

Quotation Opportunity

Title: 3 Ennor House Refurbishment Ref: **2019-03-3EH**

Date of Issue: 23rd April 2019 Issue No: 1

Deadline Date: Tuesday 7th May 2019 Deadline Time: 12 noon

Clarifications Deadline Date: 1st May

CIOS Contact: Sophie Hughes Variants Bids Accepted: **No**

Phone: 01720 424442 Email: [procurement@scilly.gov.uk](mailto:procurement@scilly.gov.uk)

Requirement

Type: Works

Number of providers to be appointed: 1

Short Description: A building contractor is required to finish renovation works to 3 Ennor House as per the separate specifications attached.

These include but are not limited to the supply and installation of bathroom fixtures and fittings, kitchen fixtures and fittings, plaster boarding, plastering and decoration.

Additional Documentation/Specification Attached: Yes

Duration of Contract (if applicable): 10 weeks.

Key Performance Indicators/Measures of Success: See below description

|  |  |  |  |
| --- | --- | --- | --- |
| Type | Description | Measure of Success | Achievement Date |
| Result | Property renovated to required standard and all certification and product guarantees provided to CIOS | Property in a suitable condition for letting | 26th July 2019. |

Response

In completing your quotation please provide the following:

1. A completed copy of the EoI Form (in the quotation pack) to [procurement@scilly.gov.uk](mailto:procurement@scilly.gov.uk) or post it to the address at the bottom of this page.

2. A price for delivering the Works. Please set out your price in the following layout.

3. For information, an estimate of the timeframe for the earliest opportunity that you would have to complete the works.

\*Please note that only the Total Price is evaluated and that any breakdown is purely for budgetary/information purposes

4. The following information (required by the Authority to undertake due diligence checks).

* Full company name and registered/main address
* Company Registration Number
* VAT number (if applicable)
* A signed declaration by a director (or equivalent) of the company recognising that you are willing to be bound by the terms and conditions of this quote (see enclosed Terms & Conditions)
* A signed declaration that you have not been convicted of any of the offenses stated in Regulation 23 of the Public Contract Regulations 2006 and any amendment (see condition 16 and the declaration section of the terms and conditions)
* References - References from 1 previous employer

All submissions are to be submitted as a paper copy to: Chief Executive, Council of the Isles of Scilly, Town Hall, St Mary's, TR21 0LW. Quotations should be recieved prior to the deadline date identified on page 1 of this form. Envelopes should make reference to the name of the quotation opportunity and should be marked “**Do not open automatically on receipt”**.

Submissions should be written in Arial 11, be single line spaced and be submitted in English. Quotations are expected to be held for 1 month from the deadline date.

The Council reserves the right to conduct a search with a credit reference agency to determine the financial status of the preferred bidder.

Award

Submissions will be assessed on the basis of the most economically advantageous quotation approach whereby the price of the submission will be reviewed to determine the best overall offer. The evaluation team will consist of at least 3 people who will individually score the submission before coming to a consensus decision taking into account the perspectives of the evaluation team members. Price scores are determined by a formula.