



North Nottinghamshire
— C O L L E G E —

INVITATION TO TENDER

**Hair & Beauty Salon Uniforms
Specification of Requirements**

21st April 2010

Dear Sir/Madam,

Thank you for expressing interest in placing a submission to the 'North Notts College - Hair & Beauty Salon Uniforms' tender. Please find in this specification; a short introduction to the College and the Hair & Beauty department, requirements for the uniforms and of the winning tenderer, a schedule of dates for the tender, and the tender award criteria, which shows how the responses shall be scored and a winner selected.

North Nottinghamshire College is an institute of further education based in the town of Worksop, Nottinghamshire. The College operates a popular Hair & Beauty salon called Transformations, which enrolls approximately 350 students each year, employs around 20 staff members (both full & part time) and is open throughout the year to the general public. The Transformations Salon is located on the College's main campus on Carlton Road.

Specification of Requirements (Uniform)

Tunics

- Semi-fitted with no collar
- Asymmetrical zip fastening
- Short sleeved
- Two-way stretch fabric
- 40° machine washable
- Colours; Navy, Black & Chocolate
- Sizes; 6 – 22
- Option of 'made to fit' for size 24+
- 96% Polyester, 4% Elastane
- No pockets

Trousers

- Drop waist & straight leg styling
- Zip & button front fastening
- Un-hemmed inside leg
- Two-way stretch fabric
- 40° machine washable
- Colours; Navy, Black & Chocolate
- Sizes; 6 – 22
- Option of 'made to fit' for size 24+
- 96% Polyester, 4% Elastane
- No pockets

Shoes (Pumps)

- Soft Polyurethane fabric
- Leather lining & non-slip sole
- Extra padded leather insock
- Colours; Navy, Black & Chocolate
- Sizes; 3 - 8

Additional Requirements

- Matching uniforms for staff – Free of Charge
- Three week turnaround on orders
- Full refund available on returns
- Please submit two most recent years accounts

Please quote a price for one set of all three items meeting these criteria, the price you quote should be held for the length of the contract and exclusive of VAT, with any VAT element clearly stated as a separate charge at the current rate.

Supplier who are short-listed after analysis of their tender responses are required to submit a quality example of their uniforms, the contract will be awarded to the successful tenderer pending inspection of this quality example. Also please state the price difference, if any, between sizes, colours & 'made to fit' option.

The contract length is for one academic year, with an expectation that the main order for the new academic year will be placed in early June, to allow delivery for the start of the new year.

Please send your responses via email to the following address; jcordery@nnc.ac.uk

Tender Schedule

<u>Activity</u>	<u>Target Date</u>
Specification issued to all Suppliers	21 st April 2010
Deadline for submission of questions	30 th April 2010
Deadline for submission Tender Responses	7th May 2010
Responses analysed & short-listed suppliers notified	14 th May 2010
Deadline for submission of quality example	21 st May 2010
Notification of final analysis	24 th May 2010
'Cooling Off' Period (ends)	4 th Jun 2010
Contract Awarded	7th Jun 2010

Award Criteria

<u>Criteria</u>	<u>Comment</u>	<u>Score</u>
Price	Score based on how competitive the price quoted is & any variation in price between size or colour	40
Quality	Scored on how well the sample uniform meets the specification above & availability of size/colour range	40
Additional Requirements	Financial stability	10
	Free matching uniforms for members of Staff	10
	Three week turnaround on orders	10
	Full refund available for returns	10
Max Score		120