**Quotation for**



**Part B Quotation**

**Ref: NWL108 Architectural Services for New Market Provision in Coalville**

|  |
| --- |
| **Supplier name** |
|  |

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# Section 1 – Supplier questionnaire

This questionnaire is designed to give North West Leicestershire District Council sufficient information to make an assessment of the suitability of your organization to deliver the contract requirement.

Please answer all questions.

|  |  |  |
| --- | --- | --- |
| **1.** | **Organisation details**  Please note that the organization making this application must be the same legal entity with which the Customer shall contract. The Customer will only contract with an applicant having a legal form capable of entering into contract under English law. | |
| 1.1 | Name of the organization submitting the tender |  |
| 1.2 | Contact name and title for enquiries about this tender: |  |
| 1.3 | Company address |  |
| 1.4 | Post code |  |
| 1.5 | Telephone number |  |
| 1.6 | Website address |  |
| 1.7 | Company registration number |  |
| 1.8 | Charities, Housing Association or other registration number with registering body |  |
| 1.9 | Date of registration |  |
| 1.10 | Registered address (if different from above) |  |
| 1.11 | Registered post code (if different from above) |  |
| 1.12 | Legal form of your company | (please select) |
| 1.13 | Name of (ultimate) parent company (if this applies) |  |
| 1.14 | Companies House Registration number of parent company (if this applies) |  |
| **2.** | **Insurance**  Please enter the insurance levels you currently hold. | |
| 2.1 | Employers liability |  |
| 2.2 | Public liability |  |
| 2.3 | Professional indemnity |  |
| **3.** | **Health and Safety** | |
| 3.1 | Do you employ five or more people? | (please select) |
| 3.2 | Does your organisation have a written health and safety at work policy? | (please select) |
|  | If ‘yes’ please provide details. |  |
| **4.** | **Equality** | |
| 4.1 | Do you have a written equal opportunities policy? | (please select) |
|  | If ‘yes’ please provide details. |  |

# Section 2 – Quotation specific questions

Please provide responses to all questions. Your responses will be marked in accordance with the marking methodology described in the contract requirement.

If you are providing any separate attachments in support of any response please clearly state this in your response, and ensure the attachment refers back to the question.

|  |  |  |
| --- | --- | --- |
| **Question** | | **Weighting** |
| 1. | Please provide a clear statement demonstrating that you, or their practice, has appropriate RIBA/CIAT accreditations, with the documentation submitted to evidence this accreditation. | 50% |
| **Response:** | | |
| 2. | Please provide examples of, previous experience of renovation and restoration works ideally within a retail/food/market environment | 50% |
| **Response:** | | |

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# Section 3 – Quotation form

Bidders should insert their relevant price into the column headed ‘Price (£) and any other field requesting a price.

Prices must be fully inclusive of costs and associated expenses for the delivery of the contract.

All prices will be exclusive of Value Added Tax.

All prices are to be fixed for the initial contract period. If there are factors that will allow a price increase during the contract period this will be detailed within the specification.

|  |  |
| --- | --- |
| **Item** | **Price (£) each** |
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# Section 4 – Form of quotation

I\We hereby offer to supply the Goods / Services subject to the terms and conditions set out in such Conditions of Tender, Terms and Conditions of Contract, Specification and other documents (if any) at the prices and rates contained in the Pricing Schedule.

I\We will keep our bid valid and open for acceptance by the Council until the expiry of 90 days from the last date for the receipt of quotations.

I/We understand you are not bound to accept the lowest or any tender you may receive and you will not pay any expenses incurred by us in connection with the preparation and submission of this tender.

I/We understand that the information will be used in the process to assess my/our organisation’s ability to deliver the Authority’s requirement.

**Freedom of information**

The Council is committed to the principle of open government and may disclose, upon request, information that it considers to be in the public interest to disclose. The statutory presumption in favour of disclosure in the Freedom of Information Act 2000 also obliges the Council to disclose information following a valid request made to it under the Act.

Please state below any information that you specifically do not wish the Council to disclose together with any timescale relating to this non-disclosure e.g. for first 6 months, lifetime of the contract etc. Please also provide your detailed justifications for seeking the Council withholds disclosure and for the timescale identified.

Please note that the council may still need to disclose such information if necessary to comply with its obligations under the Act.

|  |  |  |
| --- | --- | --- |
| Information not for disclosure | Reason | Timescale |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **Quotation return completed by** | |
| Name |  |
| Position |  |
| Company |  |
| Date |  |
| Signed |  |