

Mayfield & Five Ashes Parish Council

Request for Quotation for Court Meadow Play Area Upgrade

Ref: MAFAPC/PAU/RFQ/2018/1

Date: 1st September 2018

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1 Introduction

The Council has existing play facilities comprising three distinct play areas viz:

- i) fenced toddler play area (ages 1-5)
- ii) fenced childrens play area (ages 6-12)
- iii) unfenced play area for all ages

These facilities have been in situ for greater than 20 years and, although well maintained, are dated by today's standards. In particular the toddlers' play area requires major updating along with a modern surface. The unfenced area requires an improved multi-ability swing, a trail and some picnic benches dispositioned so as to create a virtual fence. The fenced toddler and childrens' play areas require updated modern environmentally friendly fencing.

This Request for Quotation (RFQ) is seeking submissions for the upgrade of various elements of the play area equipment, fencing and surfacing in these play areas.

2 The Purchasing Authority

The purchasing authority is Mayfield and Five Ashes Parish Council, a rural parish council with an electorate of almost 3,000 and a population of approximately 3,500.

The parish is located in East Sussex and is c.10 miles south of Tunbridge Wells.

The parish council office is located in Old Manor House, High Street, Mayfield, TN20 6AL.

The representative for the purposes of this RFQ is the clerk, to whom all communications should be sent, preferably by e-mail to: clerk@mayfieldfiveashes.org.uk

The location of the play area where the work is to be undertaken is Court Meadow, Tunbridge Wells Rd, Mayfield, TN20 6PJ.

3 Request for Quotation

Part A: Conditions of Quotation

Mayfield & Fives Ashes Parish Council (“The Council”) invites you to bid for the requirements detailed below in accordance with the conditions outlined within this document.

General Conditions

1. Your submission must be in accordance with our Purchasing terms and conditions, without qualification, attached as Annex B to this document. Submission of your quotation will signify your acceptance of these.
2. The Council is not bound to accept the lowest or any bid or to accept you as a sole supplier.
3. Prices you quote are to remain fixed for the duration of the contract.
4. The Council reserves the right to extend or cancel the quotation process at any point. The Council is not liable for any costs resulting from any cancellation of this tender process or for any other costs incurred by those quoting for this Contract.
5. The Council reserves the right to negotiate with the top three bidders.

Confidentiality & Publicity

6. The contents of this Request for Quotation (RFQ) and of any other documentation sent to you in respect of this process are provided on the basis that they remain the property of the Council and must be treated as confidential.
7. You may not undertake any publicity activities with any part of the media or other third party in relation to the Contract or this RFQ process without the prior written agreement of the Council, including agreement on the format and content of any publicity.

Contact Details

8. The Council's contact details are:

The Clerk
Mayfield & Five Ashes Parish Council
Old Manor House
High Street
Mayfield
East Sussex
TN20 6AL
Tel: 01435 873784
em: clerk@mayfieldfiveashes.org.uk

Timescales

9. Suppliers need to be aware that the Council is obliged to share the answer(s) to any questions relating to this RFQ with all other bidders who have declared an Expression of Interest.

The timetable for submissions, evaluation and delivery shall be as follows:

RFQ posted on Contracts Finder: 12th September 2018

Expressions of interest:

Please confirm your interest in responding to this RFQ, especially if you wish to receive answers to other bidders' questions, by:

10th October 2018

Deadline for questions: 31st October 2018

Deadline for submission of quotations: 16th November 2018

Purchase Order:

The Council aims to place a contract by: 31st December 2018

Deliverables due by: 17th May 2019

10. Your quotation must be submitted and received by the Council via e-mail no later than 12 noon on the return date given in para 9.

Preparation of Bid

11. Bidders must obtain for themselves at their own responsibility and expense all information necessary for the preparation of Bids. Bidders are solely responsible for the costs and expenses incurred in connection with the preparation and submission of their Bid and all other stages of the selection and evaluation process. Under no circumstances will the Council, be liable for any costs or expenses borne by Bidders, sub-contractors, suppliers or advisers in this process.
12. Bidders are required to complete and provide all information required by the Council in accordance with the Conditions of Bid and the Request for Quote. Failure to comply with the Conditions and the Request for Quote may lead the Council to reject a submitted Bid.

Submission of Bids

13. The Council relies on Bidders' own analysis and review of information provided. Consequently, Bidders are solely responsible for obtaining the information which they consider is necessary in order to make decisions regarding the content of their Bids and to undertake any investigations they consider necessary in order to verify any information provided to them during the procurement process.
14. Bidders must form their own opinions, making such investigations and taking such advice (including professional advice) as is appropriate, regarding the suppliers / services goods and services and their Bids, without reliance upon any opinion or other information provided by the Council or their advisers and representatives. Bidders should notify the Council promptly of any perceived ambiguity, inconsistency or omission in this RFQ, any of its associated documents and/or any other information issued to them during the procurement process.
15. The Bid must be submitted in the form specified in the Form of Bid instructions in para 21 below. Failure to do so may render the Response non-compliant and it may be rejected.
16. The Council may at its own absolute discretion extend the closing date and the time for receipt of Bids specified under Paragraph 9. Any such extension will be granted to all Bidders.
17. Price and any financial data provided must be submitted in or converted into pounds sterling.
18. Bids will be received any time up to the deadline stated above. Bids received before this deadline will be retained unopened until the opening date. Bids received after the deadline will not be opened or considered.
19. Any Bid received at the designated point after Deadline for receipt of Bids may be rejected unless the Bidder can provide irrefutable evidence that the Bid was capable of being received by the due date and time.
20. Bids should be sent electronically to the following e-mail address:
contracts@mayfieldfiveashes.org.uk Hard
copies of bids may also be submitted in addition to an electronic version if desired by the bidder, but this is not a requirement of the bid process.

Documents required for submissions

21. The following documents must be included as part of your quotation

No	Item
1	<p>Method Statement</p> <p>This is a detailed description of how you propose to fulfil the requirements set out in Part B and Annex A (below). Please use the same headings in your response.</p>
2	<p>Price Breakdown</p> <p>You are required to explain the breakdown of your prices included in your submission, inclusive of indirect costs such as travel expenses and all relevant taxes.</p> <p>This can be provided on a separate spreadsheet.</p>
3	<p>Completed Bidders Details & warranties</p> <p>Confirmation of your organisation's acceptance of the terms of this RFQ.</p>
4	<p>Statement of non-collusion</p> <p>A statement of non-collusion as given in the Council's Terms & Conditions document (see annex B) shall be submitted with the supplier's submission.</p>
5	<p>Form of tender</p> <p>The Form of Tender document as given in the Council's Terms & Conditions document (see annex B) shall be submitted with the supplier's submission.</p>

Bid evaluation criteria

22. The information provided as part of the Method Statement and Cost breakdown will be used to evaluate the successful quotation in terms of delivering best Value for Money to the Council, consistent with meeting the requirements of the specification. The evaluation criteria to be used will be:

Award Evaluation Criteria	Section score (maximum available) as %
Price	50
Quality / meeting of specification requirements	50
Total	100

Pricing

23. Prices in your submission should be in pounds sterling and, where value added tax is applicable, this should be shown separately.

Please note the maximum budget for this project is £47,000 excluding vat.

Price Evaluation Example

24. Price will be evaluated based on the lowest price bidder achieving the maximum % for the pricing element ie 50%. Higher priced bids will receive a proportional score based on the amount higher they are than the lowest bid.

For example if the price element is worth 50%:

$$\frac{\text{Lowest Price (A)}}{\text{Higher Price (B)}} \times 50\%$$

$$\frac{A = \text{£}10,000}{B = \text{£}14,000} \times 50\%$$

Hence A's score is 50% (as the bidder with the lowest price bid) and B's score is 35.7%

Quality Evaluation Example

25. Quality of the bid will be measured upon evaluation of Bidders' responses to Part C of this RFQ together with the detailed requirements given in Annex A.

The quality of bids will be assessed using the following scoring system:

Score	Criteria
0 Unacceptable	No response or irrelevant information provided.
1 Poor	The response provides limited evidence to support the proposed process, implementation or delivery.
2 Adequate	The response provides minimal evidence and demonstrates a basic understanding of the service requirements
3 Good	The response provides good evidence to support the proposed process of implementation and delivery.
4 Very Good	The response is of a high standard and provides very good evidence through a clear process. Evidence of working towards delivering best value outcomes.
5 Excellent	The response is of a very high standard and the criteria in the specification are exceeded. Excellent evidence is provided through a clear process. Evidence of continuous improvement and innovative ways of working to deliver best value outcomes.

Quality will be evaluated based on the bidder having the highest quality score achieving the maximum % for the quality element ie 50%. Lower quality bids will receive a proportional score based on the amount lower they are than the highest bid.

For example, if the quality element is worth 50% and in this case D has the best quality score of 80 points and C has a lower quality score of 65 points then:

$$\frac{\text{Lower Quality (C)}}{\text{Highest Quality (D)}} \times 50\%$$

$$\begin{array}{l} \text{C} = 65 \text{ points} \\ \text{D} = 80 \text{ points} \end{array} \times 50\%$$

Hence D's quality score is 100% times 50% ie 50% (as the bidder with the best quality points score) and C's score is $(65/80) \times 50\% = 40.6\%$.

Right to Reject/Disqualify

26. The Council reserves the right to reject or disqualify a Bidder where:

- (a) the Bidder fails to comply fully with the requirements of this Request for Quotation or is guilty of a serious misrepresentation in supplying any information required in this document;
- (b) the Bidder is guilty of serious misrepresentation in relation to its Bid;
- (c) there is a change in identity, control, financial standing or other factor impacting on the selection and/or evaluation process affecting the Bidder.

Acceptance of Contract

27. The Bidder in submitting the Bid undertakes that in the event of the Bid being accepted by the Council and the Council confirming in writing such acceptance to the Bidder, the Bidder will within 30 days of being called upon to do so by the Council execute the Contract as defined in the contract documentation, or in such amended form as may subsequently be agreed.

28. The Council shall be under no obligation to accept the lowest priced, or any, Bid.

Notification of Award

29. The Council will notify the successful Bidder of the Contract award by e-mail once a decision to award a contract has been made.

Debriefing

30. Following the conclusion of the contract award, all unsuccessful bidders will be notified, and feedback provided.

Part B: Specification of Requirements

1. Overview – *what it is that we require*

The Council has existing play facilities comprising three distinct play areas viz:

- i) fenced toddler play area (ages 1-5)
- ii) fenced childrens play area (ages 6-12)
- iii) unfenced play area for all ages

These facilities have been in situ for greater than 20 years and, although well maintained, are dated by today's standards. In particular the toddlers' play area requires major updating along with a modern surface. The unfenced area requires an improved multi-ability swing, fun trail equipment (dispositioned so as to create a virtual fence) and some picnic benches. The fenced toddler and childrens' play areas require updated modern environmentally friendly fencing.

The Council's detailed specification of requirements are given in annex A

2. Criteria - *the factors that are important to us in this purchase*

ESSENTIAL:

- Safety is essential and all equipment and fencing should meet all relevant BS standards
- Modern appealing designs
- Adequate insurance cover of supplier
- Adequate warranties from supplier

DESIRABLE:

- Use of environmentally friendly materials
- Use of low maintenance materials and equipment

3. Performance Monitoring – *how we will measure satisfactory performance*

- Adherence to BS standards
- Copies of relevant documentation eg insurance certificates, warranty documentation etc

Part C – Bidder Submission

1. Main Contact Details

Bidder's organisation / name	
Contact name	
Contact's position	
Contact's telephone number	
Contact's email address	
Are you aware of any potential conflict of interest	
If yes please explain	

2. Ordering and Payment

The Council is committed to prompt payment of invoices and the bidder's proposed payment profile should be provided in this section together with the name and contact details of the person within your organisation who will manage the invoicing process.

Name	
Telephone number	
Email address	

3. Method statement

1. Overview – how do you propose to meet the Requirements specified in Part B? [Please use separate attachments for detail if desired]

2. Criteria – how will you satisfy the factors that have been identified as being important to the Council?

ESSENTIAL

DESIRABLE

3. Performance Monitoring – *how will you meet our performance measures?*

4. COST BREAKDOWN

Please provide a detailed cost breakdown of the materials, installation, delivery and other relevant costs excluding vat.

5. Bidder's Warranties

Please confirm your organisation's acceptance of the terms of this RFQ by ticking the relevant boxes below

	Yes	No
We have read the RFQ documents and subject to and in accordance with Council's Purchasing terms and conditions, the Conditions of Quotation and all relevant documents attached, we offer to supply and deliver the works/services/supplies specified in Part B, in the quantities and at the rate or prices shown above.	<input type="checkbox"/>	<input type="checkbox"/>
We confirm our submission together the Council's written acceptance thereof and any subsequent Purchase Order, shall constitute a binding Contract between us.	<input type="checkbox"/>	<input type="checkbox"/>
We agree to abide by this submission and agree to its validity and enforceability for a period of 60 days from the date of return of this submission.	<input type="checkbox"/>	<input type="checkbox"/>

9. Signed Confirmation

We undertake that the information supplied in this document is complete and accurate and that the organisation has read and accepted INSERT Council's Purchasing terms and conditions.

Print Name:

Position:

Name of bidding organisation:

10. Submissions

RFQ submissions should be submitted electronically via e-mail to the address shown in Part A paragraph 20, and to be received no later than the date and time shown in Part A paragraphs 9 and 10 respectively.