

Section 1 - Overview

Abbey Multi Academy Trust consists of eight schools; Abbey Grange CE Academy, Bishop Young CE Academy, Christ Church Upper Armley CE Primary, Holy Trinity Rothwell CE Primary, Lightcliffe Academy, Lightcliffe CE Primary, Manston St. James CE Primary & St Chad's CE Primary School.

Abbey MAT is committed to an innovative and creative approach to teaching and learning and to this end we are looking to add additional devices to our current roll out of iPads.

The Trust is sending out one tender invite to all suppliers, but this is it to be broken down into individual leases as per the requirements below in section two.

Section 2 - Requirements

This tender covers a number of different schools within the Trust.

In your submission please include a copy of annex B per contract as noted below and please ensure that each copy is correctly labelled with the contract reference.

For pricing, please make note of contract length as stated by each required contract.

Billing for all contracts below must not begin until September 2020 at the earliest.

Please only use Annex B from this tender invitation when providing pricing.

Contract Ref: AGA2001

Contract Length: 3 Years

Equipment Specification

- 285x iPad 32 GB Wi-Fi
- 285x Protective Cases - We are open to suggestions on the cases used, as long as it meets the requirements of any insurance you specify in your submission and provides adequate protection for a school setting. **It would be preferable if you could send a sample case for us view to enable us to make judgements on its appropriateness.**

To do this, please send a sample case to:

Alastair Marshall
Abbey Multi Academy Trust
c/o The Moyes Centre, Bishop Young CE Academy,
Bishop's Way, Leeds LS14 6NU

Contract Ref: CUA2001
Contract Length: 3 Years
Equipment Specification

- 8x iPad 32 GB Wi-Fi
- 8x Protective Cases - We are open to suggestions on the cases used, as long as it meets the requirements of any insurance you specify in your submission and provides adequate protection for a school setting. **It would be preferable if you could send a sample case for us view to enable us to make judgements on its appropriateness.**

To do this, please send a sample case to:

Alastair Marshall
Abbey Multi Academy Trust
c/o The Moyes Centre, Bishop Young CE Academy,
Bishop's Way, Leeds LS14 6NU

Contract Ref: SC2001
Contract Length: 3 Years
Equipment Specification

- 42x iPad 32 GB Wi-Fi
- 42x Protective Cases - We are open to suggestions on the cases used, as long as it meets the requirements of any insurance you specify in your submission and provides adequate protection for a school setting. **It would be preferable if you could send a sample case for us view to enable us to make judgements on its appropriateness.**

To do this, please send a sample case to:

Alastair Marshall
Abbey Multi Academy Trust
c/o The Moyes Centre, Bishop Young CE Academy,
Bishop's Way, Leeds LS14 6NU

Contract Ref: MSJ2001
Contract Length: 3 Years
Equipment Specification

- 17x iPad 32 GB Wi-Fi
- 17x Protective Cases - We are open to suggestions on the cases used, as long as it meets the requirements of any insurance you specify in your submission and provides adequate protection for a school setting. **It would be preferable if you could send a sample case for us view to enable us to make judgements on its appropriateness.**

To do this, please send a sample case to:

Alastair Marshall
Abbey Multi Academy Trust
c/o The Moyes Centre, Bishop Young CE Academy,
Bishop's Way, Leeds LS14 6NU

Insurance

Suppliers are asked to present a number of options for insurance, covering accidental damage and theft and also include a price for extended warranty. You must specify whether insurance is mandatory or not, and this price must be clearly stated on each annex B.

Variation to Quantity

Suppliers should take note that the number provided above may be subject to variation, and may increase as the Trust adjusts to new circumstances as the new academic year approaches. The Trust may decide to vary the number of units purchased.

Therefore, suppliers should allow for 5-10% increase or decrease in the volume provided above.

Please also note, the decision may be made not to go ahead with one or more of the contracts mentioned above, and the contracts that will go ahead with will be specified in the tender feedback.

Section 3 - Instructions for Suppliers and Tender Evaluation Method

Suppliers are required to:

1. Complete all annex documents as part of their tender submission
2. Commit to comply with the delivery deadline and complete delivery of all units by Monday 21st September 2020
3. Be aware that devices must use the Apple DEP
4. Be aware that all billing will be post-delivery
5. Explicitly state **ANY** and **ALL** additional charges.

Canvassing

Any Tenderer who directly or indirectly canvasses any Governor or employee of the academy or Multi Academy Trust concerning this or any other tender shall be disqualified.

Value-added Options

Tender responses may also include options regarding delivery schedule, specification enhancements, payment terms, and other areas where suppliers wish to highlight additional value.

Value added options may also include items such as training or pupil/staff activities which enhance the current provision within the Academy.

Insurance is another key area where value can be added. In the case of accidental breakages/theft we want the disruption to our pupils to be at a minimum and therefore would seek the shortest possible turn around for devices, as well as the case handling of claims to be quick and efficient.

Most Economically Advantageous Tender (MEAT)

Suppliers shall be aware that the "Most Economically Advantageous Tender" criteria shall be used to evaluate responses.

Criteria	Max Score
Pricing	95%
Service and Value Added	5%

Questions

Should you have any questions you need to have answered to help in preparing your tender, please email these to alastair.marshall@abbeytrust.org and the answers will then be circulated to all those who have expressed an interest in submitting a tender. Any questions should be submitted before 11th September 2020.

Expression of Interest

Please submit an expression of interest to Alastair Marshall (alastair.marshall@abbeytrust.org) by 15:00 on 10th September 2020.

Due Diligence

Where the Trust deem it necessary we may carry out due diligence on any part of a tender submission, this may include contacting 3rd parties directly if at any point you include a third party as part of your submission, such as insurance provider. By submitting a tender you agree to Abbey Multi Academy Trust carrying this out.

Tender Submission

Due to current working patterns due to the coronavirus pandemic, submissions to this tender should be submitted electronically via email to Christina Hatfield (christina.hatfield@abbeytrust.org), with "Tender Submission" included in the subject.

Section 4: Timescale

Key Date	Date
Invitation to Tender issued	27 th August 2020
Deadline for Expression of Interest	10 th September 2020, 15:00
Deadline for clarification questions	11 th September 2020, 15:00
Deadline for receipt of tenders	14 th September 2020, 15:00
Notification of tender evaluation outcome	No later than 15 th September 2020
Delivery completed	21 st September 2020

Abbey Multi Academy Trust

Tender Questionnaire

Ref	Information Required	Response
1.	Full title of firm.	
2.	Address of registered office.	Post Code: Tel No: Fax No:
3.	Please specify any potential conflicts of interest or close relationships between any staff of the applicant firm and the Academy staff and/or governors. If none, please specify "None".	
4	Please provide full company details if another party will be providing the finance arrangements	
5	Please provide details of the claims handling process in respect of insurance claims	
6	Terms and conditions- please include sample documentation proposed for the agreement.	

It is important that all the questions are addressed (if a question is not valid please indicate "N/A or None").

Tender Response – Abbey Multi Academy Trust

Name of Supplier:

Contract Ref: AGA2001

Cost Schedule - based on a 36-month lease.

Item	Quantity	Total Quarterly Cost (exc VAT)	Total Cost over 24 months (exc VAT)
iPad 32 GB Wi-Fi	285		
Suitable Protective Case	285		
Please state case model here:			

Insurance Options	Quantity	Total Cost (inc IPT) per Quarter	Total Cost (inc IPT) over 24 months
Accidental damage and theft (inc extended warranty)	As per above		
Excess per claim?			
Any limit on total claims per year/period?			
Is insurance mandatory?	Yes/No		

Annex B

Tender Response – Abbey Multi Academy Trust

Name of Supplier:

Contract Ref: CCUA2001

Cost Schedule - based on a 36-month lease.

Item	Quantity	Total Quarterly Cost (exc VAT)	Total Cost over 24 months (exc VAT)
iPad 32 GB Wi-Fi	8		
Suitable Protective Case	8		
Please state case model here:			

Insurance Options	Quantity	Total Cost (inc IPT) per Quarter	Total Cost (inc IPT) over 24 months
Accidental damage and theft (inc extended warranty)	As per above		
Excess per claim?			
Any limit on total claims per year/period?			
Is insurance mandatory?	Yes/No		

Annex B

Tender Response – Abbey Multi Academy Trust

Name of Supplier:

Contract Ref: SC2001

Cost Schedule - based on a 36-month lease.

Item	Quantity	Total Quarterly Cost (exc VAT)	Total Cost over 24 months (exc VAT)
iPad 32 GB Wi-Fi	42		
Suitable Protective Case	42		
Please state case model here:			

Insurance Options	Quantity	Total Cost (inc IPT) per Quarter	Total Cost (inc IPT) over 24 months
Accidental damage and theft (inc extended warranty)	As per above		
Excess per claim?			
Any limit on total claims per year/period?			
Is insurance mandatory?	Yes/No		

Annex B

Tender Response – Abbey Multi Academy Trust

Name of Supplier:

Contract Ref: MSJ2001

Cost Schedule - based on a 36-month lease.

Item	Quantity	Total Quarterly Cost (exc VAT)	Total Cost over 24 months (exc VAT)
iPad 32 GB Wi-Fi	17		
Suitable Protective Case	17		
Please state case model here:			

Insurance Options	Quantity	Total Cost (inc IPT) per Quarter	Total Cost (inc IPT) over 24 months
Accidental damage and theft (inc extended warranty)	As per above		
Excess per claim?			
Any limit on total claims per year/period?			
Is insurance mandatory?	Yes/No		