed. Please submit a costing sheet attached to your tender with a breakdown of equipment including monthly payment options, warranty, support and any other expected project costs.
- 1.2 Tenderers must also indicate all other costs that will be associated with the contract e.g. rates, expenses etc. It is the responsibility of the Tenderer to include all costs including rates, expenses etc., which will form part of this Contract. No claim for additional payment will be considered for items that have not been specified within the tender. Please refer to Schedule 3-Special Conditions.
- 1.3 Tenderers are encouraged to include details of what they consider they can offer which will bring added/social value to the College if they were awarded this contract.

### SCHEDULE 3

#### PART 1-CONTRACT PARTICULARS

<b>Contract Title</b>	Infrastructure & End User Computing Refresh	
<b>Customer</b>	East Durham College C/o Finance Dept Willerby Grove Peterlee County Durham SH8 2RN	
<b>Contractor</b>	TBC on award	
<b>Commencement Date</b>	April 2026	
<b>Contract Period (including option to extend )</b>	April 2026 – March 2029	
<b>To be called off by Order</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Specification/Description</b>	As detailed in Schedule 1	
<b>Address for Notice</b>	East Durham College C/o Finance Dept Willerby Grove Peterlee County Durham SH8 2RN	
<b>Price</b>	TBC	
<b>Settlement Terms</b>	30 days	

<b>College Authorised Representatives</b>		
<b>Name</b>	<b>Position</b>	<b>Contact Details</b>
Andrew Barker	Director of Technical Services	<a href="mailto:Andrew.Barker@eastdurham.ac.uk">Andrew.Barker@eastdurham.ac.uk</a>

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<b>Contractor Manager</b>		
<b>Name</b>		<b>Contact Details</b>
[please insert]		[please insert]
<b>Contractor Key Personnel</b>		
<b>Name</b>	<b>Position</b>	<b>Contact Details</b>
[please insert]	[please insert]	[please insert]

<b>Insurance</b>	
<b>Insurance type:</b>	<b>Minimum level:</b>
Employers Liability Insurance	Please confirm
Public Liability Insurance	Please confirm
Professional Indemnity Insurance	Please confirm

**SIGNED BY:** ..... **SIGNED BY:** .....

**POSITION:** ..... **POSITION:** .....

**DATE:** ..... **DATE:** .....

duly authorised to sign for and  
on behalf of

duly authorised to sign for and  
on behalf of the College

**Organisation:** .....

**Address:** .....

**Occupation:** .....

**Position:** .....

## **SCHEDULE 3**

### **PART 2 - SPECIAL TERMS AND CONDITIONS**

#### **9. CONTRACT PERIOD**

9.1. The contract is for a period from April 2026 – March 2029

#### **10. PRICING**

- 10.1. Changes to the Price will only become effective when agreed and accepted in writing by the College.
- 10.2. The College reserves the right not to accept any price increase if considered unjustified and the Contractor must allow the College to inspect all relevant documentation supporting the application.
- 10.3. The College reserves the right to continually test the market in order to ensure that the Contract prices are competitive within the marketplace. In the event of the College obtaining a lower bona fide offer from another organisation for the same goods or services, the Contractor will be provided with the opportunity of revising its terms accordingly. Should the Contractor be unable to match the new offer then the College reserves the right to accept the new offer and procure the goods or services from the other organisation.
- 10.4. The successful Tenderer will be expected to collaborate with the College over the contract period to achieve continuous improvement in the quality and delivery of the Contract. Tenderers are considered to have confirmed their willingness to participate in this activity in their Tender.

#### **11. CONTRACT MANAGEMENT**

- 11.1. The College undertakes regular Contract monitoring and due diligence checks to ensure Contract standards are met, evaluate Contractor performance and consider areas for improvement. Regular meetings will be held between the College and the Contractor throughout the period of the Contract.
- 11.2. If requested by the College, the Contractor will provide management information reports when required which may include but not be limited to:
- Contract spend and usage breakdown
  - Key performance indicators
  - Order fill rates

#### **12. PROCUREMENT**

- 12.1. In line with the College's strategic objective to increase process efficiencies, invoices which do not state the corresponding purchase order number will be rejected by the College and returned to the Contractor (No PO No Pay). The Contractor will be expected to work in partnership with the College to take full advantage of the benefits associated with the automation of the procure to pay process throughout the duration of the contract.

### **13. TERMINATION**

- 13.1. Either party shall have the right to terminate at any time provided not less than 2 months written notice is provided save where the Contractor commits a fundamental breach of contract in which case the Contractor will be given immediate written notice to remedy the breach within 28 days in default of which the Customer can terminate the Contract forthwith thereafter subject to giving the Contractor final written notice.

### **14. LOCATION AND FACILITIES**

- 14.1. The Contractor will be required to provide the Services to East Durham College at any of the campuses as required or locations agreed with the college. Further information regarding the location of the campuses is available at <https://www.edc.ac.uk/contact/getting-to-us>

### **15. EXIT STRATEGY**

- 15.1. The Exit strategy sets out the obligations of the College and Contractor to achieve the orderly transfer of responsibilities for the provision of any service from the Contractor to a new contractor following expiration of this Contract.
- 15.2. The principle objective of the Contractor upon exit shall be to ensure the continuity of the Service under any transfer of Contract.
- 15.3. The Exit Strategy period shall commence 3 months prior to Contract expiry or termination.
- 15.4. The Contractor shall undertake the following obligations as part of the Exit Strategy:
- 15.5. The provision of exit data for the service and any additional services introduced during the period of the Contract.
- 15.6. The provision of a project manager and necessary resources to manage the Contractor's responsibilities and obligations during the handover period.
- 15.7. The provision of any relevant information (excluding commercially sensitive information) to the College which is required to ensure the continued operation of the service following handover period.
- 15.8. The Contractor shall maintain exit data which shall be made available to the College or a new contractor sufficient to enable the transfer of the service.
- 15.9. A handover plan shall be developed between the College and Contractor and shall operate from when the Contract expires or under termination conditions defined within the Contract.

**SCHEDULE 4 - FORM OF TENDER**

**Infrastructure & End User Computing Refresh (the "Contract")**

To: East Durham College  
C/o Finance Dept  
Willerby Grove  
Peterlee  
County Durham  
SR8 2RN

I/We the undersigned hereby offer to provide the Contract as described in the Specification to the College in accordance with the terms and conditions of contract as determined within the Invitation to Tender for the sum of (amount in words):

.....  
.....

I/we agree to enter into a formal agreement with the College, when so required by the College, embodying this offer, in accordance with the terms and conditions of Contract as determined within the Tender Documents, at such time as we may be called upon to do so. Until such an agreement is completed, we agree that this offer together with written acceptance from the College shall constitute a legal and binding contract between the College and ourselves.

I/We undertake in the event of acceptance of our Tender to execute the Contract within 15 business days of such acceptance (or otherwise as agreed with the College) and if required in the interim provide the Contract in accordance with the Contract specification and terms and conditions if necessary.

I/We understand that the College reserves the right to accept or refuse this Tender whether it is lower, the same, or higher than any other Tender.

I/We confirm that the information supplied to you and forming part of this Tender including (for the avoidance of doubt) any information supplied to you as part of my/our initial expression of interest in tendering, was true when made and remains true and accurate in all respects.

I/We confirm that this Tender will remain valid for 90 days from the date of this Form of Tender.

I/We confirm and undertake that if any of such information becomes untrue or misleading that I/we shall notify you immediately and update such information as required.

I/We confirm that the undersigned are authorised to commit the Tenderer to the contractual obligations contained in the Invitation to Tender and the Contract.

Signed by: ..... Name(s): .....

Position: .....

For and on behalf of: .....

Address: .....

.....

Date: .....

**SCHEDULE 5 - CERTIFICATE OF NON-COLLUSION & NON-CANVASSING**

Infrastructure & End User Computing Refresh (the “Contract”)

**Statement of non-canvassing**

I/we hereby certify that I/we have not canvassed any member, Director, employee, representative or adviser of the College in connection with the proposed award of the Contract by the College, and that no person employed by me/us or acting on my/our behalf, or advising me/us, has done any such act.

I/we further hereby undertake that I/we will not canvass any member, Director, employee, representative or adviser of the College in connection with the award of the Contract and that no person employed by me/us or acting on my/our behalf, or advising me/us, will do any such act.

**Statement of non-collusion**

The essence of selective tendering for the Contract is that the College shall receive bona fide competitive Tenders from all Tenderers.

In recognition of this principle, I/we certify that this is a bona fide offer, intended to be competitive and that I/we have not fixed or adjusted the amount of the offer in accordance with any agreement or arrangement with any other person (except any sub-contractor identified in this offer).

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:

communicate to a person other than the College, the amount or approximate amount of my/our proposed offer except where the disclosure in confidence of the approximate value of the Tender was essential to obtain insurance premium quotations required for the preparation of the Tender; or enter into any agreement or agreements with any other person that they shall refrain from tendering or as to the amount of any offer submitted by them; or

offer or agree to pay or give or actually pay or give any sum of money, inducement or valuable consideration, directly or indirectly, to any person for doing or having done or having caused to be done in relation to any other offer or proposed offer, any act or omission.

I/we agree that the College may, in its consideration of the offer and in any subsequent actions, rely upon the statements made in this Certificate.

Signed: .....

Name: .....

Position: .....

For and on behalf of: .....

## SCHEDULE 6 - CARBON EMISSION REDUCTIONS

The College is committed to reducing the amount of carbon emissions from its direct and indirect operations. Tenderers are requested to complete the following short questionnaire.

Name of Organisation: .....

Tender Ref:

Do you have an environmental policy? Yes/No

Do you work within a Environmental Management System either accredited or unaccredited please indicate which

How do you minimise carbon emissions from your energy use at your business addresses  
From:

Electrical?

Gas?

Water?

Business Travel?

How do you minimise waste?

How do you increase recycling of waste and waste products please list waste which is recycled?

Finally, if you have statistics on any environmental improvement performance such as reduced waste tonnages, decrease in vehicle mileages, low carbon technology installed or access to sustainable travel options for staff please list them here or enclose company information.

## SCHEDULE 7 – E-PROCUREMENT CAPABILITY

### Purchase Orders

It is anticipated that future orders placed by the College will be despatched via e-mail to reduce production costs and ensure there are no delays in you receiving the order.

NB: To ensure you receive the order promptly your email address should be accessible by multiple users (to avoid delays due to staff absence/departure etc).

E-mail address for receiving purchase orders from the College	
Please confirm that the e-mail address you have provided can be accessed by multiple users	Yes/No
E-mail address for receiving remittance notes from the College	
Telephone No:	
Fax No:	

### BACS Payments

The College will no longer be using cheques as a method of payment, preferring to use BACS. We therefore require your company bank account details.

Bank Name:	Account Name:
Bank Address:	Account No:
	Sort Code:
Signature:	Date:
Name:	Company Stamp:
Position in Company:	

## SCHEDULE 8 – PROCUREMENT SPECIFIC QUESTIONNAIRE

Mandatory Exclusion Questions:	
Do you have a higher than average risk rating from a Credit Rating Agency for Finance? (EDC will carry out its own financial check and will not accept other third party checks)	Yes / No
Have you or a connected person been convicted of an offence referred to in schedule 6 of The Procurement Act 2023 – Mandatory Exclusions?	Yes / No
Have you or a connected person been excluded from any previous procurement or placed on the central debarment list?	Yes / No

	Quality (Max word Count 300 per question)	Weighting 30%	Score Available
<b>Experience &amp; Capability</b>			
Q1	<b>Provide details of your organisation’s experience in supplying similar hardware at comparable scale (size, scope, value, client references).</b>		
	Response:		10
Q2	<b>What experience, qualifications and certifications does your company and key staff hold relating to this type of contract.</b>		
	Response:		10
Q3	<b>Describe your company’s capacity (resources and equipment) to deliver this project.</b>		
	Response:		10

<b>Delivery &amp; Quality Assurance</b>		
Q1	<b>What are your proposed delivery lead times for all items.</b>	
	Response:	10
Q2	<b>What is your risk management plan for delays, shortages, or supply chain disruptions.</b>	
	Response:	10
Q3	<b>Describe your quality assurance and testing procedures before handover.</b>	
	Response:	10
Q4	<b>What documentation will be supplied (user manuals, network diagrams).</b>	
	Response:	10
<b>Technical Approach &amp; Methodology</b>		
Q1	<b>Provide a detailed technical proposal with equipment specifications for each hardware option, inclusive of warranty.</b>	
	Response:	10
Q2	<b>How will you manage quality and provide support if required during the contract?</b>	
	Response:	10

Social Value (Max word Count 500 per question)		10%
Q1	<b>Sustainable Practices – What eco-friendly practices do you use? What steps have you undertaken to reduce your carbon footprint?</b>	
	Response:	10
Q2	<b>Economic Outputs – What is your local economic impact? Do you employ from our local area or use local suppliers?</b>	
	Response:	10
Max <b>Score</b> for this Section		<b>20</b>
<b>Overall Maximum Score</b>		<b>110</b>

### Schedule 9 – Additional Compliance Questions

#### Compliance

Has your organisation been convicted at any time of any of the following offences?

Participation in a criminal organisation	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Corruption	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Bribery	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Fraud	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Terrorist offences, offences linked to terrorism or encouraging or assisting any such offences	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Money laundering or terrorist financing	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Child labour, slavery, servitude, forced or compulsory labour, sexual exploitation or any other form of trafficking in human beings	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Assisting another to retain the benefit of criminal conduct; acquisition, possession or use of proceeds of criminal conduct; or concealing or transferring proceeds of criminal conduct	Yes <input type="checkbox"/>	No <input type="checkbox"/>
An offence in connection with the proceeds of drug trafficking	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**If you have answered 'yes' to any point above, please give details below, including any action taken to rectify the situation.**

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With regard to each of you, the organisation, the organisation's directors/trustees or any other person who has powers of representation, decision or control in your organisation, please answer the following questions:

Are you, or have you been found to be, in breach of your obligations relating to the payment of taxes or social security obligations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you, or have you been found to be, in breach of any obligations in the fields of environmental, social and labour laws?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Are you bankrupt or the subject of insolvency or winding-up proceedings?</li> <li>▪ Has a resolution been proposed or passed, or has a court made an order, to wind up the organisation?</li> <li>▪ Are your assets being administered by a liquidator or the court?</li> <li>▪ Are you in a composition or arrangement with creditors?</li> <li>▪ Have your business activities been suspended?</li> </ul>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Has any analogous situation arisen from a similar procedure under the laws and regulations or any jurisdiction outside England and Wales?</li> </ul>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you committed an act of grave misconduct in the course of your business or profession?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you entered into any agreement or arrangement with other individuals or organisations aimed at distorting competition?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a conflict of interests (within the meaning of sections 81-83 of the Procurement Act 2023)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with any contracting entity, or a prior concession contract, which led to (a) early termination of that prior contract, (b) damages or (c) other comparable sanctions?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Are you guilty of serious misrepresentation in supplying any information referred to in this questionnaire, or have you withheld any such information?</li> <li>▪ Have you attempted to unduly influence the decision-making process or obtain confidential information that may confer an undue advantage in the decision-making process?</li> <li>▪ Have you negligently provided misleading information that may have a material influence on the decision-making process?</li> </ul>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If the answer to any of the above question is 'Yes', please give further details below and details of what was done to rectify the situation:		

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**With regard to the organisation please answer the following questions:**

<p>Has your organisation met the terms of all its banking facilities and loan agreements (if any) during the past year?</p> <p>If answering "No", please give further detail and what was done to rectify the situation:</p>	<p>Yes <input type="checkbox"/>      No <input type="checkbox"/></p>
<p>Has your organisation met all its obligations to pay its creditors and staff during the past year?</p> <p>If answering "No", please give further detail and what was done to rectify the situation:</p>	<p>Yes <input type="checkbox"/>      No <input type="checkbox"/></p>
<p>Has your organisation been given an above-average risk warning from any credit agency?</p> <p>If answering "Yes", please give further detail and what was done to rectify the situation:</p>	<p>Yes <input type="checkbox"/>      No <input type="checkbox"/></p>
<p>Are the organisation's statutory accounts overdue at Companies House, the Charity Commission and/or the Financial Conduct Authority (as applicable)?</p>	<p>Yes <input type="checkbox"/>      No <input type="checkbox"/></p>
<p>What is the name and branch of your bankers (who could provide a reference)?</p> <p>Name:</p> <p>Branch:</p> <p>Address:</p> <p>Contact details:</p>	