



Request for Quotation (RfQ024)

Painting & Decorating – Closed Approved Contractors List

City College Plymouth

Kings Road, Plymouth, PL1 5QG

Issued: 02 June 2016

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Thank you for your consideration, City College Plymouth.

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Submission Details

Submission Deadlines

All submissions for responding to this Request for Quote must be submitted via email as stated below, no later than:

**Thursday 16 June 2016
12 Noon**

Any submissions received after this date will not be considered.

Submission Delivery Address

All submissions should be submitted electronically as below

Submission Questions and Clarifications

You may contact the following person if you have any questions or require clarification on any topics covered in this Request for Quotation: by Thursday 09 June 2016.

Kerry Wilson

Procurement Officer

Phone: 01752 856 809

Email: tenders@cityplym.ac.uk

Electronic Submissions

Electronic submissions in response to this Request for Quotation will be accepted as long as they meet the following criteria:

Sent via email to: tenders@cityplym.ac.uk

Document standards:

- Text must be in Microsoft Word format;
- Price tables must be in Microsoft Excel format (using pricing schedule in Appendix A);
- Supportive evidence may additionally be submitted in PDF format;
- Images, Designs, and other supporting evidence may be in either JPEG or PDF format
- Signed Agreement Acceptance and Declaration.
- Completed Appendix C – Suitability Assessment – Please note this suitability assessment will not be viewed unless you are one of the five successful tenderers to be added to the closed list. Failure at this stage may prevent you being awarded a place on the closed list.
- Completed Appendix D – Mandatory & Discretionary Grounds for Exclusion

Introduction and Executive Summary

In order to meet the Public Contracts Regulations 2015 the College is looking to formalise a Closed Approved Contractors List “Closed List” of suppliers who may be contacted for quotations for the Painting & Decorating across a number of sites. The College is looking to award a Closed List of a maximum of five (5) suppliers. It is anticipated that those added to the closed list will be granted to remain on the approved contractors list for three (3) years with the option to extend for 1 year to a total of four (4) years.

Introduction and Executive Summary

The College operates on three sites within the city, serving 14,000 students and employing 723 staff.

Our Vision ... is where our future lies

We are a College with a national reputation for promoting enterprise, employability and science, technology, engineering and mathematics (STEM).

Our Mission ... is what we focus on each and every day

To be the South West’s leading provider of innovative, technical, professional education and training by supporting partnerships for growth, raising aspirations and fostering wealth creation

Requirement

The approximate spend for all Painting & decorating requirements over the four year period is £54,000

The College has a number of requirements for Painting & Decorating, including complete room decoration and ad-hoc partial decoration as required.

The data in Appendix A is a breakdown of the College's requirements. It is expected that all bidders will provide prices for the items stipulated, or where an exact match is not available, a substitute that is as close as practicably possible. The prices should include the cost of supply of all materials including an approved Trade Quality Paint. Bidders are invited to stipulate the brand of paint which they would use. The data provided in Appendix A **should not** be considered a commitment to purchase, services will only be ordered following mini competitions held between the suppliers on the Closed List. All orders will be accompanied by an official Purchase Order.

It is the duty of any contractor awarded a place on the closed list to make themselves aware of the nature of each site prior to submitting their cost for each mini competition to ensure that the full extent of the work is understood and priced accordingly.

It is expected that a Key account Manager be appointed to assist the College with the running of all jobs awarded.

All contractors are expected to adhere to the relevant Health & Safety Legislation at the time of the commencement and continuation of all work. The Contractor must submit a valid and detailed Risk Assessment of all work no later than one working week prior to the commencement of any works. This Risk Assessment must include method statements and any safety controls which will be employed. All contractors are also expected to hold a valid DBS check. Failure to adhere to this will result in contractors being removed from site. The Contractor will become responsible for the Health and Safety of his own employees, College Students and Staff, and any other visitors to the site. Equipment and Tools must not be left unattended or unsecured at any time. Tools and equipment must only be operated by trained and competent contractors and their employees. All Contractors and their employees must sign in and obtain a permit to work from the Estates office prior to all work commencement.

Contractors are expected to remove and dispose of any waste created, and this should be included in any price quoted.

It is expected that where appropriate, the winning bidder will work with the College in purchasing items under an agreement with the Crescent Purchasing Consortium of which City College Plymouth is a member.

We also require a written document which details your company offer with particular interest to the following areas. This submitted document will be scored as per the table on page 6.

- Responsiveness, lead times, service.
- Sustainability,
- Potential partnering arrangements with regard to student work experience, apprenticeships and working partnerships.

Pricing

Bidders should provide their pricing for each of the key products in Appendix A. Pricing submitted will be used to enable analysis of submissions and selection onto the Closed List. Individual jobs will be awarded based on mini-competitions.

Terms and Conditions

The College's normal business terms are 1-2 months from the date of invoice. Payment will become due subject to the above upon the College's full acceptance of the goods/services. This Request for Quotation and any resulting purchase order will be subject to the College's General Terms and Conditions of Purchase of Goods/Services – see appendix B.

Validity

Bidder's offers should be open and valid for acceptance for a period of no less than ninety [90] days from the date of submission.

Freedom of Information Act 2000

Under the Freedom of Information Act 2000 the College cannot guarantee that information provided by bidders during the course of this RFQ procedure or any resulting contract will be held a confidential. The College will not routinely release information to interested parties unless required to do so in order to meet our statutory obligations.

Selection Criteria

The successful supplier will have provided the Most Economically Advantageous Tender (MEAT) to the college. It should be noted that the bidder with the lowest submitted prices will not necessarily be down-selected. All bidders will be notified via email of the results of the outcome no later than ninety (90) days from submission. The date of contract award will be provided within that email.

The marking criteria are detailed on the next page:

	Category Weighting
Price	85%
Response Time & Service	5%
Sustainability	5%
Student Opportunities	5%

Award Price

Quote price divided by lowest quote price x 100

Response time & Service, Sustainability, Student Opportunities

Assessment	Score	Interpretation
Excellent	4	<i>Comprehensive response supported by examples Description fully supported by details that demonstrate the applicant's ability to provide the required services.</i>
Good	3	<i>Broad response supported by relevant examples. Description well supported by details that demonstrate the applicant's ability to provide the required services.</i>
Satisfactory	2	<i>Reasonable response supported by some evidence. Description adequately supported by details that demonstrate the applicant's ability to provide the required services.</i>
Poor	1	<i>Limited response not well supported by evidence. Description inadequately supported by details that demonstrate the applicant's ability to provide the required services.</i>
Unacceptable	0	<i>No response or insufficient information provided.</i>

Assessment of Quotations

Bidders must ensure that their quotation fully addresses all information requested within this RFQ document. Bidders must ensure that any quotation fully meets the specification required. The College reserves the right to discount any quotation which does not fully meet the specification.

The College reserves the right to seek clarification with bidders upon receipt of quotations.

Agreement Conditions Acceptance and Declaration

Bidders are required to sign and return the attached Agreement Conditions Acceptance and Declaration.

Supporting Documentation

Appendix A: City College Plymouth Painting & Decorating – Pricing Schedule

Appendix B: City College Plymouth Standard Terms & Conditions

Appendix C: City College Plymouth Suitability Assessment

Appendix D: Mandatory & Discretionary Grounds for Exclusion

Agreement Conditions Acceptance and Declaration

Agreement for the Provision:

RFQ024 Supply and Fit Flooring – Closed Approved Contractors List

I/We the undersigned DO HEREBY UNDERTAKE to provide the Goods/Services upon and subject to City College Plymouth’s standard terms and conditions set out in Appendix B, together with the Specification and the pricing and rates contained in our quote and all other Agreement Documents as are contained or incorporated herein.

I/We agree to establish and maintain appropriate business standards, procedures and controls including those necessary to avoid any real or apparent impropriety or to prevent any action or conditions which could result in conflict with the College’s best interests.

I/We declare that we have not offered to pay or to give or agree to pay any sum of money or valuable consideration directly or indirectly to any person nor entered into any agreement or arrangements with any person that he/she shall refrain from quoting or as to the amount of any quote to be submitted.

I/We agree that we have satisfied ourselves before submitting this quote as to the correctness and sufficiency of the pricing/rates quoted.

DATE

COMPANY* (1) Signature:

Name:

Position in Company:

For and on behalf of:

.....

.....

(Print Company's full name and registered number)

***NOTE:**

- i) An electronic or typed signature will be accepted.
- ii) Where the bidder is a limited company the Quote and this Declaration must be signed on behalf of the company by an authorised officer whose designation must be stated and the address of the registered office of the company must be given.
- iii) In the case of a partnership the names of all the partners must be given on a separate sheet and attached to this Request for Quote and the Quote and this Declaration must be signed by one of the partners on behalf of the partnership.
- iv) Where the supplier is a private firm the Quote and this Declaration must be signed with the firm's name.