

Request for Quotation – Indicative Pricing Exercise

Overview

Outwood Grange Academies Trust (OGAT) is a not for profit sponsor of primary and secondary academies and is recognised nationally as one of the highest performing chains of schools and is the highest performing family of schools in the North of England. We have developed our educational blueprint from the original school at Outwood Grange Academy and used this to sponsor schools, having a transformational effect on children's life chances within very quick timescales. Further details of the Trust can be found on our website: www.outwood.com.

You are invited to quote for the provision of Office and Classroom Furniture

Over a 12 month period the Trust has spent in the region of £80,000 on furniture this includes one off purchases and purchasing for large capital expenditure projects. This exercise highlights purchased products over a 12 month period (Note: this is not a full exhaustive list of products purchased). Quantities and Spend cannot be guaranteed and the above figure is given as an indication only.

Evaluation of Bids

Bids will be evaluated using the processes described below.

70%	Price
10%	Ability to meet exact product requirements
20%	Ability to procure through an already tendered framework that is open to educational establishments

Specification of Requirements

Appendix A (excel document) gives details of the most regular purchased items across all schools within the Trust, Specific requirements are detailed below:-

- The supplier must be able to deliver the product (s) to the exact room/area, unpack and assemble the product (s)
- Supplier to be able to offer design & planning, sourcing, and installation of products
- Supplier to be able to provide free of charge samples of fabrics / woods etc.
- Supplier to be able to provide trial products (particularly specialist seating)
- All Furniture and Furnishings to adhere to the (Fire Safety) Regulations 1988 (as amended in 1989, 1993 and 2010) this sets the standard levels of fire resistance for domestic upholstered furniture, furnishings and other products containing upholstery.
- Display labelling - Display labelling is required to indicate the ignition resistance of each item of furniture and needs to be attached to all new furniture at the point of sale, the display label must be attached to the furniture in a prominent position so that the label will be clearly visible to on the furniture and the wording on both sides can be read with reasonable ease.
- Delivery Costs to be included in your pricing (No delivery fees will be accepted)
- Due to the value of these products it would be advantageous for the Trust to understand if your products are available to purchase via a framework

By submitting a quotation for these goods/services you are adhering to Outwood Grange Academies Trust's Terms and Conditions which are available upon request

Completion of the Price Schedule

Suppliers must fully complete the pricing schedule in Appendix A. Where applicable, any maintenance or ongoing costs over the life of the contract should also be identified.

All prices submitted shall be in pounds sterling, excluding VAT. Travel, delivery costs and any other expenses will also be included in the price. The school reserves the right not to accept “conditional quotations”.

Appendix B

Requirement	Bidder Response
The supplier must be able to deliver the product (s) to the exact room/area, unpack and assemble the product (s)	
Supplier to be able to offer design & planning, sourcing, and installation of products	
Supplier to be able to provide free of charge samples of fabrics / woods etc	
Supplier to be able to provide trial products (particularly specialist seating)	
All Furniture and Furnishings to adhere to the (Fire Safety) Regulations 1988 (as amended in 1989, 1993 and 2010) this sets the standard levels of fire resistance for domestic upholstered furniture, furnishings and other products containing upholstery.	
Display labelling - Display labelling is required to indicate the ignition resistance of each item of furniture and needs to be attached to all new furniture at the point of sale, the display label must be attached to the furniture in a prominent position so that the label will be clearly visible to on the furniture and the wording on both sides can be read with reasonable ease.	
Delivery Costs to be included in your pricing (No delivery fees will be accepted)	
Due to the value of these products it would be advantageous for the Trust to understand if your products are available to purchase via a framework – Please provide details	

Prior to submitting your offer please;-

- Read the above carefully
- Complete Appendix A
- Respond and Complete Appendix B

Please email all bids to k.furniss@outwood.com no later than **Wednesday 28th of November 2018**. Any questions relating to this opportunity can be requested via email, the closure of questions will be **Friday 23rd of November 2018**.