

INVITATION TO QUOTE

1. INTRODUCTION

Lambeth Housing Management “The Client” is seeking an experienced and suitably qualified contractor for the supply and installation of a shipping container and converted into a community facility with associated services connections (water, foul sewage and power) and associated hard and soft landscaping for Solon Estate, London, SW4 7LX

The successful supplier must be able to supply and install the container and all associated specified works.

The successful supplier will be expected to work with named Lambeth contractors for the supply and installation of services and with a specified contractor for the internal fitting out of the container.

The successful supplier must be willing to work very closely with the local community from the Solon Estate during the installation and fitting out of the container and the external works.

All interested suppliers must successfully complete the Supplier Self Certification form attached if their quote is accepted. This must be completed in full before work begins or delivery takes place. The form and completion guidance can also be found on the Lambeth website here: <http://www.lambeth.gov.uk/business-services-rates-and-licensing/selling-services/sell-goods-and-services-to-the-council-guide#our-pre-qualification-process>

If your firm is able to deliver the quality container community facility that Lambeth is seeking, please email Ivor Picardo at IPicardo@lambeth.gov.uk by Friday 4th March 2016. He will send specification and drawings as well as information for providing a quote. Final quotations should be returned by Monday 21st March 2016.

2. Evaluation criteria

Responses to the invitation to quote will be assessed on the basis of the information within quotes according to the following criteria; 60% price and 40% quality.

2.1 Quality Evaluation

Please provide written submission of no more than 2 sides of A4 to each section (see quality questions). These submissions will be scored (0-5) where 0 is an unsatisfactory response and 5 is an excellent response. Suppliers who do not score a minimum of ‘2’ on each section will be excluded.

2.1.1 Quality Questions

	Type	Questions	Points	Weight
1	Project Delivery Plan – 10%	Please provide project timetable for on time delivery	0 - 5	10%
2	Resourcing the contract – 10%	Please provide details of operative skill base, management and quality assurance	0 - 5	10%
3	Experience – 10%	Please provide two references with contact numbers and e-mail addresses of similar projects you have delivered. Detail how your	0 – 5	10%

		experience would assist delivery of this project.		
4	Community Engagement – 5%	Explain how you would engage effectively with the community and how your project might add value in terms of wider community benefits.	0 – 5	5%
5	Risk Register – 5%	Produce a simple Risk Register for Project Delivery. The nature and condition of the site cannot be fully ascertained before it is opened. Based on your experience, please provide a risk register identifying specific risks you might expect and your mitigating measures and include Health & Safety	0 – 5	5%
	Total			40 %

Scoring Matrix

0	No information provided or question ignored.
1	Poor submission - An unfavourable response/answer/solution – limited or poor evidence of skill/experience sought; a high risk that relevant skills will not be available.
2	Below average submission – response/answer/solution/information lacks convincing evidence of skill/experience sought; lack of real understanding of requirement or evidence of ability to deliver; medium risk that relevant skills or requirement will not be available.
3	Acceptable response/answer/solution/information to the particular aspect of the requirement; evidence given of skill/experience sought.
4	Above acceptable – response/answer/solution/information demonstrates real understanding of the requirement and evidence of ability to meet it (based on good experience of the specific provision required or relevant experience of comparable service or supply.
5	Excellent – response/answer/solution provides real confidence based on experience of the service or supply provision required. Response indicates that the supplier will add real value to the organisation with excellent skills and a deep understanding of the service or supply.

2.2. Price Evaluation

60% of the score will be based on your quoted prices to deliver the project. This scoring element will be based on the following methodology. The lowest quoted price for the project will be awarded the maximum price score (60). The Price score will be calculated according to the formula below.

$$Price\ Score = \left(1 - \frac{(Tendered\ price - Lowest\ tendered\ price)}{Lowest\ tendered\ price} \right) \times price\ weighting$$

Your price should be inclusive of set up costs and all the specification requirements. Price score and quality score will be added together and the Contract will be awarded to the highest scoring submission.

2.3 Form of Contract

It is proposed to use a JCT Minor Works Contract 2011

2.4 Timetable

Publicise Request for Quotation – Thursday 25th February 2016
Expression of interest – Friday 4 th March 2016
Deadline for returns – Monday 21 March 2016
Start of contract – Tuesday 2 nd May 2016
Contract Completion – Friday 29 th July 2016

2.5 Where to send quote

Please email Ivor Picardo at IPicardo@lambeth.gov.uk.