

Date: 24th October 2025

Reference: LEG T185

Project F (WatchGuard – Renewal & Support)

This is a below the Threshold Tender / Request for Quotation

1 Specification

Luminate Education Group ('the Group') is seeking to purchase continuation of licensing/support for its WatchGuard Firewall estate, as detailed in Appendix C – 'WatchGuard Specification'. Alternative manufactures equipment or solutions will not be accepted, to ensure continuation/migration of our license, warranty and service.

Please note – Current license/support ID details are available upon request and both warranty and support are to run for a total of 2-years (24 months) from date of current expiry, paid on an annual basis over the term of the contract

Tenders will be assessed primarily according to total price.

2 General Information about the Luminate Education Group

To obtain general information about Luminate Education Group, please see attached the pdf to view the Luminate Education Group RFQ Information document.

3 Added Value

The Group wishes to appoint a supplier who will work in partnership with us in furtherance of our mission, for example through curriculum links, student employment and interaction with the college in other ways. In particular, the Group would wish to engage with the selected service provider in relation to Apprenticeships, other work-based learning, and work experience opportunities.

4 Procurement Process

The procurement process will make use of the In-Tend procurement portal which is available to any registered company. Tenders are invited from any suitably qualified supplier who can meet the Group's needs and the contract will be awarded in accordance with the terms and conditions of the agreement. Tenders should register on the In-Tend (free of charge), accessing: [In-tend Education Portal Tendering Site - Registration - Company Details \(in-tendhost.co.uk\)](https://in-tendhost.co.uk).

5 Tender Return Details

Tenders must be returned electronically using the In-Tend procurement portal.

Tenders must be received no later than 12 noon on Tuesday 25th November 2025. Tenders received after this date/time will not be considered. You are advised to complete your submission no later than 11:45am in case there are any delays in the operation of the system(s).

Please note that a completed form of:

- **Tender (Appendix A),**
- **Certificate against Canvassing (Appendix B),**
- **Pricing Schedule (Appendix D),**
- **and Freedom of Information Schedule**

MUST be completed and submitted

Tender prices shall be in sterling and should be quoted exclusive of VAT and inclusive of any delivery charges.

6 Tender Evaluation Criteria

Tenders will be assessed primarily according to total price.

7 Delivery Timescales

All goods are to be received at their identified Campus locations (to be confirmed) at the earliest date, following receipt of an official order. Please note that a **contract reference number** will be provided which supersedes a Purchase Order (PO), and should be used during the period of the contract.

8 Invoicing

Invoices must be received at Luminate Education Group upon receipt of official order, contract reference number as per paragraph 7, to accountspayable@luminate.ac.uk

9 Credit Checks

The Group reserves the right to take up references and undertake credit checks if necessary.

10 Modern Slavery Act 2015

The Modern Slavery Act 2015 now requires businesses with turnover over £36m. per year to report on the actions they have taken to ensure that slavery and human trafficking are not taking place within their operations and supply chains. As Luminate Education Group's turnover exceeds £36m. per year, the Group is directly affected by this requirement.

Suppliers must therefore state in their tender:

- a) where your company / group annual turnover exceeds £36m, provide a copy of your most recent 'modern slavery' statement detailing the steps being taken, or planned, to ensure that slavery and human trafficking are not taking place in any part of your business or within your supply chain. Please state the date when the statement was published or (if no statement has yet been published), the date when it is due to be published.
- b) where your company / group annual global turnover is less than £36m, please advise what actions are in place to raise staff awareness of modern slavery issues and what checks are in place to ensure that slavery and human trafficking are not taking place in any part of your business or within your supply chain.

If you require any additional information on this legislation, the government has issued a guide to the Transparency in Supply Chains provisions in the Modern Slavery Act, which is available online at [https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/471996/Transparency in Supply Chains etc A practical guide final .pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/471996/Transparency_in_Supply_Chains_etc_A_practical_guide_final_.pdf).

11 Enquiries and Clarifications

Any questions regarding the tender or the Group's requirements should be raised using the 'Correspondence' process within the In-Tend system, by 12:00pm noon on Monday 17th November 2025.

Please ensure that you can receive our email notifications, which will come from the In-Tend system. Please add the e-mail domain @in-tend.co.uk to your safe senders list and check your spam filter setting.

Responses will also be issued through the In-Tend system and where appropriate the Group will issue an (anonymised) response to all interested businesses to ensure all businesses have access to the same information.

12 Referential Tenders

Referential tenders, such as those which relate a tenderer's price to the lowest price of any other tenderer, will not be accepted.

13 Post-tender Negotiations

As a public body and contracting authority, the Group is bound by obligations of transparency and equal treatment derived from the EU treaties. This means that the Group will only engage in post-tender negotiations on an exceptional basis. The Group's Financial Regulations dictate that post-tender negotiations may only be undertaken with specific approval and where such negotiations would not put other tenderers at a disadvantage or undermine trust and confidence in the procurement process.

You should therefore treat this invitation to tender as your opportunity to submit a Best and Final Offer, taking full account of the Group's requirements and the tender evaluation criteria set out above.

DO NOT SUBMIT PRICES OR PROPOSALS IN THE EXPECTATION THAT THE COLLEGE WILL SEEK TO NEGOTIATE ANY FURTHER PRICE REDUCTIONS OR OTHER VARIATIONS WITH YOU.

14 Contract Award Notification and Feedback

The Group reserves the right to publish details of the Contract Award in accordance with legal obligations: see the Contracts Finder website at <https://www.gov.uk/contracts-finder>. Publication of contract award is mandatory where the value of the contract exceeds £25,000.

Feedback will be available to unsuccessful tenderers on request after contract award.

15 Contract – Terms and Conditions

Any contract to be awarded will be subject to the Group's standard Conditions of Purchase, which are attached with the tender document set or may be accessed at [Luminate's T&C](#).

16 Freedom of Information Act

The Group is committed to meeting its responsibilities under the Freedom of Information Act 2000. The Group may be required to disclose the information provided in response to this invitation as a result of a Freedom of Information Act request. Should prospective suppliers consider that any of the information included in their response is confidential or commercially sensitive, they must identify it explain (in broad terms) what harm may result from disclosure if such a request were to be received, and the time period applicable to the confidentiality or commercial sensitivity. Prospective suppliers should be aware that, even where they have indicated that information is commercially sensitive, the College may still be required to disclose it under the Act if a request is received.

The receipt of any material marked 'confidential' or equivalent should not be taken to mean that the Group accepts any duty of confidence by virtue of that marking. The College therefore cannot guarantee that such information will not fall into the public domain.

Guidance on the use of the commercial interests and confidentiality exemptions under the Freedom of Information Act is available at <https://www.justice.gov.uk/information-access-rights/foi-guidance-for-practitioners/exemptions-guidance>.

17 Information Security

Luminate Education Group has embedded ISO 27001 information security standards the international standard for managing security and maintaining customer confidentiality. To maintain security throughout the lifecycle of this project and adhere to this standard, the Group will:

- Transmit sensitive documents and data securely to protect files during transfer. Luminate Education Group have access to transfer services that take advantage of SSL or TLS encryption.

- Use encryption tools to package up documents before being sent by email, where online services cannot be used.
- Ensure that all passwords are disclosed either verbally or via a separate secure channel – e.g. text message. Any passwords will not be transmitted within the same communication channel as the username.

18 Summary of Timetable (TBC)

Invitation to Tender published	Friday 24 th October 2025
Clarification – Questions deadline	12:00pm noon on Monday 17th November 2025
Luminate’s Response to Question	Wednesday 19th November 2025
Closing date for tenders	12:00pm noon on Tuesday 25th November 2025
Decision made / notification	Friday 5 th December 2025.
Order sent	As soon as possible after the decision.
Delivery Required	Promptly, following receipt of the order, please note that a contract reference number will be provided which supersedes a Purchase Order (PO), and should be used during the period of the contract.
Invoices Issued	Standard Terms – 30 days payment
Contract Start date	19/12/2025

TENDER FORM

ITSS TENDER – Project F (WatchGuard – Renewal and Support)

Reference: LEG T185

- 1 We submit herewith our bid for Project F (WatchGuard – Renewal and Support).
- 2 We certify that we have not discussed our bid with any person, nor have we fixed or adjusted our bid in accordance with any agreement with any other person.
- 3 No attempt has been made or will be made by the tenderer to induce any other person of firm to submit or not to submit a tender for the purposes of restricting competition.
- 4 We understand the Group is not bound to accept the lowest or any bid.
- 5 We understand the Group reserves the right to cancel this tender at any time before the contract award.
- 6 We understand the Group may accept one or more tenders either in part or in full.
- 7 We acknowledge that we submit this bid entirely at our own expense.
- 8 All details of our tender, including prices and rates, are to remain valid for acceptance by the College until **19th January 2026**.

Signed:

Date:

Designation:

For and on behalf of:

Address:

.....

.....

Telephone:

Email:

CERTIFICATE AGAINST CANVASSING

ITSS TENDER – Project F (WatchGuard – Renewal & Support)

Reference: LEG T185

To:
Luminate Education Group
Park Lane Campus
Park Lane
Leeds
LS3 1AA

I/we hereby certify that I/we have not canvassed any member, director, employee or advisor of the Group, or any central government department, in connection with the proposed award of the Contract by the Group, 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 canvas any member, director, employee or advisor of the Group, or any central government department, 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.

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

Signed

Name

Position

Duly authorised to sign for and on behalf of:

Company

Address

.....

Date

Description	Quantity
WatchGuard TOTAL Security Bundle – active appliance (Keighley, Harrogate, Quarry Hill, Printworks, and Park Lane) m4600 x3, m4800 x2 co-term	5

Please note – Current license/support ID details are available upon request and both warranty and support are to run for a total of 2-years (24 months) from date of current expiry, paid on an annual basis over the term of the contract

Pricing Schedule

Appendix D

Please also note that any proposed professional services must also be included within the price returned.

Prices should be exclusive of VAT.

Prices should be inclusive or delivery.

Part Number	Description	Quantity	Total Price (1 year)	Total Price (2-years, paid annually)
	WatchGuard TOTAL Security Bundle – active appliance (Keighley, Harrogate, Quarry Hill, Printworks, and Park Lane) m4600 x3, m4800 x2 co-term	5		
		Total		

FREEDOM OF INFORMATION SCHEDULE

ITSS TENDER – Project F (WatchGuard – Renewal & Support)

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	INFORMATION SUBMITTED AND CONSIDERED BY THE TENDERER TO BE CONFIDENTIAL OR COMMERCIALY SENSITIVE UNDER FOI ACT 2000
1. Document submitted	
2. Section or paragraph within document	
3. Specify Exemption i.e., whether confidential or commercially sensitive	Confidential / Commercially Sensitive Delete whichever does not apply
4. Specify the Information or wording considered to be confidential or commercially sensitive	
5. Reasons/ justifications for Information being confidential/ commercially sensitive	
6. Timescale which information under (3) shall be confidential	

Please copy this schedule and submit additional sheets if necessary