

**e-Quotation Form**

**VENDING SERVICE FOR LEISURE FACILITIES IN CORBY**

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| **This document has been returned by** |
| Click to enter **Organisation name**. |

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## Introduction and Notes to Potential Suppliers

* 1. Please find below an invitation to quote for the above-mentioned contract.
	2. To be considered, your quotation should be submitted on the attached quotation form.
	3. Your response MUST be returned to the Authorised Officer at the e-mail address included at Section 2, not later than **12:00 noon** on **Friday 16th September 2022**.
	4. Late quotations may not be considered.
	5. If you decide you do not wish to complete the quotation process, the Authorised Officer must be contacted to enable a reserve Potential Supplier to be invited. Failure to do so may mean you are not invited to quote for future work.
	6. Quotations shall remain open for acceptance for a minimum of 28 days. The Council expects to determine award of contract within 14 days of the closing date for submission of quotations.
	7. The Council is not bound to accept any quotation. Any quote that is accepted will be awarded based on the criteria as set out below. Acceptance of the quote by the Council shall be in writing and on the Council’s official order form.
	8. **This is not an order**. If this quotation is accepted, an official order will then be raised. The order will be subject to the Contract Documents which consist of any other documents attached to this Invitation to Quote.
	9. Please quote for the following on the terms (Appendix 1) overleaf and Other Contract Documents. Any query on the Contract Documents or proposed inclusion of Supplier terms or conditions must be raised with the Authorised Officer on or before delivering the Quote. The Council does not undertake to accept any quotation and reserves the right to accept any part of any quotation.
	10. Your quotation must be submitted on this form as an irrevocable offer (in consideration of your being invited to quote) and returned by the time and date identified at Section 1 of this document, to the Authorised Officer at their address.
	11. To complete the form, either choose to “Reply” to the e-mail and them edit the information before sending, or if you cannot do this, print the form, and return it to the Authorised Officer, using the details included at Section 2 the quotation.

## North Northamptonshire Council Details

* 1. **Head Office Address**
		1. North Northamptonshire Council

Sheerness House, 41 Meadow Road

Kettering

Northamptonshire

NN16 8TL

* 1. **Authorised Officer Details**

|  |  |
| --- | --- |
| * + 1. Contact name:
 | Kevin Williams |
| * + 1. Address:
 | Lodge Park Sports Centre, Shetland Way, Corby, Northamptonshire NN17 2SG |
| * + 1. Telephone number:
 | 07763 876 712 |
| * + 1. e-Mail address:
 | kevin.williams@northnorthants.gov.uk |

* 1. **Delivery Address or Site Address** (if different from above)
		1. As above
	2. **Date of Circulation to Potential Suppliers of Request for e-Quotation**
		1. Monday, 1st August 2022

## General Details of Requirement

* 1. This contract will be awarded based on Most Economically Advantageous Bid, by way of the highest rate of income to be paid to the Council, for the Supplier to provide this service.
	2. The Council has provided a detailed Specification for this requirement, which is embedded at Annex 1 of this document.
	3. Any questions regarding this invitation to quote must be raised with the Authorised Officer, who can be contacted using the details in Section 2, before the closing date for submission of quotes.
	4. The site may be inspected by prior appointment with the Authorised Officer, who can be contacted using the details in Section 2.
	5. The Council is not proposing any changes to the standard Terms and Conditions, which are included at Appendix 1 of this document.
	6. The Council’s standard payment terms are thirty (30) days from receipt of invoice, providing the work invoiced has been completed.
	7. The **Start Date** for the Contract is **Monday 17th October 2022** (or sooner if both parties have signed the contract)
	8. The Contract will run for a minimum of thirty-six (36) Months, with the option for two (2) further twelve (12) Month extensions, in essence a maximum sixty (60) Month Contract.
	9. Annexed Contract Documents, relevant to its requirement, are available to download from the Contracts Finder Portal at <https://www.contractsfinder.service.gov.uk>

## e-Quotation Response

## Potential Supplier Details and Authorisation

|  |  |  |
| --- | --- | --- |
| 4.1.1. | Quotation reference | NNC00000055 |
| 4.1.2. (a) | Potential Supplier name | Click to enter text. |
| 4.1.2. (b) | Office address | Click to enter text. |
| 4.1.2. (c) | Invoice address(*if different from above*) | Click to enter text. |
| 4.1.2. (d) | Company or charity registration number | Click to enter text. |
| 4.1.2. (e) | Are you a Small, Medium or Micro Enterprise (SME)? | Choose an item. |
| 4.1.2. (f) | Signature(*electronic is acceptable*) | Click to enter text. |
| 4.1.2. (g) | Date | Click to enter a date. |

## Price Offer

* + 1. Based on the following sales, please indicate the return to the Council for the items identified in Table A, below.

**Table A – List of Items Offered for Sale to Determine the Amount Paid to the Council**

|  | **Item** | **Examples of Brands** | **Size** | **Quantity** | **Price** |
| --- | --- | --- | --- | --- | --- |
|  | Drink (Can) | Click to enter examples of brands. | 330ml | 100 | £Click to enter. |
|  | Drink (Bottle) | Click to enter examples of brands. | 500ml | 100 | £Click to enter. |
|  | Water | Click to enter examples of brands. | 500ml | 100 | £Click to enter. |
|  | Sports Energy Drink (e.g., Lucozade Sports **NOT** Red Bull or Monster, etc.) | Click to enter examples of brands. | Click to enter size. | 100 | £Click to enter. |
|  | Confectionery (Chocolate Bars) | Click to enter examples of brands. | Click to enter size. | 100 | £Click to enter. |
|  | Confectionery (Sweets) | Click to enter examples of brands. | Click to enter size. | 100 | £Click to enter. |
|  | Packet of Crisps | Click to enter examples of brands. | Click to enter size. | 100 | £Click to enter. |
|  | Flapjacks or Muffins | Click to enter examples of brands. | Click to enter size. | 50 | £Click to enter. |
|  | Coffee (Cup) | Click to enter examples of brands.Click to enter available options, e.g., latte, mocha, cappuccino, etc. | 12oz or Click to enter size. | 100 | £Click to enter. |
|  | Tea (Cup) | Click to enter examples of brands. | 12oz or Click to enter size. | 100 | £Click to enter. |
| *A.* | ***Total Price*** *(for Line Items 1-10, above)* | £Click to enter. |
| ***B.*** | ***Amount Paid to the Council, based on Total Price (A)*** | **£Click to enter.** |

**Table B – Explanation of Methodology for Determining the Amount Paid to the Council**

| 1. Please confirm your methodology for determining the **Amount Paid to the Council** (Table A, Line Item B), in the box below (e.g., this may be:
2. a percentage cost of x% of the Total Price; or
3. a fixed monthly cost paid to the Council; or
4. enabling the Council to add an additional reasonable and realistic cost (compared with current market rates) of £x.xx per item, which the Council then retains; or
5. any other reasonable methodology so determined by the Supplier.
 |
| --- |
| Click to enter text. |

* + 1. The Supplier who offers the most competitive Amount Paid to the Council, based on Total Price (Table A, Line Item B), and whose response to Question 1 at Table B, provides a sound methodology, which is acceptable to the Council, when considered objectively by the Council’s Authorised Officer, acting reasonably, shall be awarded the Contract.

## Appendix 1: Conditions of Contract

1. The Council’s terms and conditions for this requirement are available to download from the Contracts Finder Portal at <https://www.contractsfinder.service.gov.uk>