**Specialist Equipment Tender – WMG Academy Trust**

**Section 1 – Company Details**

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| --- | --- |
| Company Name |  |
| Company registration number |  |
| VAT number |  |
| Registered Address |  |
| Name of Contact |  |
| Position of named contact |  |
| Email of named contact |  |
| Telephone Number |  |
| Signature (electronic signature accepted) |  |
| Discount settlement terms from receipt of invoice |
| Payment within 7 days (state %) |  |
| Payment within 14 days (state %) |  |
| Payment within 21 days (state %) |  |

**Section 2 – Requirement**

Tenderers should ideally possess relevant experience and technical knowledge to deliver the tender and meet the specification. Please state here your evidence outlining the suitability of your company, demonstrated by on-going and historical information relevant to the specification within the tender.

However, WMG Academy trust recognises that this may not be possible for all tenderers new to the field, or for small providers whose customer base is limited, in which case the information given should relate as closely as possible to this ideal. Tenderers who are unable to demonstrate this will fail.

*Enter your response here (please expand the box as required):*

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**Section 3 - Project Delivery / Installation and Commissioning (add attachment – “Equipment Country of Origin delivery time scales and installation”)**

Tenderers should describe their approach to the requirement stated in the specification. They should include:

* Evidence of lead time to delivery and installation.
* Evidence of quality assurance undertaken for the products delivered.
* Explain how the company operates a suitable approach to Contract Dispute Resolution and how they manage and respond to complaints.
* Explain the steps will you take to keep WMG Academy Trust informed if an order cannot be delivered on time and in full.
* Explain the contingency measures you will have in place to support WMG Academy Trust in the event that a product is unavailable for a prolonged period of time.

*Enter your response here (please expand the box as required):*

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**Section 4 - Meets Educational Needs**

Tenderers should describe how their products are appropriate to educational settings and can meet the needs of the students in the context of WMG academy for young engineers. (no more than 500 words).

*Enter your response here (please expand the box as required):*

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**Section 5 – Insurance**

For insurance cover, the requirement is as follows:

£5m Employers’ liability insurance (any one occurrence)

£5m Public liability insurance (any one occurrence)

£5m Product liability insurance (any one occurrence and in the aggregate)

Any tenderer who does not show WMG Academy trust that they hold the required levels of insurance specified above or agree to increase to these levels will fail to be considered.

Please note that you will be required to provide copies of insurance certificates as part of the tender bid, at no extra cost to WMG Academy Trust and award cannot be made unless provided.

Please note that employers’ liability insurance is only required for those organisations who employ staff.

*(Please attach to the tender submission any suitable documentation to support your evidence for example digital insurance certification).*

*Enter your response here (please expand the box as required):*

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**Section 6 - Health and safety including safeguarding**

The tenderer must include a method statement for installation of equipment and relevant risk assessment for installation of equipment in an educational setting.

Any Tenderer that fails to provide satisfactory evidence to manage health and safety effectively and control significant risks relevant to the requirement (including risks from the use of Third party contractors, where relevant) will fail to be considered.

*Enter your response here (please expand the box as required):*

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**Section 7 - Value for money**

Tenderers should explain how they will demonstrate “value for money” by addressing the following questions:

* How will you manage and mitigate the impact of market cost factors within the supply chain?
* How will you support WMG Academy Trust with servicing and maintenance costs for the lifetime of the equipment?

*Enter your response here (please expand the box as required):*

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**Section 8 – Costs - (Enter response in attachment labelled – “Equipment and service pricing”)**

All tenderers are required to detail their prices in the excel spreadsheet provided. All tenderers must take care to ensure they provide a price for each product/service/element of the pricing schedule as specified. All prices should be given excluding VAT. Failure to complete the pricing schedule in full may result in the Tender being rejected.

The price score for each tenderer will be calculated based upon the overall lowest price submitted of all bids received. The Tenderer with the lowest overall price will be awarded the full score of 150, with the remaining Tenderers gaining pro-rated scores in relation to how much higher their prices are when compared with the lowest price.

*Enter your response here (please expand the box as required):*