

E-Factor Group Ltd

Business Broadband Contracts

1st September 2021 to 31st August 2024

Alternate prices can be provided to cover the period

1st September 2021 to 31st August 2026

Invitation to Tender



European Union
European Structural
and Investment Funds

Client Profile

E-Factor Group is a not-for-profit business support organisation that aims to inspire and encourage enterprise across Grimsby, Immingham, and Cleethorpes.

The business provides support and encouragement to individuals who believe that self-employment and enterprise offer them real opportunities to achieve personal dreams and aspirations. Additionally, we provide business advice and support the operating SMEs across the North East Lincolnshire region.

This service may be part funded by European Structural and Investment Funding (ESIF).

Tender Details

We invite you to tender for the supply of leased line broadband connectivity at our E-Factor Group, Enterprise Village Site, Prince Albert Gardens, Grimsby, DN31 3AT.

Should you wish to submit an offer for 3 and 5 years we would review that in the decision process.

We are seeking a flexible primary connection of 300mb to 1Gb on a 1Gb Bearer and a backup connection of 100Mb on the existing BT 100Mb bearer all as detailed on the pricing table below (and attached as an excel spreadsheet).

We require 25 individual IP addresses **(Please detail how this can work for the back-up connection)**

Conditions of quote

- Visits to site, if required, should be arranged with Natalie Cresswell Natalie.cresswell@e-factor.co.uk
- Please complete and return by email along with your quote the 'Pricing summary and bona fide tender declaration' in Appendix A.
- Please complete and return by email along with your quote the 'Declaration of Interest' in Appendix B.
- Unless a longer term is agreed the Contracts should be for a term of 3 years and not subject to auto-renewal at the end of the contract as a new tender will be prepared at that time following our European Regional Development Fund requirements.
- We would look to pay the monthly charge by Direct Debit.
- There are very strict guidelines regarding publicity on European Funded (ESIF) projects and you must obtain written approval from E-Factor Group Ltd. prior to any publicity that you would like to use regarding this service.

Process and Timetable

- a) Invitations Published Monday 7th June 2021
- b) Tender Close 5pm, Monday 21st June 2021**
- c) Tender reviewed and evaluated by 30th June 2021
- d) Unsuccessful tenderers advised in writing 1st July 2021
- e) Contract award Tuesday 11th July 2021
Contract to begin 1st September 2021 and run to 31st August 2024 – subject to install times and unless a longer term is agreed.

Please note that all the dates referred to above are currently anticipated and may be subject to change.

Offers for either line on its own will be considered to ensure we get the best solution from a security/resiliency, speed and costs point of view.

Enterprise Village Prince Albert Gardens Grimsby DN31 3AT	Bearer Size	Package Speed Up & Down - Annual Costs						Comments
		300 Mb cost £ / annum	400 Mb cost £ / annum	500 Mb cost £ / annum	1 GB cost £ / annum	Install costs if any £	Grants Available if any £	
Primary Connection	1 Gb							We are seeking to have two independent leased line connections through 2 different routes to site and currently have a BT 100mb bearer. We need a 1Gb bearer installing ideally through a different route to provide better security. Please add your costs as shown in the attached table for the primary connections on a 1GB bearer running for each of the indicated speeds. These connections must be upgradable up to 1GB as the need arises. We require a minimum of 25 individual IP addresses in order to offer our tenants a variety of connection options. The Village backup line will be used for our remotely operated CCTV cameras unless required in the event of the primary line being down.
Backup Connection	100 Mb	100mb cost £ / annum	100mb cost £ / annum	100mb cost £ / annum	100mb cost £ / annum			
Total Annual Costs £		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	

Excel Costing Spreadsheet (Tender Leased Line Connections.xlsx) is attached to tender post online.

Undertaking of Confidentiality

E-Factor Group Ltd undertakes to use reasonable endeavours to hold confidential, any information provided by you in your tender submission, subject to its obligations under law, including the Freedom of Information Acts. Should you wish any of the information supplied by you in your submission not to be disclosed because of its sensitivity, you should, when providing the information, identify the same and specify the reasons for its sensitivity. E-Factor Group Ltd will consult with you about this sensitive information before making a decision on any Freedom of Information request received. If no information is identified as sensitive, with supporting reasons, then it is likely to be released in response to an FOI request.

Tender Submission

You should submit your e-mail prices to tony.parkinson@e-factor.co.uk and Natalie.Cresswell@e-factor.co.uk by **Friday 29th June 2021 before 5pm** and your tender prices should be valid for the period up to 14th July 2021, to allow our selection to be evaluated and approved by our board. Pricing that can't be guaranteed to 14th July 2021 will be considered indicative pricing and a confirmation of offer will be requested before agreement.

Our selection will be based upon overall annual costs.

If you have any queries please contact Mr Tony Parkinson, E-Factor Estates Manager by email at tony.parkinson@e-factor.co.uk, **COPIED TO** paul@dreamscene.co.uk and Natalie.Cresswell@e-factor.co.uk

Appendix A: Pricing summary and bona fide tender declaration

I/We offer to provide the services as outlined in the Invitation to Tender for E-Factor Group Limited, Prince Albert Gardens, Grimsby.

I/We understand that **E-Factor Group** is not obliged to accept the lowest or any tender.

I/We give below:

A detailed proposal against your schedule with completed individual pricing against the items on the attached spreadsheet.

Sensitivity of Price with the Tender

Value for Money will be primarily judged on the Provider's price and registration status.

Legally binding declaration

In submitting a tender, including the Pricing Schedules for these works, E-Factor Group deems the tenderer to have agreed to be legally bound by the following declaration:

Recognising the principle that the essence of selective tendering is that the employer receives bona fide competitive tenders from all firms tendering, we certify that we will submit such tender, and that we will not fix or adjust the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done, and we will not do at any time before the date for this tender to be submitted, any of the following acts:

1. Communicate to any person other than the person calling for our tender the amount or approximate amount of the proposed tender.
2. Enter into any agreement with or arrange for any other person to refrain from tendering or indicate the amount of any tender to be submitted.
3. Reward, or promise to reward, any person for performing or causing any of the actions or effects described in 1 or 2 above.

In this declaration, the word 'person' includes any persons, bodies or associations, corporate or incorporate; and 'any agreement or arrangement' includes any such transaction, formal or informal, and whether legally binding or not.

Signature: _____ Date: _____

For and on behalf of: _____

Address: _____

Parent Company: _____

Address: _____

Appendix B: Declaration of Interest

I/We.....of..... declare below my/our interests in respect of the tender submitted.

Category	<i>Please give details of the interest and whether it applies to yourself or, where appropriate, a member of your immediate family or some other close personal connection.</i>
Have you or any member of your staff working on this project had any previous employment (staff or contractor) with E-Factor Group Limited.	
Do you have a financial interest in E-Factor Group Limited?	
Are you a member of any professional bodies, special interest groups or mutual support organisations that are linked to E-Factor Group Limited?	
Do you have any investments in unlisted companies, partnerships and other forms of business, major shareholdings and beneficial interests with E-Factor Group Limited?	
Have you/your Company offered any gifts or hospitality to any staff members of E-Factor Group Limited in the last twelve months and was it declined or accepted?	
Are you aware of any other conflicts that are not covered by the above?	

To the best of my knowledge, the above information is complete and correct. I undertake to update as necessary the information provided, and to review the accuracy of the information on any change in supplier or sub-contractor for the duration of this tender.

Signature: _____ Date: _____

Company Name: _____

Position: _____

Original copies of this document to be kept with tender returns or quotes by E-Factor Group Limited Team and made available for audit by request to the Managing Director.