

**e-Quotation Form**

**solar panel installation at splash centre, rushden**

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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 18th September 2024.**
	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 30 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. The Council reserves the right to:
		1. carry out due diligence checks on the awarded Potential Supplier;
		2. amend the Conditions of Contract included at Appendix 1;
		3. abandon the procurement process at any stage without any liability to the Council; and/or
		4. require the Potential Supplier to clarify its quotation in writing and if the Potential Supplier fails to respond satisfactorily, this may result in the Potential Supplier being rejected from the process.
	9. The Council also reserves the right, at any point and without notice, to discontinue the procurement process without awarding a contract, whether such discontinuance is related to the content of Quotation Response or otherwise. In such circumstances, the Council will not reimburse any expenses incurred by any person in the consideration of and/or response to this document. You make all quotations, proposals and submissions relating to this quotation entirely at your own risk.
	10. **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.
	11. 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.
	12. 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.
	13. 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:
 | Dylan Smith |
| * + 1. Address:
 | As above |
| * + 1. Telephone number:
 | 07498 234352 |
| * + 1. e-Mail address:
 | Dylan.smith@northnorthants.gov.uk |

\*Please note that Authorised Officer is on leave until the 26th August, however access can be arranged (see 3.4 below) and questions can be answered on their return from leave and ahead of submission date.

* 1. **Delivery Address or Site Address** (if different from above)
		1. Splash Centre, Station Rd, Rushden NN10 9SJ
	2. **Date of Circulation to Potential Suppliers of Request for e-Quotation**
		1. 9th August 2024

## General Details of Requirement

* 1. This contract will be awarded on the basis of Most Economically Advantageous Bid. Bids will be assessed on the following criteria and in descending order or importance:
		1. Price
		2. Programme
		3. Quality of material and equipment proposed
		4. Return on investment calculations
	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. Please contact Dan Palfreyman or the Authorised Officer, who can be contacted using the details in Section 2. **Please note Dan is only to be contacted to arrange access.** The Authorised Officer or their representative may accompany the Contractor during their visit.
	5. The Council has provided proposed contract, which is included in the Annexes 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 Council’s required **Start Date** for the Contract is to be confirmed
	8. The Council’s required **Completion Date** for the Contract is 31st January 2025.
	9. The Council’s required **Guarantee Period** is 12 months from installation date.
	10. Annexed Contract Documents, relevant to its requirement, are embedded below and can be accessed by double clicking on the document icon.
		1. Annex 1 – Specification
		2. Annex 2 – Location Plan
		3. Annex 3 – Structural Assessment
		4. Annex 4 – Sample Bill
		5. Annex 5 – Prelims
		6. Annex 6 – Draft JCT Contract

## e-Quotation Response

## Potential Supplier Details and Authorisation

|  |  |  |
| --- | --- | --- |
| 4.1.1. | Quotation reference | CP/DS/0010 |
| 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 of Offer

**Table A: Pricing Schedule**

| **Item No.** | **Stock Code** | **Goods, Services and/or Works to be Provided (“the Supply”)** | **Quantity of Units** | **Unit Price (ex. VAT)** | **Price for Qty Required** |
| --- | --- | --- | --- | --- | --- |
|  | SC/Solar | Solar Installation at Splash Centre | Click to enter text. | £Click to enter text. | £Click to enter text. |
|  | Click to enter text. | Click to enter text. | Click to enter text. | £Click to enter text. | £Click to enter text. |
|  | Click to enter text. | Click to enter text. | Click to enter text. | £Click to enter text. | £Click to enter text. |
|  | Click to enter text. | Click to enter text. | Click to enter text. | £Click to enter text. | £Click to enter text. |
|  | Click to enter text. | Click to enter text. | Click to enter text. | £ *Click to enter text.* | £Click to enter text. |
|  |  |  | *Sub-Total* | *£Click to enter text.* |
|  |  |  | *Postage, Packaging & Delivery* | *£Click to enter text.* |
|  |  |  | *VAT* | *£Click to enter text.* |
|  |  |  | **Total** | **£** **Click to enter text.** |