



REQUEST FOR QUOTATION

For the supply and installation of Audio Visual Equipment. The facility will be located at Saxon Hall, Brook Street, Raunds, NN9 6LL

On behalf of Raunds Town Council, Thorpe Street, Raunds, NN9 6LT.
Tel 01933 622087

www.raunds-tc.gov.uk

Issue Date	3 July 2019
Return Date	12 noon, 31 July 2019
Address	Raunds Town Council The Hall Thorpe Street Raunds NN9 6LT
Tel	01933 622087
Email	clerk@raunds-tc.gov.uk

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SECTION 1: INTRODUCTION

PART A: GENERAL REQUIREMENTS

The supply and installation of audio-visual equipment at Saxon Hall, Brook Street, Raunds, NN9 6LL

Quotations are to be submitted in writing or via email to Kate Houlihan and are to be received by 12 noon on the 31st July 2019, at the address below:

Raunds Town Council
Thorpe Street,
Raunds
NN9 6LL

For further details please email: clerk@raunds-tc.gov.uk

The Council's requirements are defined in Part 2 - Specification.

The Town Council reserves the right to carry out due diligence checks on the awarded provider.

The Town Council also reserves the right to:

- abandon the procurement process at any stage without any liability to the Town Council; and or
- require the Potential Provider to clarify its quotation in writing and if the Potential Provider fails to respond satisfactorily, this may result in the Potential Provider not being selected.

PART B: BACKGROUND

Raunds Town Council was created in in 1974 following local government reform in Northamptonshire.

The Town Council consists of 12 Councillors and owns various pieces of land through out the Town; it provides a range of services to and has a precept of £469,069.

The Saxon Hall is owned by owned by the Town Council and currently employs 3 part-time members of staff which are managed by the Town Clerk. The Saxon Hall is hired out to many regular users and is used for functions including weddings and birthday parties. The Centre is situated within the Town Hall Gardens.

The Town Council is committed to providing high quality sustainable facilities in the Town and with this in mind the Council wish to invest in high quality audio-visual facilities for the benefit of the community.

PART C: PROCUREMENT TIMETABLE

Request for Quotation Issued	2 July 2019
Deadline for Quotation Responses	12 noon on 31 July 2019
Tender Contract Awarded	TBC

PART D: CLARIFICATION QUESTIONS

Any queries about this document, the procurement process, or the proposed contract itself, should be referred to:

Name	Miss K Houlihan
Job Title	Town Clerk
Telephone	01933 622087
Email	clerk@raunds-tc.gov.uk

All suppliers are encouraged to arrange a site visit to view the facilities and fully understand the site

PART E: EVALUATION OF QUOTATIONS

Any bids not compliant or completed fully will be discarded. Based on the information provided by organisations, each compliant submission will be evaluated based on the following criteria:

Evaluation Method : Weighted combination of Quality and Price
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Quality Questions at “70%” + Pricing at “30%” = 100%

The Quality Questions will be scored using the following scale:

Score	Criteria to Award Score
5	The Potential Provider's response enables the evaluator to have a comprehensive understanding of how the requirement will be met. The evaluator can clearly identify comprehensive evidence that the response given will deliver all stated requirements. The response also demonstrates how relevant added value will be provided.
4	The Potential Provider's response enables the evaluator to have a comprehensive understanding of how the requirement will be met. The evaluator can clearly identify comprehensive evidence that the response given will deliver all stated requirements.
3	<p>The Potential Provider's response enables the evaluator to have an understanding of how the requirement will be met. The evaluator can identify evidence that the response given will deliver all stated requirements.</p> <p>OR</p> <p>The Potential Provider's response enables the evaluator to have an understanding of how the requirement will be met. The evaluator can identify sufficient evidence that the response given will deliver most of the stated requirements, but the solution offers added value.</p>
2	The Potential Provider's response enables the evaluator to have an understanding of how the requirement will be met. The evaluator can identify sufficient evidence that the response given will deliver most of the stated requirements. The response may have raised one significant concern or one or more smaller issues.
1	The Potential Provider's response does not enable the evaluator to have a clear understanding of how most of the requirement will be met. The evaluator cannot clearly identify that the response given will deliver all stated requirements due to insufficient evidence, the Potential Provider's limited understanding and/ or omissions.
0	The evaluator believes that Potential Provider has failed to either answer the question or provide a relevant response.

a. Pricing

Pricing % will be calculated as follows:

(Lowest compliant bid price ÷ Potential Provider's price) × "Y"

e.g.

Bid	Lowest Compliant Bid Price (£)	Potential Providers Price (£)	Score % (If "Y" = 30)
Bid 1	£45,000	£45,000	30
Bid 2	£45,000	£50,000	27
Bid 3	£45,000	£55,000	25

Total score:

Bid	Quality Score (%)	Price Score (%)	Total (%)
Bid 1	65	30	95
Bid 2	56	27	83
Bid 3	42	25	67

Evaluation will be marked on a basis of 70% quality and 30% price. Note that a Minimum Quality Standard of 30% must be achieved, any submission not reaching 30% may result in the tender being disqualified.

Potential Providers must pass all pass questions in SECTION 3:PART B: in order to be considered. Bids not meeting the minimum standards will be discarded. Price will make up 30% of the evaluation.

SECTION 2: SPECIFICATION

Raunds Town Council is keen to provide high quality sustainable facilities. The provision of audio -visual equipment at Saxon Hall is part of this.

The equipment is to be used for professional presentations and by groups and clubs using the Saxon Hall.

Importantly the Town Council has monthly film afternoons attended by over 150 residents each month, this is part of a project to tackle social isolation. The equipment must be suitable for this purpose and naturally the sound system is of paramount importance.

The equipment should be easy to use so that it is easily accessible to all groups.

The screen should be mounted in Hall 3 (see floor plans), Halls 1, 2 and 3 are connected by sliding panels and the space is opened to accommodate the number of users in the space at anyone time.

Please note that prior to any formal instruction the preferred or a shortlisted selection of consultants may be required to attend a meeting to discuss and or clarify any or all of the offers received.

All proposals will be considered based on both the quality and price of the submission.

SECTION 3: SUPPORTING INFORMATION

Note to Potential Providers – You may adjust the size of the following text boxes to suit your response.

PART A: Organisation and Contact Details

A-1 Name of your organisation	
A-2 Registered office (if applicable)	
A-3 Trading address (if different from registered office)	
A-4 Organisation Registration Number (if applicable)	
A-5 Is your organisation a: <ul style="list-style-type: none"> ▪ Sole Trader ▪ Partnership ▪ Public Limited Company ▪ Private Ltd Company ▪ Voluntary & Community Sector ▪ Charity ▪ SME (Small and Medium Enterprise) ▪ Other 	
If you selected other, please specify	
A-6 What, if any, local connections do you have with Raunds Town Council	
A-7 If the Company is a member of a group of companies, please give the name and address of the ultimate holding company	
A-8 Name of person to whom any queries relating to this quote should be addressed	
A-9 Telephone	
A-10 Email	
A-11 Address (if different to the Address above)	

PART B: Questions

Please see section 6 for details on the weighting and scoring criteria.

Question Number	Question	Weighting (1 = Low, 3 =Med, 5= High)
1	Potential suppliers are required to detail the arrangements they will have in place to provide support to the contract post installation.	2
Potential Provider's Response		

2	The Council(s) is required to achieve value for money. Please suggest how you would work with the Council(s) to achieve this.	5
Potential Provider's Response		
3	Potential suppliers are required to detail the key steps that they will put in place in order to support the timely implementation of this contract.	3
Potential Provider's Response		
4	Please provide 3 examples of similar Projects undertaken within the last 3 years -.	5
Potential Provider's Response		

5

The level of insurance required is for the duration of the Contract, the Supplier shall maintain in force, with a reputable insurance company, such policies of insurance as are necessary and all statutory required insurance(s) including:

(a) employers liability insurance shall be in the minimum sum of £5,000,000.00 in respect of one incident and the number of incidents covered shall be unlimited;

(b) public liability insurance cover shall be in the minimum sum of £5,000,000.00 in respect of any one incident and the number of incidents covered shall be unlimited;

(c) directors and officers liability, trustee's liability, professional indemnity or similar as appropriate to the Suppliers circumstances shall be in the minimum sum of £2,000,000.00 in respect of any one incident and the number of incidents

		covered shall be unlimited which should also be in place for a 6 year period following the termination of the Contract; Can you confirm that your organisation has the required level of cover or is prepared to obtain the level of cover prior to award?	
Potential Provider's Response		<p>Yes - have levels of cover already and will continue to for this contract</p> <p><input type="checkbox"/></p> <p>No - but will provide the Town Council's level of cover requested if awarded contract</p> <p><input type="checkbox"/></p> <p>No - have not got cover and won't provide Town Council's level of cover (Please advise what cover you have in place)</p>	
6		The Town Council wishes to ensure that within your business or in its supply chain there is no servitude or forced labour, slavery human trafficking, arranging or facilitating the travel of another person with a view that a person is being exploited or conducting any activities that contain violation of human rights. Please confirm that your supply chain with regards to this quotation response complies with the Modern Slavery Act 2015.	PASS/FAIL question. Potential Providers who answer 'No - will fail the RFQ process.
Potential Provider's Response		<p>Yes—in response to this quotation our supply chain complies with the Modern Slavery Act 2015</p> <p><input type="checkbox"/></p> <p>No—in response to this quotation our supply chain does not comply with the Modern Slavery Act 2015</p>	

SECTION 4: – PRICING SHEET

Please insert your costs in the table below. The costs should be broken down into components with a full description of each component and it's cost.

The pricing and cost proposal should include all relevant components to deliver this project to completion and handover to the Town Council.

Component	Component description	Comment	Costs (£)
	Total Costs (£):		

SECTION 5: FREEDOM OF INFORMATION

Information in relation to this RFQ may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000 ("The Act") and your organisation details will be disclosed where the expenditure is over £500 as per the Government Transparency agenda. Details of all contracts worth £25,000 or more in total value will also be published on the Council's website.

Organisations should state if any of the information supplied by them is confidential and commercially sensitive or should not be disclosed in response for the Information under the Act. Organisations should state why they consider the information to be confidential or commercially sensitive.

Please state here any specific information in this RFQ that you do not wish to be disclosed under Freedom of information Act. This will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in the Act.

Insert specific Information here if applicable

SECTION 6: – SIGNATURE AND DATE

The supply and installation of audio-visual equipment at Saxon Hall, Brook Street,
Raunds, NN9 6LL

I, the hereby, declare by marking an X in the box:	
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- (I). that the information provided is complete and accurate;
- (II). that the price in Part 4 is our best offer;
- (III). that no collusion with other organisations has taken place in order to fix the price;
- (IV). to be subjected to the terms and conditions set out in a conditions of contract to be agreed
- (V). that no works/goods/supplies/services will be delivered or undertaken until both parties have executed a formal contract documentation and an instruction to proceed
- (VI). has been given by the Town Council in writing.

Name	
Position Held	
Date	