

The City of Liverpool College Group

Tender Reference:

T: 2024 - 009

Invitation to Tender

**The Provision of**

**Collegewide PPE Clothing, Overalls, Boots, Technician Wear, Uniforms for Catering, Health, Nursery plus Hair & Beauty**

For the period:

01/08/2025

to

*31/07/2028*

(with the option to extend for 1 x further year)

*OPEN PROCEDURE – OVER THRESHOLD*

**Contents**

[1.0 Overview 3](#_Toc194651147)

[2.0 Purchasing Authority 3](#_Toc194651148)

[3.0 Background to Tender 3](#_Toc194651149)

[4.0 Information for Tenderers 3](#_Toc194651150)

[5.0 Preparation of Tender 5](#_Toc194651151)

[6.0 Contract Management 6](#_Toc194651152)

[7.0 Site Security 6](#_Toc194651153)

[8.0 Safeguarding 6](#_Toc194651154)

[9.0 Nuisance 7](#_Toc194651155)

[10.0 Safety, Health and Welfare of Supplier Staff 7](#_Toc194651156)

[11.0 Fire Precautions 7](#_Toc194651157)

[12.0 Smoke, Noise and Pets 7](#_Toc194651158)

[13.0 Freedom of Information Act 7](#_Toc194651159)

[14.0 Modern Slavery Act 2015 8](#_Toc194651160)

[15.0 General Data Protection Act (GDPR) 8](#_Toc194651161)

[16.0 Term 8](#_Toc194651162)

[17.0 Period of Validity 8](#_Toc194651163)

[18.0 Acknowledge of Receipt of Tender 9](#_Toc194651164)

[19.0 Instructions for Completion 9](#_Toc194651165)

[20.0 Award Criteria 9](#_Toc194651166)

[21.0 Evaluation Approach 10](#_Toc194651167)

[22.0 Queries about this Procurement 12](#_Toc194651168)

[23.0 Format of Proposal 12](#_Toc194651169)

[24.0 Summary of Requirements 17](#_Toc194651170)

[25.0 Sustainable & Social Procurement Evaluation 18](#_Toc194651171)

[26.0 Timetable 20](#_Toc194651172)

[27.0 In-Tend Portal Uploading Instructions 20](#_Toc194651173)

###### INVITATION TO TENDER

# Overview

1.1 ***The City of Liverpool College*** is one of the largest further education colleges in England with 5 main centres located throughout the city.

The College provides more than 500 academic and vocational courses for more than 10,000 students each year. The programmes range from basic skills to higher education qualifications. We are proud of our continuing record in providing education and training and a way into employment for many people traditionally excluded from these opportunities.

1.2 ***Shared Education Services Limited,*** a wholly owned subsidiary which is a company limited by guarantee, incorporated on 5th May 2015. The principal business of the company is the provision of back-office administration and support services.

# Purchasing Authority

The City of Liverpool College

The Learning Exchange

52 Roscoe Street

Liverpool

L1 9DW

# Background to Tender

*This contract is for the Collegewide provision of PPE Clothing for departments within the College for a period of 3 years with the option to extend for 1 x 1 further year. The contract is split into 4 x separate lots:*

*Lot 1: Technician, Nursery & Health clothing – Staff & Students – Lots 1 & 2 Approx. annual spend £29k+*

*Lot 2: Safety Boots & Shoes – Students*

*Lot 3: Catering, Front of House Restaurant, Cabin Crew clothing – Staff & Students – Approx. annual spend £17k+*

*Lot 4: Hair & Beauty clothing – Staff & Students – Approx. annual spend £4k+*

*The approximate contract value per annum for this requirement spread across all 4 x lots is £50k+ inc. of vat. The value of this contract will be approximately £200k to £250k*

# Information for Tenderers

* 1. The contents of this ITT and of any other documentation sent to you in respect of this tender process, are provided on the basis that they remain the property of the College and must be treated as confidential. If you are unable or unwilling to comply with this requirement you are required to destroy this ITT and all associated documents immediately and not to retain any electronic or paper copies.

4.2 This ITT is made available in good faith. No warranty is given as to the accuracy or completeness of the information contained in it and any liability or any inaccuracy or incompleteness is therefore expressly disclaimed by the College and its advisers.

* 1. 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 ITT.

4.4 The institution reserves the right to cancel the tender process at any point.

4.5 You must inform the College in writing if there is any change in control, composition or membership of your organisation or your consortium members subsequent to your expression of interest in this procurement process. The College reserves the right to disqualify you from the procurement process as a result of any such change.

4.6 This College is bound by procurement rules and cannot enter into any negotiations on the Invitation to Tender or Contract Terms & Conditions.

4.7 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 College, the tenderer will execute a formal contract consisting of the College’s terms and conditions, specification and submitted pricing schedule 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.

4.8 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.

4.9 If it is necessary for the College to amend the Tender documentation in any way, prior to receipt of tenders, all Tenderers will be notified in writing simultaneously via our In-Tend Portal. If appropriate, the deadline for receipt of Tenders will be extended.

4.10 By completing this document, the person completing it is confirming that the data entered is correct, to the best of their knowledge and that they are authorised to complete this document on behalf of their organisation.

4.11 Every proposal received by The College shall be deemed to have been made subject to the College’s terms and conditions included within the tender documents. The College’s Procurement and Transactions Manager is the only member of staff authorised to vary any part of this document and may only do so in writing.

4.12 All persons proposing to submit a Tender are advised to ensure that they are fully familiar with the

conditions of contract and the nature of their obligations if their Tender is accepted.

4.13 Unless otherwise agreed in writing, Tenders and orders are issued subject to the College’s General Conditions of Purchase a copy of which has been provided. The College shall deem any alternative conditions appended by the Tenderer to have been rejected by The City of Liverpool College except when expressly agreed in writing.

* 1. The Tender must be on the Form of Tender incorporated herein. It must be signed by an appropriate officer and submitted using the College Groups In-Tend portal of the In-Tend system in the manner and by the date and time stated. The form of Tender and any other accompanying documents must be fully completed. Any gaps or omissions in the Form of Tender may lead to the tender being rejected.
  2. The City of Liverpool College shall have no liability in respect of any claim, expense, cost or loss made or

incurred by a Tenderer in respect of the preparation, submission and subsequent discussion or decision relating to the Tender.

4.16 So far as applicable you are required to submit a detailed specification of the item(s) for which you are Tendering. Any quantity indicated during this tender process is an estimate by The City of Liverpool College of its requirements for one year of trading. The City of Liverpool College does not give any undertaking whatsoever that any or all of the estimated value of business will be placed & successful suppliers shall be prepared to supply more or less than the estimated quantities at the terms quoted.

* 1. By submitting a Tender, the Tenderer undertakes to accept each, and every order issued by The City of

Liverpool College during the period of this Tender. Each order shall form a separate and binding contract

and shall be subject to the terms & conditions of The City of Liverpool College Group attached herewith.

* 1. The results of the Tender Exercise will be evaluated, and a decision will be communicated to you

thereafter.

* 1. Tenders must be submitted strictly in accordance with the contract documentation listed in the Form of

Tender enclosed. Tenderers must not make any changes to these documents.

Tenders must not:

1. Be qualified;
2. Be conditional;
3. Be accompanied by statements which could be construed as rendering them equivocal and/or

places on a different footing to those of other tenderers.

* 1. Only tenders submitted without qualifications strictly in accordance with these instructions will be

accepted for consideration. Any submissions that are incomplete, inaccurate, false or intentionally

misleading can be rejected by the College

* 1. The College’s decision on whether or not a tender is acceptable will be final and the tenderer concerned will not be consulted. If a tender is excluded from further consideration the tenderer concerned will be so notified.

# Preparation of Tender

5.1 Information supplied to Tenderers by the College is only for general guidance in the preparation of the

tender.

* 1. Tenderers must satisfy themselves by their own investigations with regard to the accuracy of any such information.
  2. The Tenderer is required to complete and provide all information required by the College. Failure to

comply with these conditions may lead the College to reject the tender unless omissions have been expressly agreed by the College in writing.

* 1. Definitions

In these Conditions of Tender the following expressions shall have the following meanings

a) “The College” Shall mean The City of Liverpool College Group

b) “Closing date” As noted on the tender timetable

c) “The supplies” Shall mean the provision of goods as noted on the tender documentation.

d) “The services” Shall mean the provision of services as noted on the tender documentation.

e) “Tenderer” shall include any person to whom this Invitation to Tender is addressed and any

person who proposes to or does submit a tender for the services

In these Conditions of Tender unless the contrary intention appears:

1. words importing the masculine gender include the feminine;
2. words in the singular include the plural and works in the plural include the singular;
3. reference to “Officers” shall be construed as including all employees of the College;
4. Reference to “Member” shall be construed as including all Members of the College’s Governing Body.
   1. Canvassing

Any Tenderer who directly or indirectly canvasses any Member, Officer or agent of the College concerning the award of the contract for the provision of the services shall be disqualified.

* 1. Confidentiality of Tender Information and Documents

1. All information supplied by the College in, or in connection with, this Invitation to Tender shall be regarded as confidential to the College.
2. This Invitation to Tender and its Appendices are and shall remain the property of the College and must be returned upon demand.
   1. Collusive Tendering

Any Tenderer who:

1. fixes or adjusts the amount of his Tender by, or in connection with, any agreement or arrangement with any other person; or
2. communicates to any person other than the College the amount or approximate amount of his proposed tender (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the Tender for insurance or a contract Guarantee Bond); or
3. enters into any agreement or arrangement with other person that such other person shall refrain from tendering or as to the amount of any Tender to be submitted; or
4. offers or agrees to pay or give or does pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the services any act or omission;

shall, (without prejudice to any other civil remedies available to the College and without prejudice to any criminal liability which such conduct by a Tenderer may attract) be disqualified.

# Contract Management

6.1 The Provider is expected to work in partnership with the College. The Provider is required to nominate a named person responsible for the management of the contract. This person should have the authority to resolve problems across all sites and locations. A suitable backup contact should be supplied by the Provider to cover for the Contract Manager if they are not available

The Provider’s nominated contract manager will be required to meet with The College monthly during the early part of the contract period, then on a quarterly basis to review performance levels and any other issues affecting the service delivery.

# Site Security

7.1 The College’s site security arrangements will be adhered to at all times by the appointed Provider.

# Safeguarding

The Corporation of The College has a statutory and moral duty to safeguard the welfare of children, young people and vulnerable adults receiving education, training and care through the College, under the safeguarding Vulnerable Groups Act 2006.

The College fully understands its role and responsibilities and is committed towards safeguarding learners, we therefore require our service providers to assess and ensure their staff are suitable to work on College premises and confirm that they will comply with the College’s requirement for this agenda.

# Nuisance

9.1 The appointed Provider shall prohibit employees from causing any unreasonable disturbance whilst on the College’s campus.

# Safety, Health and Welfare of Supplier Staff

10.1 The Provider shall ensure that all safety, health and welfare measures required under or by virtue of the provisions of any enactment or regulation or the working rules of any industry are strictly complied with.

10.2 The Provider shall comply with the College’s local rules relating to health and safety and COSHH.

# Fire Precautions

11.1 The Provider must be aware of the College’s fire regulations, and the method of raising and responding to the fire alarm system.

11.2 The Provider shall be solely responsible for any charges levied by the Fire Brigade for non-compliance as a result of initiating a false alarm.

# Smoke, Noise and Pets

12.1 Smoking, including e-cigarettes within any part of the building is not permitted at any time and the noise generally shall be kept to a minimum. Pets of any kind are not allowed on the campus without the express permission of the Director of Estates.

# Freedom of Information Act

13.1 The College is subject to The Freedom of Information Act 2000 (“Act”)

13.2 As part of the College’s obligations under the Act, it may be required to disclose information concerning the procurement process or the Contract to anyone who makes a reasonable request.

13.3 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.

13.4 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. However, the College shall be entitled to determine in its absolute discretion whether any information is exempt from the Act 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 and can only withhold information if it is covered by an exemption from disclosure under the Act.

13.5 The College will not be held liable for any loss or prejudice caused by the disclosure of information that:

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 where possible); or
2. does not fall into a category of information that is exempt from disclosure under the Act (for example, a trade secret or would be likely to prejudice the commercial interests of any person); or
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.

# Modern Slavery Act 2015

The City of Liverpool College Group (The Group) is absolutely committed to preventing slavery and human trafficking in its corporate activities and to ensuring that its supply chains are free from slavery and human trafficking.

The Group expects all suppliers and their respective supply chains to comply fully with this legislation.

The Group expects that upon request suppliers will provide appropriate assurances/evidence that they are actively following all relevant provisions of the act.

The Group reserve the right to remove any supplier who fails to provide the appropriate assurances that they are complying with the act from its active suppliers list.

# General Data Protection Act (GDPR)

The Group is absolutely committed to its responsibilities as a Data Controller under this legislation.

The Group expects all suppliers and their respective supply chains to comply fully with this legislation specifically Article 28 to any subject data that they process in the execution of this contract.

Subject data must only be processed in accordance with the instructions provided by the Controller (College). The Processor (supplier) shall provide guarantees that they have appropriate technical and organisational measures established that will ensure any data processing will meet the requirements of this Regulation and will protect the rights of all data subjects.

# Term

* 1. The contract will be let on an initial period until *31/07/2028,* renewable by mutual consent for (1) year.
  2. The College always reserves the right to use an alternative provider if the quality, service, price or availability gives cause for concern.

16.4 Either party shall in any event at any time be entitled to terminate this Contract on the giving of six (6) months’ written notice of such termination to the other party. Neither party shall not be entitled to any payment by way of compensation, damage or otherwise following such termination but shall, for the avoidance of doubt, be entitled to receive payment due for the six (6) months’ notice period.

# Period of Validity

Tenderers are required to keep Tenders valid for acceptance for a period of ninety (90) days from the closing date for receipt of Tenders regardless of contract start date.

# Acknowledge of Receipt of Tender

The Tenderer must acknowledge receipt of this Tender and confirm that you are able to submit a Tender in accordance with these instructions submitted electronically via the College Groups In-Tend portal no later than 13th May 2025 at 12:00 noon.

# Instructions for Completion

19.1 The Tender must be submitted electronically via In-Tend to the following web-address: <https://in-tendhost.co.uk/tcolc/aspx/Home> arriving no later than 13th May 2025 at 12:00 noon.

***Failure to use the tender documents will invalidate the tender***. We reserve the right, both prior to and after the award of the tender, to inspect the validity of all information given, in order to substantiate the information detailed by a supplier. Tenders submitted by post, courier, hand, fax or e-mail will **not routinely be accepted**.

19.2 Tenderers should answer all questions as accurately and concisely as possible. Where a question is not

relevant to the responder’s organisation, this should be indicated ‘N/A,’ with an explanation.

* 1. Tenderers must submit their tender price using the template provided in Appendix B. Responses must be

in English and prices quoted in £ sterling exclusive of VAT.

* 1. Correction of errors in pricing will be made as follows:
* The Tender will be offered on prices submitted.
* Any incorrect prices /alterations must be advised by the correspondence tool within the College Groups In-Tend portal as soon as the error is noticed and no later than the closing date.
* If the College identifies obvious errors in the submitted pricing; Tenderers will be notified via Intend of the corrections made and will be asked to either accept the corrections or withdraw their Tender.
  1. Publicity brochures will not be accepted as providing the answers to questions but may be submitted as additional information.
  2. Failure to provide the required information or supply documentation referred to in the responses, within the specified timescales, may result in the prospective bidders being disqualified from the process.

# Award Criteria

The contract will be awarded on the Most Advantageous Tender (MAT) basis via a single stage process.

|  |  |  |
| --- | --- | --- |
| Criteria | Sub Criteria | Weighting |
| Price (40%) | Prices submitted on Appendix B | 40% |
| Quality (40%) | Product evaluation samples | 40% |
| Experience & capacity to supply  Contract Management  Added Value  (15%) | Experience & capacity to supply to institutions, company capability,  How the contract will be managed, delivery facilities to both the College and home deliveries for students ordering/paying online  How a supplier can add value to the contract: Apprenticeships, student training/placements educational visits, masterclasses, student prizes, Sponsoring of College events – for example charity fundraising | 8%  4%  3% |
| Sustainability, Corporate Responsibility & Environmental Policies (5%) | Policy including willingness to implement change. Evidence of carbon reduction or plastic reduction action taken e.g. in the organisation of, or the vehicles used in the delivery | 5% |

# Evaluation Approach

* 1. The College does not undertake to accept the lowest or any Tender and reserves the right to accept the

whole or any part of any Tender submitted.

1. Each Tender will be checked initially for compliance with all requirements of the ITT.
2. During the evaluation process the College reserves the right (but is not obliged), subject to The Public Contracts Regulations 2015, to clarify any information supplied from any or all of the Tenderers, to assist it in its consideration of their Tenders.
3. 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 concludes that the tender is abnormally low.
   1. Price Evaluation

The evaluation of the pricing information will be on the basis of the overall price of the contract; 40% will be allocated to the lowest price with other proposals allocated in accordance with the following formula: -

Available mark (40%) \* lowest price

Tenderers price

21.3 Non-Price Criteria Evaluation

The evaluation of service delivery proposals, environmental advice and guidance proposals, contract management and added value proposals will be evaluated using the scoring methodology set out below.

|  |  |  |
| --- | --- | --- |
| Rating | Score | Criteria for awarding score |
| Excellent | 4 | Proposal exceeds expectations in at least one or more ways. Detailed answers. Demonstrates a clear understanding of our requirement and ability to provide to the required standard in all material respects. |
| Good | 3 | Proposal shows a clear understanding of the requirements, is consistent with other proposals and meets the required standard in all material respects |
| Satisfactory | 2 | Proposal shows a satisfactory understanding of the requirements and meets the required standard in most material respects but is lacking or inconsistent in other areas. |
| Poor | 1 | Response shows an inadequate understanding of the requirements and does not provide complete confidence that they will be able to provide the goods/services required. |
| Unacceptable | 0 | No response, or response shows an unacceptably poor level of understanding of the requirements or completely fails to meet the required standard. |

# Queries about this Procurement

* 1. All queries regarding this procurement should be submitted via the In-Tend portal’s correspondence tool.
  2. If the College considers any question or request for clarification to be of material significance, both the query and the response will be communicated, in a suitably anonymous form to all bidders.

# Format of Proposal

* 1. Quality/ Experience/Contract Management
     1. Product evaluation samples provided

***Question weighting 40%***

|  |
| --- |
| **Response**  Product evaluation samples requested - For delivery (and collection) at the supplier’s own expense – PLEASE SEE DELIVERY POINT/DATE/TIMES BELOW |

* + 1. Experience & Capacity to supply institutions, company capability

A clear demonstration of how the goods/services will be fulfilled & delivered, experience & capacity to supply to institution & company capability

**Question weighting: 8 %**

|  |
| --- |
| **Response** |

* + 1. Contract Management:

A clear demonstration of how the contract will be implemented, KPI’s set & managed for deliveries to College centres plus student home deliveries, ordering & payment online

***Question weighting 4 %***

|  |
| --- |
| **Response** |

* + 1. Added Value:

The College is always looking for ways to enhance and build on the excellent service we provide to our staff & students. To this end the College would wish to develop relationship with key suppliers that would give added value to our service. How a supplier can add value to the contract: Apprenticeships, Student training/placements, educational visits, masterclasses, student prizes, sponsoring of College events

***Question weighting 3 %***

|  |
| --- |
| **Response** |

* + 1. Sustainability, Corporate Responsibility & Environmental Policies

Policy including willingness to implement change. Evidence of carbon reduction or plastic reduction action taken e.g. in the organisation of, or the vehicles used for deliveries

***Question weighting 5 %***

|  |
| --- |
| **Response** |

**SUMMARY OF REQUIREMENTS**

This tender has been divided into four (4) lots as follows:

Lot 1: PPE Clothing, Overalls, Trousers, Outer Wear, Fleeces & Accessories

This lot is covering our students & technical staff from the following areas:

* Engineering & Motor Vehicle
* Construction
* Estates
* Science
* Arts
* Health
* Nursery

Lot 2: PPE Boots

This lot is covering the boots for our students from the following areas:

* Engineering & Motor Vehicle
* Construction

Lot 3: PPE Food Industry Clothing & Footwear plus Cabin Crew Clothing

This lot is covering our students, technicians, café staff & lecturers from the following areas:

* + Food Industry
  + Travel

Lot 4: PPE Clothing for Salon Students & Staff

This lot is covering our Students, technicians & lecturers from the following area:

* Hair & Beauty

Please see the attachments which details the kits and the pricing schedules for all 4 x lots. Companies are invited to respond to the lot(s) that you are able to supply. Please indicate within your submission(s) the following:

* Delivery lead times for both delivery to the College or individual student addresses
* The length of time your prices are to be held for
* Please include your company sizing guides

Lot 1 & 2 Requirements – Large quantity delivery

The successful supplier for lots 1 & 2 will be required to deliver a large quantity of boots, overalls, hi viz jackets, eye wear, bib & braces plus gloves on a sale or return option for student requirements at the start of the College’s academic year. A call off order will be created for this service for suppliers to provide the clothing/boots to invoice against.

Lot 3 & 4 Requirements – Students ordering for home delivery

The kits on both lots 3 & 4 will require the facility option for students to order and pay for their kits online for home delivery, please advise if there are delivery charges for home delivery.

All Lots: Delivery lead times & call off order requirements

Delivery lead times for uniforms/clothing etc are extremely important as our staff and students will need to have their clothing delivery arrive in a timely fashion. Please ensure you detail your delivery lead times from point of order with your pricing submission.

Some faculties will require a call off order for uniforms/clothing etc which will comprise of a specific value to the successful supplier. The faculties will raise these and use the same order number to ‘call off’ specific quantities of clothing to be ordered for both staff and students.

*Please confirm which lot(s) you will be bidding for in your tender return, as each of the Appendix B Excel forms relate to different lots they are added to the published documents as ‘Placeholders’. Companies will need to return all 3 x Excel Appendix B placeholders but please put ‘N/A’ on the ones you are not responding to when you upload, (the files are too large and unwieldy to have as one document within the tender uploads) thank you.*

**PRODUCT QUALITY/SAMPLE KITS - DATES**

It is the condition of your participation in this process that you will supply samples relating to the lot(s) to which you are responding. Failure to supply samples will result in immediate disqualification from the process.

All samples requested must be received by 12:00 Noon on the dates shown below for the evaluations to take place

All samples must be delivered and returned at the supplier’s own expense, please ensure the delivery is marked with the correct Lot number/description name and addressed to the person named below:

Lot 1 & Lot 2: The samples will need to be delivered for the attention of Tina L Smith & marked PPE/Clothing Lot 1/Lot 2 to the following Centre on Thursday 8th May 2025 by 12:00 noon:

The City of Liverpool College

The Arts Centre

9 Myrtle Street

Liverpool

L7 7JA

Lot 3: The samples will need to be delivered for the attention of Carol Noon & marked PPE/Clothing – Catering/Cabin Crew Uniforms to the following Centre on Tuesday 13th May 2025 by 12:00 Noon

The City of Liverpool College

Duke Street

82 Tradewind Square

Liverpool

L1 5BG

Lot 4: The samples will need to be delivered for the attention of Carol Noon & marked PPE/Clothing Hair & Beauty Uniforms to the following Centre on Tuesday 13th May 2025 by 12:00 Noon

The City of Liverpool College

Duke Street

82 Tradewind Square

Liverpool

L1 5BG

Please see the attached Appendix showing samples required

**All samples must be delivered and collected at the supplier’s own expense. All samples will be boxed back into their original delivery boxes and marked up ready for collection.**

* 1. Pricing Schedule

The applicant should complete the relevant pricing schedule (Appendix B) for each lot.



# Summary of Requirements

24.1Pricing

The College expects any price increases to be supported by clear and justifiable evidence.

Prices must be quoted in pounds sterling. Tenders should be submitted exclusive of Value Added Tax (VAT).

24.2 Payment

Payment will be made on the submission of a VAT invoice in respect of goods/services supplied and will be in accordance with the College’s standard terms of payment (30 days from invoice date). Such invoices must quote the College order number and invoices should be in respect of **one** order reference only.

The College has a dedicated payments email for the submission of invoices/statements please note that if invoices are sent out with the goods then a copy of all invoices must be sent to the Finance team via the following, dedicated email address as follows:

**payments@liv-coll.ac.uk**

Please note that when submitting invoices by email we will require one invoice attachment per email to be sent. Payments will be made via BACS transfer. .The successful supplier(s) should provide to the College Financial Services Dept., the appropriate bank account details on commencement of the contract.

24.3 Discounts & Rebates

If your company offers any additional incentives for ‘Prompt Payment,’ please indicate these in your submission.

If your company offers any additional rebates for ‘Turnover,’ Please indicate these in your submission.

**Discount**

The College’s standard terms of payment are 30 days from date of invoice, if you offer any discounts for prompt payment please detail below.

**Turnover Rebate**

If your company offers any rebate for annual turnover, please detail below.

# Sustainable & Social Procurement Evaluation

This questionnaire should be completed in full and will form part of the overall evaluation of your response in consideration of supplying goods and or services to The City of Liverpool College.

|  |  |
| --- | --- |
| **Section One – Organisational Information** | |
| **Organisation Name** |  |
| **Address** |  |
|  |  |
|  |  |
|  |  |
| **Post code** |  |
| **Telephone Number** |  |
| **Fax Number** |  |
| **Contact Name** |  |
| **Job Title** |  |
| **Telephone Number** |  |
| **e-mail address** |  |

|  |  |  |
| --- | --- | --- |
| **What is your Organisation’s Industry Sector** | | |
| **Manufacturing** | **Transportation** | **Food distribution** |
| **Construction** | **Communication** | **Other** |
| **Agriculture** | **Energy & Water** |  |
| **Distribution** | **Medical Services** |  |
| **Financial Services** | **Training** |  |

|  |  |  |
| --- | --- | --- |
| **What is your Organisation’s Classification** | | |
| **Manufacturer** | **Distributor** | **Contractor** |
| **Wholesaler** | **Service Provider** | **Other** |

|  |  |  |
| --- | --- | --- |
| **Number of Employees** | | |
| **1-50** | **51 – 250** | **250+** |

|  |  |  |
| --- | --- | --- |
| **Section 2 – Accreditation & Management** | | |
| **Does your organisation operate under an ISO 1400 or EMAS ( Eco-Management Audit Scheme ) certified environmental management system** | | |
| **Yes** | **No** | **Do not know** |
| **If the answer is Yes – provide details** | | |

|  |  |  |
| --- | --- | --- |
| **Has your organisation developed a sustainable & social sourcing and supply policy** | | |
| **Yes** | **No** | **Do not know** |
| **If the answer is Yes – please provide a copy** | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Has your organisation assessed the sustainable & social implications of:** | | | | |
|  | **Yes** | **No** | **Do not Know** | **Not Applicable** |
| **Its Activities** |  |  |  |  |
| **Its Products** |  |  |  |  |
| **Its Services** |  |  |  |  |
| **If the answer is yes to any of the categories please providence documentary evidence**  **It is also a requirement of this tender that the following information is presented**   1. **Please indicate the ages of the vehicles proposed for this contract.** 2. **Please indicate the split between diesel / unleaded / lpg and biofuel of your fleet** 3. **Please provide details of sustainable & environmental developments planned for your business over the term of the contract.**   **This data will be used to help assess the carbon footprint of this contract during the term.** | | | | |

|  |  |  |
| --- | --- | --- |
| **Does your organisation report on these issues in the public domain** | | |
| **Yes** | **No** | **Do not know** |
| **If the answer is Yes – please provide a copy of the latest report or link to relevant web site** | | |

I hereby confirm that the information provided above is factual and accurate to the best of our knowledge

Signed for and on behalf of…………………………………………………………..

NAME……………………………………………………………………………………

POSITION ………………………………………………………………………………

This data will be used to help assess the carbon footprint of this contract during the contract length.

# Timetable

26.1 The College aims to appoint a contractor in accordance with the following timescales:-

|  |  |
| --- | --- |
| Invitation to Tender Issued | *04/04/2025* |
| Last date for submission of clarification questions | *09/05/2025* |
| **Sample delivery: Lots 1 & 2** | ***Thursday 08/05/2025 by 12 Noon*** |
| **Sample date delivery: Lots 3 & 4** | ***Tuesday 13/05/2025 by 12 noon*** |
| Tender Return | *13/05/2025 at 12:00 noon* |
| Evaluation of tenders | *13th to 22nd May 2025* |
| Decision made & 8 working days intention to award issued | *23/05/2025* |
| Contract Award | *03/06/2025* |
| Contract start date | *01/08/2025* |

***Dates may be subject to change***

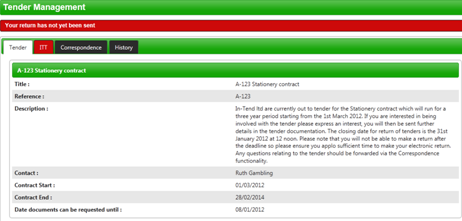
# In-Tend Portal Uploading Instructions

Please submit your Tender Return via the College Groups In-Tend portal: -

(<https://in-tendhost.co.uk/tcolc/aspx/Home>).

Please ensure you have complied with all the instructions as described in the tender document and completed the following Sections before submitting your Tender Return:

Log-in and go to the **Tenders** section at the top menu bar and click on **My Tenders**, find the relevant tender and click **View Details**. Tabs will be displayed across the top of the screen, the tab which is **RED** is the current stage of the tender process.



**Submit Tender Return**

Click on the **Submit Tender Return** tab, at the top of this section are instructions on how to attach and submit documents - please read carefully as these are a step by step guide.

In this section, the following options are available:

* **Tender Documents Received**: View and/or download tender documents received

* **My Tender Return:** Any mandatory documents (including questionnaires) that have been requested will be shown in this section against a **RED** button. Upload documents using the **Attach Documents** button at the bottom of this screen.
* **Attach Documents** (if available)**:** Attach any additional documents you wish to return as part of your tender submission; these will uploaded to the **My Tender Return** section.

* **Submit Return:** Click the Submit Return button only when all documents have been uploaded are needed for evaluation.

When a return has been submitted, a Return Receipt will be received, which confirms the details of the submission. This is available to be seen within the History tab at any time.­

If for any reason there is a need to amend a return, it is possible to do so by going into the stage tab again. Documents submitted as part of the original submission will be shown and it is now possible to remove or add any documents as required. In the case of making an amendment, it should be noted that ALL documents which are to be evaluated as part of your tender return must be included in the My Tender Return section before you click on Modify Return as the first return will be over-written**!**

**Appendices**

1. College Terms & Conditions
2. Price Schedules (One each for Lots 1 & 2 plus Lot 3 & Lot 4)
3. Form of Tender
4. Standard Selection Questionnaire
5. Business Continuity Declaration
6. Bona Fide Tender Declaration
7. Modern Slavery Act, Equality Legislation Act & Conflict of Interest Declaration
8. GDPR Declaration
9. Insurance Details
10. Samples required list for each lot

**Checklist**

Please submit your Tender Return via the College’s Procurement Portal

(https://in-tendhost.co.uk/tcolc)

By 13th May 2025 at 12:00 Noon

Please ensure you have complied with all the instructions as described in the tender document. You should return your tender proposal ensuring that it addresses all sections relating to the Award Criteria. Additionally, please remember to complete and upload all required placeholders including a completed Price Schedule.