

Instructions for Submission of Quotation

LEAD AUTHORITY: High Peak Borough Council

REF: HPBC10196

PROJECT: Corporate Desktop Encryption & Port Control Solution

General Overview

- 1 The closing date and time for the receipt of quotation and all requested documentation is
16:00 HOURS on FRIDAY 30th JULY 2010.
- 2 Late submissions will NOT be accepted
- 3 Submissions must be delivered using the RETURN label
- 4 Hard copy documents must be presented in A4 folder and electronic copy on CD and enclosed with your submission.
- 5 All Questions and tenders should be answered in English.
- 6 Applicants should note that this application is solely for the provision **of a Corporate Desktop Encryption & Port Control Solution**. If there is any aspect of the specification or contract conditions with which you will not comply this must be raised, in writing, with the Procurement Unit **BEFORE** submitting the questionnaire. It is advisable to involve your Legal representative at this stage in the process
- 7 The Authority will not be liable for any costs incurred by any respondent in the preparation and / or submission of their tender, nor for any costs which may arise from any subsequent meetings, presentations or demonstrations that respondents may be required to attend. It is the responsibility of each respondent to obtain for themselves at their own expense any additional information necessary for the preparation of their tender.
- 8 The Councils reserve the right to consider alternative procurement options, suspend or call-off the process, terminate any proceedings and is not deemed to accept any offer submitted.

- 9 Any personal information you give us is held security in accordance with the Data Protection Act 1998. Information that was collected for one purpose may be used for other Council purposes and we may also share information where appropriate with other organisations unless there are any legal restrictions preventing this.
- 10 The Councils are required to comply with the Freedom of Information Act 2000 which imposes a duty to respond to a request for information and, subject to the provisions of the Act, to disclose that information. If you consider that any of the information to be submitted in your proposal/ tender should not be disclosed because of commercial sensitivity then this should be so stated together with your reasons for considering this information sensitive. However, this does not oblige the Councils to withhold it if it believes it has an obligation to publish it under the Act. Queries relating to data protection or freedom of information should be made to the Freedom of Information Officer at each Council or to the Procurement Unit.

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Supplier Contact Point and Queries
<p>High Peak Borough Council, Hayfield Road, Chapel en le Frith, High Peak, Derbyshire SK23 0QJ Telephone Number 0845 129 7777 ext 4606 Fax Number 01298 27639 Procurement Officer E mail: procurement@highpeak.gov.uk Website:www.highpeak.gov.uk</p>