**YEOVIL COLLEGE**

**Invitation to tender for**

**CAFM SYSTEM**

**1 NOVEMBER 2025 TO 30 OCTOBER 2030**

Crescent Purchasing Consortium (CPC) Reference: CA16223

TABLE OF CONTENTS

[Section 1 Instructions to Tenderers 3](#_Toc203742125)

[1. Introduction 3](#_Toc203742126)

[2. Tender Return & Validity 3](#_Toc203742127)

[3. Acceptance of Tender 4](#_Toc203742128)

[4. Pricing 4](#_Toc203742129)

[5. Duration 5](#_Toc203742130)

[6. Submission of Tenders 5](#_Toc203742131)

[7. Amendments to the Tender Documents 5](#_Toc203742132)

[8. Queries Arising 5](#_Toc203742133)

[9. Use of Tender Documents 6](#_Toc203742134)

[10. Freedom of Information 6](#_Toc203742135)

[11. Award Criteria and Evaluation Methodology 6](#_Toc203742136)

[12. Indicative Timetable for Tender and Award of Contract 8](#_Toc203742137)

[Section 2 Background Information on the College 9](#_Toc203742138)

[Section 3 Specification 10](#_Toc203742139)

[Section 4 Tender Submission Checklist 14](#_Toc203742140)

[Appendix A Form of Tender 15](#_Toc203742141)

[Appendix B Schedule of Prices 16](#_Toc203742142)

[Appendix C Tender Response Form 18](#_Toc203742143)

[Appendix D Certificate of Non-Collusion and Non-Canvassing 23](#_Toc203742144)

[Appendix E Conflict of Interest Declaration 24](#_Toc203742145)

[Appendix F Safeguarding 25](#_Toc203742146)

[Appendix G Freedom of Information 27](#_Toc203742147)

## **Section 1 Instructions to Tenderers**

## **Introduction**

* 1. The enclosed invitation to tender provides information for consideration with respect to Yeovil College contract for CAFM System.
	2. Tenderers are required to answer all applicable questions and include all documentation requested. The tender must be completed in English.
	3. All information received in connection with this tender application will be treated in the strictest confidence.
	4. Tenders must be submitted in accordance with the following instructions. Any tender not complying fully with any of the instructions in this document may be rejected by the College, whose decision in the matter shall be final.
	5. In the event that the contract is split into individual Lots, these Instructions will apply to each Lot individually.
	6. These instructions to tenderers relate to the goods or services advertised in the Find a Tender Service which also contains the CPC Reference stated on the front page of this document.

## **Tender Return & Validity**

* 1. Tenders must be returned via the e-tendering portal <https://suppliers.multiquote.com/Page/Login.aspx> NB: If you require any additional assistance please contact the MultiQuote helpdesk direct on 0151 482 9230. Please ensure you allow sufficient time to upload your Tender Return Documents prior to the deadline.
	2. **Tenders must reach us via the e-tendering portal** [**https://suppliers.multiquote.com/Page/Login.aspx**](https://suppliers.multiquote.com/Page/Login.aspx) **at 12 noon on 15 August 2025 which shall be the date fixed for submission of tenders**. **Late responses will not be considered.**
	3. The tender shall be submitted on the basis that the offer in it shall remain in force for a minimum of six months from the date fixed for the submission of tenders.
	4. In submitting the tender, the tenderer shall undertake that, in the event of the tender being accepted by the College, within fourteen days of being called upon to do so by the Estates and Facilities Manager, the tenderer will execute a formal contract consisting of the contract documentation and until such date as the contract is executed this tender, together with the formal written acceptance of it by the Principal or Authorised Officer on behalf of the College, will form a binding agreement between the College and the tenderer.
	5. Failure by the successful tenderer to execute a formal contract within the time specified above will render the contract voidable at the option of the College at any time.

2.6 Tenders shall only be submitted on the basis that they are bona fide competitive tenders. It is therefore agreed that the College shall have the power to cancel the contract and to recover from the tenderer the amount of any loss arising from the cancellation if either the tenderer:

1. shall have offered or given or agreed to give any officer or member of the College staff any gift or consideration of any kind as an inducement or bribe to influence its decision in the tendering procedure. The word "tenderer" for these purposes shall be deemed to include any and all persons employed by the tenderer, or who are purporting to act on the tenderer’s behalf whether the tenderer is aware of their acts or not, or
2. shall have communicated to any other person than the College the amount or approximate amount of the proposed tender other than in confidence in order to obtain quotations necessary for the preparation of the tender, or for insurance purposes, or
3. shall have entered into any agreement or arrangement with any person as to the amount of any proposed tender or that person shall refrain from tendering.

2.7 The College will exclude bidders at any time throughout the tender process should any of the grounds for exclusion pursuant to Regulation 57 of the Public Contracts Regulations 2015 as amended be found to apply.

## **Acceptance of Tender**

* 1. The College shall not be under any obligation to accept any tender.
	2. The College shall not be under any obligation to accept the lowest tender.
	3. The College reserves the right to cancel the entire or parts of the tender, without such an action conferring any right to compensation on the Tenderers.
	4. At no time should the tenderer, prior to submitting or following the bid submission, communicate with any person within the College in the first instance other than CPC. Failure to abide by this ruling could disqualify the tenderer’s proposal from being considered. All communication should be conducted via the ‘Messages’ tool located on the e-tendering portal <https://suppliers.multiquote.com/Page/Login.aspx>
	5. The College has no liability to settle any cost incurred by the tenderer as a result of the tendering procedure or a re-tendering procedure.
	6. The tender must be based upon the terms, conditions and specification(s) set out in these documents, otherwise it may be rejected on the basis of being unsuitable and non-compliant. The Form of Tender may not be modified in anyway.
	7. Tenderers will be notified of the outcome of their tender submission at the earliest possible time.
	8. No tender will be deemed to have been accepted unless such acceptance has been notified to the tenderer in writing.
	9. In case a tender appears to be abnormally low in relation to the services to be provided, the College will request a clarification in writing and/or explanation concerning its elements. The College reserves the right to exclude a tender, if after a verification process based on the explanations and evidence received it comes to the conclusion that the tender is abnormally low.

## **Pricing**

* 1. Prices shall be submitted in accordance with the Schedule of Prices.
	2. Unit rates and prices must be quoted in pounds’ sterling. Tenders should be submitted exclusive of Value Added Tax (VAT).
	3. If the College suspects that there has been an error in pricing of the tender, the College reserves the right to seek clarification as it considers necessary from that tenderer only.

## **Duration**

* 1. The tenderer shall be prepared to commence the service on **1 November 2025** being the commencement date referred to in the contract conditions of the contract documentation. The duration of the contract will initially be for a period of 3 years with an option to extend the contract for an additional 24 months as a maximum.

## **Submission of Tenders**

* 1. In completing the tender documentation, the Tenderer shall prepare and submit its tender giving due consideration to the entire tender package. The requirements for submission of tenders are that the Tenderer shall:
1. Complete, sign and return the FORM OF TENDER (See Appendix A);
2. Complete and return the SCHEDULE OF PRICES (See Appendix B);
3. Complete and return the TENDER RESPONSE FORM (See Appendix C);
4. Complete and return the CERTIFICATE OF NON COLLUSION AND NON CANVASSING (See Appendix D);
5. Complete and return the CONFLICT OF INTEREST DECLARATION FORM (See Appendix E)
6. Complete and return the SAFEGUARDING (see Appendix F)
7. Complete and return the FREEDOM OF INFORMATION (see Appendix G)
	1. Any further supporting information you wish to provide should be provided in separate sections or appendices along with the following;
8. Copy insurance documentation demonstrating at least £5 million Employers Liability cover and £5 million Public Liability cover.

## **Amendments to the Tender Documents**

* 1. The College reserves the right to make changes of a minor drafting nature to the contract documentation.

7.2 The College reserves the right to make changes to the award criteria stated in point 12 below. Tenderers will be informed of any changes.

## **Queries Arising**

* 1. Where tenderers have any queries about the tender documentation which may have a bearing on the offer to be made, these **should be raised with CPC** via the ‘Messages’ tool located on the e-tendering portal <https://suppliers.multiquote.com/Page/Login.aspx> as soon as possible, and in any case not later than seven days before the due date for return of tenders. Where any such enquiry has been made, CPC will circulate to all tenderers a copy of the enquiry and the written reply, although anonymity will be preserved.

8.2 Where tenderers have any queries or concerns with any specific condition of the terms and conditions of the contract, these should be raised with CPC via the Messages Tool located on the e-tendering portal <https://suppliers.multiquote.com/Page/Login.aspx> As soon as possible, and in any case no later than ten days prior to the deadline for submission of tenders. Please ensure the specific condition(s) and proposed amendment(s) are provided. These will be reviewed by the College on a case by case basis, and, *if* accepted, revised terms and conditions will be issued to all tenderers. Failure to accept the terms and conditions of the contract may result in the tender being rejected by the College.

## **Use of Tender Documents**

* 1. Invitations to tender must be treated as private and confidential. Tenderers must not disclose that they have been invited to tender or release details of the tender documents, other than on an “in confidence” basis to those who have a legitimate need to know, or to those professional advisers whom the Tenderer needs to consult for the purposes of preparing the tender.
	2. Any information given to the tenderer by way of guide quantities and any plan, drawing or report in the attached appendices is only given as a guide. The tenderer warrants that it has ascertained for itself the accuracy of the information. No claim against the College shall be allowed whether in contract or in tort or under the Misrepresentation Act 1967 or otherwise on the ground of inaccuracy.
	3. The copyright in this ITT is vested in the CPC. The ITT may not be reproduced copied or stored in any medium without the prior written consent of CPC other than for use strictly for the purpose of preparing a response to this ITT.

## **Freedom of Information**

Tenderers are requested to specify with reasons if any information contained in its tender submission is confidential. The College will use reasonable endeavours to keep such information confidential but does not guarantee to do so if it is obliged to disclose such information pursuant to its duties under the Freedom of Information Act 2000.

## **Award Criteria and Evaluation Methodology**

 The Contract will be awarded to the most economically advantageous tender applying the award criteria and evaluation methodology detailed below.

* 1. **Non-Pricing**

Other than in the case of scores for pricing, scores under each Award Criterion will be awarded on the following basis:

|  |  |
| --- | --- |
| **Assessment of Response**  | **Score** |
| Excellent: Meets all expectations / Demonstrates complete understanding of all the requirements of this particular specification / No reservations. | 4 |
| Good: Meets most expectations / Demonstrates good understanding of most of the requirements of this particular specification / No reservations. | 3 |
| Marginal: Meets some expectations / Response is standardised with no apparent understanding of the requirements of this particular specification / Minor reservations. | 2 |
| Poor: Does not meet expectations / Response is weak & does not adequately address the specification / Significant reservations. | 1 |
| Unacceptable: Response is missing / Response is very weak and does not address the specification / Major reservations. | 0 |

* 1. **Pricing**

Scores will be awarded for price on the following basis:

The lowest Contract Price submitted in accordance with the Schedule of Prices will be awarded the highest score and all other Tenderers will be awarded pro rata scores on the relative competitiveness of their Contract Price compared to the lowest Contract Price e.g. (Contract Price – Lowest Contract Price / Lowest Contract Price \* 100) = X%. This percentage will be deducted from the total score available for Contract Price.

* 1. **Award Criteria & Weightings**

The Tender Response submitted by Tenderers will be evaluated on the following award criteria and weightings:

| **Award Criteria** | **Minimum Requirement** | **Sub Criteria /Question Weighting %** |
| --- | --- | --- |
| Functional Requirements(Covering specification points 3.1-3.5) (20%) | How well the solution meets the outlined functional requirements | 20% |
| Reactive Work Order and Planned Maintenance Management | 20% |
| Asset and Lifecycle Management | 15% |
| Compliance and Safety Management | 15% |
| Helpdesk and Contractor Management | 15% |
| Reporting and Analytics | 15% |
|   |   | 100% |
| Technical &Implementation ort (Covering specification points 4.1-4.4)(15%) | System Architecture and Delivery | 25% |
| Mobile and Remote Capabilities | 25% |
| Data Security and Compliance | 25% |
| Cyber Security | 25% |
|  |   | 100% |
| Training and Support (10%) | Implementation Strategy | 40% |
| Training and Change Management | 30% |
| Ongoing Support & Maintenance | 30% |
|  |  |  |
| Vendor Qualifications and Proposal Requirements(Covering specification points 6.1-6.2)(15%) | Vendor Experience and Expertise | 50% |
| Proposal Submission Requirements | 50% |
|  |  | **100%** |
| Innovation and Future-Proofing. (Covering specification section 7)(10%) | Readiness to integrate with emerging technologies and support future enhancements. | 100% |
|   |   | 100% |
| Contract Price Covering specification section 8)(30%) | Total Contract Price for the 3 year duration plus 2 x 12 month extension options. Demonstrated ROI and total cost of ownership. | 100% |
|  |  |  |
| Total (100%) |   |   |

## **Indicative Timetable for Tender and Award of Contract**

|  |  |
| --- | --- |
| **Activity** | **Date** |
| Invitation to Tender Issued | 18 July 2025 |
| Last date for receipt of tenders | 15 August 2025 |
| Presentations (if applicable) | 11 September 2025 |
| Preferred service provider to be selected/appointed and unsuccessful companies notified | 18 September 2025 |
| Regulatory Standstill Period | 18 – 30 September 2025 |
| Contract to be issued and Contract Award Notice posted to FTS | 1 October 2025 |
| Contract Start Date  | 1 November 2025 |

## **Section 2 Background Information on the College**

Yeovil College has been serving the community in and around Yeovil, Somerset for more than 135 years.

The College was first formed in 1887 when Somerset County Council began formally organising Science and Art classes in Yeovil. In 1947, the first Principal was appointed to lead Yeovil Technical College and when secondary education in the Yeovil Borough was reorganised in 1974, Yeovil College became one of the early tertiary colleges to be formed in England.

Today, Yeovil College remains passionate about its role as a key provider of education and training in South Somerset and North and West Dorset, under the leadership of CEO & Principal, Mark Bolton. It remains committed to its role as a tertiary college for the whole community and currently supports around 5,000 full- and part-time students, apprentices and university centre students. The College has ‘an uncompromising ambition, aspiration and respect for our students. By treating learners as individuals and tailoring their support plans to their specific needs, we enable our learners to achieve their full potential and reach their targets.’

The College is passionate about teaching and learning and its ability to transform lives. Working closely with the community is our business and providing learning opportunities for all is our business. The college runs course for post 16 education, including full and part time studies from Level 1 to Level 6 including A levels, T Levels, BTECs, Apprenticeships, Adult education and reskilling, professional qualifications and Higher Education through its own University Centre.

‘Yeovil College has achieved an impressive 100% or 99% pass rate in A-Levels for the past eight years, meaning our results really do speak for themselves.’

Local, regional and national employer and local business networks underpin all that is delivered within the Yeovil College. Employers willingly contribute their time to the planning of a curriculum which meets employment needs. They support the college with the delivery of quality work experience, provide masterclasses, donate industry-standard equipment and ensure that the skills taught are those most needed by industry and their sector. They also support curriculum development, ensuring that curriculum delivery meets the needs of the local skills agenda.

The facilities within Yeovil College are UK-leading and will only get better. The campus is vibrant, and well-equipped with many of the latest industry standard technology, state-of-art design and media studios, salons, computer workshops, engineering labs and construction workshops and healthcare learning facilities. The college is part of the West of England Institute of Technology and has recently benefited from capital investment for higher level training courses at Level 4 and above. The College is also the UK leader in digital dentistry, offering apprenticeships at Level 3 to 6.

Yeovil College is one of only 16 colleges in the UK to receive their share of the government’s FE capital transformation fund, which is worth £1.5 billion and was introduced to rebuild college estates and create modern, fit-for-purpose spaces to meet the needs of students and the communities they serve. The College campus development will see the building of a new Sports and Protective Services Centre, an additional Construction Centre and a large main teaching block, which will house all commercial facilities, including cafes, restaurants, hair and beauty facilities and a theatre, as well as a host of curriculum areas: A Levels, Business, English and Maths, Hospitality and Catering, Hair and Beauty, Digital and IT and Foundation Learning.

All bidders for this contract opportunity are hereby notified that in the event of any merger or acquisition taking place during the term of this contract that results in additional business being awarded to the selected supplier in accordance with Regulation 72 of the Public Contracts Regulations 2015, that this award is transacted under the ICT Hardware & Peripherals Equipment Framework Agreement.

## **Section 3 Specification**

**1. Introduction and Background**

The college is at a pivotal moment requiring a transformational upgrade in facility management. Historically, management of reactive work orders, planned maintenance, asset tracking, and compliance has relied on fragmented tools- primarily spreadsheets and SharePoint- resulting in inefficiencies, increased risks, and an inability to render real-time insights. In contrast, the new CAFM solution must integrate functionalities including helpdesk operations, contractor oversight, asset lifecycle management, and regulatory compliance (notably with SFG20) via API integration. This specification sets the foundation for a procurement process that ensures the selected solution meets current operational deficiencies and positions the college for future growth and compliance.

**2. Scope of Work**

The vendor shall provide a complete CAFM system that includes, but is not limited to:

* Unified Digital Dashboard: A single pane view that integrates reactive requests, planned maintenance, and contractor assignments.
* Integrated Helpdesk & Job Logging: A seamless interface to log incidents via web and mobile devices, linking reactive and planned maintenance tasks.
* Asset & Asset Lifecycle Management: Comprehensive tracking of assets (including location, tagging via barcodes/QR, warranty, and maintenance history) with proactive lifecycle evaluations.
* Compliance Management & Risk Mitigation: Modules for managing health & safety regulations with automated alerts for inspections, certification renewals, and contractor documentation verification.
* Mobile & Remote Access: Empower field engineers and caretakers with functionalities to update tasks, upload photographs, and access assigned jobs remotely.
* Reporting & Analytics: Real-time KPI dashboards, trend analysis, and automated reporting templates to assist with operational excellence and strategic planning.

**3. Functional Requirements**

3.1. Reactive Work Order and Planned Maintenance Management

Task Logging: Enable fast digital job logging with real-time tracking.

Scheduling: Integrate both reactive and PPM scheduling with dynamic calendar views.

Notifications: Automated alerts for overdue tasks, upcoming inspections, or compliance reviews.

3.2. Asset and Lifecycle Management

Asset Registration: Each asset must be listed with detailed attributes including location, status, maintenance history, and warranty details.

Lifecycle Tracking: Provisions for tracking asset life cycles, scheduling preventative maintenance, and documenting performance history.

3.3. Compliance and Safety Management

SFG20 Integration: Seamless API integration ensuring regulatory compliance and up-to-date maintenance standards. Documentation: Modules to store and manage certifications, safety documents, insurance, and contractor credentials.

Risk Mitigation: Automated notifications for lapses in certification, upcoming inspections, and potential safety hazards.

3.4. Helpdesk and Contractor Management

Incident Reporting: End user reporting ability to log request/faults/jobs around the campus. Simple easy to use facility.

Job allocation: Dual functionality to support both maintenance staff and external contractors with clear job allocation.

Digital Collaboration: Sharing service sheets, photos, and updates in real time.

Centralised Communication: Unified system linking the estates team, caretakers, and external contractors.

3.5. Reporting and Analytics

Real-Time Dashboards: Customizable dashboards to monitor KPIs, job statuses, and trends.

Data Insights: Capability to generate monthly and ad hoc performance reports, including SLA monitoring and trend analysis.

Decision Support: Tools for data-driven decision making that supports proactive maintenance and budget optimisation.

**4. Technical and Integration Requirements**

4.1. System Architecture and Delivery

Cloud-Based or Hybrid: The solution should ideally leverage a cloud-based model (or offer a hybrid solution) to ensure accessibility, scalability, and business continuity.

API Integration: Must include robust API capabilities to integrate with SFG20, existing legacy systems, and future tools such as Power BI or AI-driven analytics.

4.2. Mobile and Remote Capabilities

Device Compatibility: The solution must support mobile platforms (iOS and Android) and ensure a responsive web interface.

Offline Functionality: Consideration for limited offline capabilities where connectivity may be lost, with automatic synchronization upon reconnection.

4.3. Data Security and Compliance

Regulatory Standards: Ensure the system complies with data protection regulations (e.g., GDPR) and facility management standards.

User Authentication: Robust role-based access controls and logging of user activity.

Data Backup & Recovery: Built-in procedures for regular backups and rapid recovery in case of system failure.

4.4 Cyber Security

For cloud-hosted software, it must support some form of MFA (Multi-Factor Authentication using a text code or authenticator app), or SSO (Single Sign-On using our college Microsoft 365 accounts to sign you in).

**5. Implementation, Training, and Support**

5.1. Implementation Strategy

Phased Rollout: Begin with an initial phase for selected functions and features, followed by a full-scale deployment.

Configuration and Customization: Ensure out-of-the-box integration with the college’s requirements with the ability to customize modules as necessary. Allowing the college to build up the database overtime.

Timelines: Provide a detailed implementation timeline from pilot to full operational status.

5.2. Training and Change Management

User Training: Comprehensive training programs for estates personnel, field caretakers, and external contractors.

Documentation: Supply detailed user manuals, technical documentation, and online support resources.

Change Management: Strategies to manage the transition from legacy tools with clear communication and stakeholder engagement.

5.3. Ongoing Support and Maintenance

Service Level Agreements (SLAs): Clearly defined SLAs including response times for technical support and critical issue resolution.

Updates and Upgrades: Commitment to periodic updates to keep pace with technological advancements and regulatory changes.

Vendor Support: Availability of local or online support channels, with clear escalation paths.

**6. Vendor Qualifications and Proposal Requirements**

6.1. Vendor Experience and Expertise

Relevant Experience: Providers must have a proven track record in deploying CAFM systems within educational institutions or large estates.

References: Mandatory provision of case studies or references from similar projects.

Compliance Expertise: Demonstrated capability to integrate with standards such as SFG20 and other regulatory requirements.

6.2. Proposal Submission Requirements

Technical Proposal: A detailed description of how the solution meets or exceeds the functional and technical requirements outlined herein.

Implementation Plan: Describe the phased rollout approach, including pilot, training, and full deployment.

Cost Breakdown: Detailed quoting, including licensing, customization, training, support services, and any recurring fees.

Project Timeline: Clear milestones and target dates for all phases of implementation.

Risk Management: An outline of risks and proposed mitigation strategies covering integration challenges, user adoption, and scalability.

**7. Evaluation and Acceptance Criteria**

Proposals will be evaluated based on the following criteria:

Functionality: How well the solution meets the outlined functional requirements.

Technical Compatibility: Ease of integration with existing systems and scalability for future needs.

Cost-effectiveness: Demonstrated ROI and total cost of ownership.

Vendor Expertise: Proven experience in CAFM implementations with strong references.

Implementation & Support: Quality and comprehensiveness of the training, change management, and ongoing support plan.

Innovation and Future-Proofing: Readiness to integrate with emerging technologies and support future enhancements.

Acceptance of the proposal will be subject to successful pilot testing and attainment of predefined performance benchmarks. Final award of the contract will be based on comprehensive evaluation of technical, operational, and financial proposals.

**8. Return on Investment (ROI) Considerations**

The implementation of the CAFM system should deliver:

Immediate improvements in job tracking, compliance management, and operational efficiency.

Long-term savings through optimized asset management and reduced maintenance costs.

Enhanced safety through proactive incident management and regulatory compliance.

Improved decision-making capabilities via integrated reporting and real-time data analytics.

Vendors should clearly articulate in their proposals how these ROI benefits will be achieved and measured over time.

## **Section 4 Tender Submission Checklist**

Tenderers should ensure that all the requested information is provided as part of their Tender. Failure to provide the requested information may be detrimental to your tender evaluation score and may result in a Tender not being evaluated.

*This checklist is provided for the convenience of Tenderers, there is no requirement to include it with your Tender.*

Each Tender should include:

1. A completed and signed FORM OF TENDER (See Appendix A of the ITT).
	* Has the Form of Tender been signed? Electronic signatures are accepted.
2. A completed SCHEDULE OF PRICES (See Appendix B of the ITT).
	* Have you read the instructions for completing the Schedule of Prices?
	* Have all of the cells/fields of the Schedule of Prices been completed?
	* Has the Schedule of Prices been checked for mathematical accuracy?
	* Note: If possible, please return the completed Schedule of Prices in the same format e.g. excel or word rather than pdf.
3. A completed TENDER RESPONSE FORM (See Appendix C of the ITT).
	* Has the Tender Response Form provided with the ITT been used to submit your tender response?
	* Have you tailored your response to the published award criteria?
	* Have you provided all of the information requested in the award criteria?
	* Have you provided all of the information requested in the Tender Response Form?
4. A completed and signed CERTIFICATE OF NON-COLLUSION AND NON-CANVASSING (See Appendix D of the ITT).
	* Has the certificate been signed? Electronic signatures are accepted.
5. A completed and signed CONFLICT OF INTEREST DECLARATION FORM (See Appendix E of the ITT).
	* Has the certificate been signed? Electronic signatures are accepted.

6. Complete and return the SAFEGUARDING (see Appendix F)

7. Complete and return the FREEDOM OF INFORMATION (see Appendix G)

1. Copy insurance documentation demonstrating at least £5 million Employers Liability cover and £5 million Public Liability cover.

## **Appendix A Form of Tender**

1 I/We the undersigned acknowledge receipt of the following contract documentation:

a) Invitation to Tender and its enclosures

b) Specification

c) Terms and Conditions of Contract

2. I/We hereby offer to provide the services set out therein and perform, fulfil and keep all the obligations of the contractor in accordance with the provisions of the contract conditions, and the specification, all for the sums properly due under the contract as calculated in accordance with the price schedules submitted.

3. I/We confirm that I/We are fully conversant with all the contract documentation, and that this tender is submitted strictly in accordance with that contract documentation and that the insertion by me/us of any conditions qualifying this Tender or any unauthorised alteration to any of the Tender documents may cause the Tender to be rejected.

4. In the event that this Tender is accepted, I/We undertake to execute a formal contract with the College embodying all of the terms and conditions contained within the contract documentation. Unless and until a formal agreement is executed, this Tender together with the College’s written acceptance shall constitute a binding Contract between us.

5. I/We understand that the College is not bound to accept the lowest or any tender it may receive, and that the College reserves the right to discontinue the award procedure in the event of irregular tenders or in the absence of appropriate tenders.

6. I/We agree to bear all costs incurred by me/us in connection with the preparation and submission of this Tender and to bear any further costs incurred by me/us prior to the award of any contract.

7. I/We confirm that the person whose signature is appended to this Tender is a duly authorised signatory of our Company and has full and legal authority to sign this Tender on behalf of our Company.

**Signed for and on behalf of the Tenderer:**

Signed:

Position/Status:

Company Name:

Address:

Date Signed:

## **Appendix B Schedule of Prices**

**INSTRUCTIONS FOR COMPLETION**

Tenderers are required to complete the Schedule of Prices and return as part of their tender response.

All prices must be quoted in pounds sterling, and exclusive of Value Added Tax (VAT).

Any projected price increases for years 2 and 3 should be clearly stated in your tender including envisaged staff increments but excluding unknown legislatively imposed price increases and excluding legislatively imposed price increases in relation to The Pension Act 2008.

No separate inflationary price increases will be accepted once the contract is in force.

|  |  |  |
| --- | --- | --- |
|  **(Year 1)** | **Total Cost** |  |
|  **(exc. VAT) (£)** |  |
| Software |  |  |
| Licences |  |  |
| Maintenance & system updates (Year 1) |   |  |
| Warranty |   |  |
| Training |   |  |
|   |   |  |
|   |   |  |
|   |   |  |
|   |   |  |
|   |   |  |
| **TOTAL COST OF SUPPLY & INSTALLATION OF THE ABOVE (£)** |   |  |
|  |  |  |
| Table 2 – Annual price for extended warranty over the following two years.  |  |
| **Item to be provided** | **Total Cost Year 2** | **Total Cost Year 3** |
| **(exc. VAT) (£)** | **(exc. VAT) (£)** |
|   |   |   |
|   |   |   |
|   |   |   |
| **TOTAL ONGOING ANNUAL COST (£)** |   |   |
|  |  |  |
| Table 3 –Price any other items/services NOT included in the total contract price |  |
| **Item to be provided** | **Cost per Qty** | **Total Cost**  |
| **(exc. VAT) (£)** | **(exc. VAT) (£)** |
| Extended warranty years 4 & 5 |   |   |
|   |   |   |
|   |   |   |
|  |   |   |
|  |  |  |

**Inaccurate completion of the pricing schedules will be taken into account when deciding whether such a tender can be accepted by the College.**

Please submit only one bid as additional bids will not be evaluated at this stage.

## **Appendix C Tender Response Form**

**Tenderers Contact Details:**

Please provide contact details for individuals responsible for this tender submission.

Main Contact:

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Company Name |  |
| Address |  |
| Telephone - Main |  |
| Telephone – Direct |  |
| Mobile |  |
| Email |  |
| Website |  |

Additional Contact

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Company Name |  |
| Address |  |
| Telephone - Main |  |
| Telephone – Direct |  |
| Mobile |  |
| Email |  |
| Website |  |

**Tenderers are required to respond to each of the items below, by inserting their response to the question within the box provided on this Tender Response Form. The College may only score the information provided within the Tender Response Form.**

**Tenderers may attach additional documentation in support of the response provided in the Tender Response Form such as diagrams, certificates or spreadsheets, although this should be clearly referenced.**

* 1. **Contract Price**

Total Contract Price for the 3 year duration plus 2 x 12 month extension options. Demonstrated ROI and total cost of ownership.

Please complete the Schedule of Prices found in Appendix B which will form part of your tender submission. The Schedule of Prices MUST NOT be altered in any way. Please include any explanatory notes in relation to the contract price below:

**Response:** (please use as many pages as necessary)

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* 1. **Functional Requirements**

Response should cover, as a minimum:

* How well the solution meets the outlined functional requirements.
* Reactive Work Order and Planned Maintenance Management
* Asset and Lifecycle Management
* Compliance and Safety Management
* Helpdesk and Contractor Management
* Reporting and Analytics

**Response:** (please use as many pages as necessary)

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* 1. **Technical Capability Implementation and Support**

Response should cover, as a minimum:

* System Architecture and Delivery
* Mobile and Remote Capabilities
* Data Security and Compliance
* Cyber Security

**Response:** (please use as many pages as necessary)

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* 1. **Implementation, Training and Support**

Response should cover, as a minimum:

* Implementation Strategy
* Training and Change Management
* Ongoing Support & Maintenance

**Response:** (please use as many pages as necessary)

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**5. Vendor Qualification and Proposal Requirements**

Response should cover, as a minimum:

* Vendor Experience and Expertise
* Proposal Submission Requirements

**Response:** (please use as many pages as necessary)

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**6. Innovations & Future Proofing** (Response should cover, as a minimum):

* Readiness to integrate with emerging technologies and support future enhancements.

**Response: (**please use as many pages as necessary)

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**7. Clarification Questions:**

To support internal review and vendor clarification during CAFM system procurement, please respond to the following questions:

|  |  |
| --- | --- |
| **Clarification Question** | **Response** |
| Can contractors be linked directly to specific assets and reactive work orders within the system? |  |
| Can the system manage project budgets independently of external financial systems like BlueQube? |  |
| Does the system support asset tagging using barcodes or QR codes for identification and tracking? |  |
| Can end users log jobs by scanning QR/bar codes associated with locations or assets? |  |
| Does the system support the creation and management of project plans, including timelines, milestones, staff resources, cost tracking and forecasting. |  |
| Can jobs be categorized or tagged specifically for Health & Safety purposes, and allocated accordingly? Could these jobs have a different set of SLA’s assigned to them? |  |
| Is the system capable of logging jobs initiated via emergency phone calls or walk-in requests, and how are these tracked digitally? |  |
| Does the system include a survey or feedback mechanism for scoring completed jobs and generating reports? What reports can be automatically generated by the system, in what format, and how can the output it be received (email/dashboard etc.)? |  |
| Can budgets be set and analysed at the building level for asset and maintenance planning? |  |
| **Additional CAFM System Tender Considerations****To support internal review and vendor clarification during CAFM system procurement.** **Please provide details of the following:** |
| Operational EnhancementsInventory & Stock Control – Management of consumables, spare parts, and tools. |  |
| Permit to Work & Access Control Safety and compliance for contractor access. |  |
| Integration & InteroperabilityGIS Mapping Integration – Visualisation of assets and jobs on campus maps.BMS Integration – Real-time monitoring of HVAC, lighting, and energy systems. |  |
| Strategic & Long-Term PlanningCapital Planning Tools – Asset replacement planning and lifecycle costing. |  |
| Sustainability Reporting – Tracking energy usage, carbon footprint, and ESG metrics. |  |

## **Appendix D Certificate of Non-Collusion and Non-Canvassing**

* + - 1. We certify that this is a bona fide tender, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this tender any of the following acts:
1. Communicate to a person other than the person calling for those tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender.
2. Enter into any agreement or arrangement with any other person that they shall refrain from tendering or as to the amount of any tender to be submitted.
3. Offer or pay or give or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to any other tender or proposed tender for the said work any act or thing of the sort described above.
4. We further certify that the principles described in paragraph 1 above have been, or will be, brought to the attention of all sub-contractors, suppliers and associate companies providing services or materials connected with the tender, and any contract entered into with the sub-contractors, suppliers or associated companies will be made on the basis of compliance with the above principles by all parties.
5. We further certify that no attempt has been made directly or indirectly to canvass or solicit any member, officer or employee of the College concerning the award of the contract which is the subject of this Invitation to Tender.
6. In this certificate, the word “person” includes any persons and any body or association, corporate or otherwise; and “any agreement or arrangement” includes any such transaction, formal or informal, and whether legally binding or not.
7. I confirm that I accept any breach of the conditions of this Declaration of Bona Fide Tender will inevitably lead to the termination of the Contract.

Signed:

Position/Status:

Company Name:

Address:

Date Signed:

## **Appendix E Conflict of Interest Declaration**

I/We warrant that:

* + - 1. There **would be no** conflict or perceived conflict of interest in relation to the personnel or type of work involved in this contract.

Signed:

Position/Status:

Company Name:

Address:

Date Signed:

I / We warrant that:

* + - 1. There could be a possible conflict or perceived conflict of interest in relation to the personnel or type of work involved in this contract.

Please explain what the possible conflict or perceived conflict of interest may be and who it relates to and how it could have an adverse effect on this contract.

|  |
| --- |
|  |

Signed:

Position/Status:

Company Name:

Address:

Date Signed:

## **Appendix F Safeguarding**

1 I/We the undersigned acknowledge the Safeguarding requirements of the College, to support the College in its legal obligation and social responsibilities in relation to safeguarding children, young people and vulnerable adults. This is in accordance with the following legislation:

* The Children Act 2004;
* Education Act 2002 and Guidance (September 2004);
* Safeguarding Vulnerable Groups Act 2006
* Equality Act 2010
* Mental Capacity Act 2005
* Counterterrorism and Border Security Act 2018, part 5 as applies to Prevent and Channel;
* Working together to Safeguard Children in Education 2018;
* Keeping Children Safe in Education 2019 (KCSIE).

2. The term learner refers to children/young people and any other student enrolled at College and/or engaged in any activity on College premises including distance learning/working from home. Any student under the age of 18 is deemed to be a child in the eyes of the law. The term vulnerable adult refers to any person, over the age of 18, in need of community care or support services because of old age, mental health issues, physical disability, hearing, seeing and/or communication difficulties, learning disabilities or the inability to protect themselves from significant harm or being taken advantage of.

3. The safeguarding of learners also includes protection from harassment which includes sexting, harmful sexual behaviour, criminal exploitation (CE County Lines), modern slavery, trafficking and an awareness of contextual safeguarding. A copy of the Trust’s Safeguarding Policy can be obtained on request.

**Enhanced** **Disclosure & Barring Service Checks**

1. Prior to deployment on site, Contractor staff will have been subject to an Enhanced Disclosure & Barring Service (EDBS) check and at all times the Contractor is obliged to comply with the Trusts Safeguarding Policy. It is a specific requirement of the College that the contractor will provide the following mandatory information related to their on-site staff and that until such time this information is provided these staff are not permitted access to the College site(s):
2. Their full name.
3. Their valid EDBS certificate reference number that has been granted (an application number is unacceptable).
4. The issue date of the EDBS certificate.
5. It is wholly the College’s responsibility to set the policy for managing the safeguarding of both young and vulnerable students, and in this role, it is appropriate that the College reserves the right to validate the EDBS certification by utilising this information. The requirement for providing the employees full name and date of birth is a mandatory requirement and non-negotiable.

6. In the event that this Tender is accepted, I/We undertake to execute the contract with the College embodying all of the Safeguarding requirements of the College.

7. I/We confirm that the person whose signature is appended to this Tender is a duly authorised signatory of our Company and has full and legal authority to sign this College on behalf of our Company.

**Signed for and on behalf of the Tenderer:**

Signed:

Position/Status:

Company Name:

Address:

Date Signed:

## **Appendix G Freedom of Information**

Yeovil College adhere to the Government’s Code of Practice on Access to Government Information, commonly known as Open Government. Under the Code of Practice, the College are obliged to provide details, upon request, regarding the expenditure of public money.

This may include, amongst other things, the disclosure of a winning Tender price, the nature of the goods or services provided, standards of service or performance and the Tender evaluation criteria.

If you wish your Tender proposal details to remain confidential, please sign below and detail the reasons (noting the section applicable within the ACT and Notes 2, 3 & 5), and return this page with your Tender proposal submission. (The details provided to an FOI request will be subject to the public interest test).

For further information on the Freedom of Information Act 2000 please refer to the following guidance notes issued by the Information Commissioner, [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

 FOIA Guidance Note 2 – Information provided in confidence

 FOIA Guidance Note 3 – The Public Interest Test

 FOIA Guidance Note 5 – Commercial

I/we hereby request that our tender submission is kept Confidential unless, the Trust are required to disclose information in accordance with the above.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position/Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email/Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes the reasons in the box below:

|  |  |
| --- | --- |
| FOIA Guidance Note 2 – Information provided in confidence: |  |
| FOIA Guidance Note 3 – The Public Interest Test: |  |
| FOIA Guidance Note 5 – Commercial: |  |