

Benchill Primary School
Benchill Road
Wythenshawe
Manchester
M22 8EJ
Tel: 0161 998 3075
Email: admin@benchill.manchester.sch.uk
Website: www.benchill.manchester.sch.uk



Dear Sir / Madam

Quotation for: Retractable Seating for Main Hall

Please submit your tender for providing the following as detailed in the attached specification:

Evaluation Criteria

The contract will be awarded on the basis of the most economically advantageous to the School based on the evaluation criteria of 50% Price and 50% Quality.

Price

With regards to the price evaluation, the lowest price quotation will be awarded the maximum price score 50% and quotations will thereafter be ranked and scored in accordance with how much more expensive their prices are compared to the lowest price, e.g. if a quotation is 50% more expensive than the lowest price it will be awarded 50% less price points than the lowest price quotation. If 125% more expensive it will be awarded 125% less price score making this a minus score.

Quality

Weighted scores will be calculated by multiplying the score for each quality criteria by its weighting. The weighted scores will be totalled for each quotation. The totals will be normalised so that the normalised highest total will attract the highest quality score i.e. 50%.

Please note:

Both Price and Quality submissions must be completed and returned. The School reserves the right to disqualify a quote if either of these is not submitted.

Scoring Criteria:

The School will use the following scoring system for evaluating responses:

SCORE	CRITERIA	Scores may be based on one or more of the following reasons
0	REJECTED	<ul style="list-style-type: none"> No response submitted (non-compliant)
1	UNACCEPTABLE	<ul style="list-style-type: none"> The response is inadequate The response fails to demonstrate an ability to meet the requirements
2	POOR	<ul style="list-style-type: none"> The response is partially relevant and poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.
3	ACCEPTABLE	<ul style="list-style-type: none"> The response is relevant and acceptable The response addresses a broad understanding of the requirement but lacks details on how the requirement will be fulfilled in certain areas.
4	GOOD	<ul style="list-style-type: none"> The response is relevant and good The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.
5	EXCELLENT	<ul style="list-style-type: none"> The response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement(s) will be met in full.

Timetable

The proposed timetable for the procurement process is as set out below:

Key Tasks Date	Deadline
Issue of tender	18 th November 2024
Receipt of Bids	29 th November 2024
Evaluation of Bids	2 nd December 2024
Award of Contract	6 th December 2024
Commencement of Contract	Soonest Agreed Date

The School reserves the right to amend the above timetable or extend any time period.

Requests for Information:

Nothing in this invitation to Tender shall bind the School to accept the lowest or any tender. Tenderers are requested to note this position when submitting bids.

To ensure transparency and fairness to all bidders any inquiries regarding the invitation to tender are to be submitted in **writing** by email to the contact below, no later than 3 working days before close of tender. The School offers no guarantee that questions received less than 3 working days prior to close of tender will be responded to. Any question issued by a tenderer regarding the tender, together with any answers given by the School may be provided to all tenderers who have been invited to bid. Details of the enquirer will not be disclosed.

Contact Details	
Name	Lisa Pearce- School Business Manager
Email Address:	sbm@benchill.manchester.sch.uk

Disclosure pursuant to the Freedom of Information Act 2000

In accordance with the obligations placed upon public bodies by the Freedom of Information Act 2000 ("Act"), all information submitted to the School may be disclosed by the School in response to a request made pursuant to the Act.

In respect of any information submitted by Tenderers, which they consider to be commercially sensitive, Tenderers should:

- a) clearly identify such information as commercially sensitive;
- b) explain the implications of disclosure of such information; and
- c) detail the envisaged timeframe during which such information will remain commercially sensitive.

Please note, even where information is identified as commercially sensitive the School may be required to disclose such information in accordance with the Act if a request is received. Receipt of any information marked "confidential" should not be taken to mean that the School accepts any duty of confidence by virtue of the marking.

Instructions for Return of Quote

1. Both Price and Quality submissions must be responded to as instructed and returned. The School reserves the right to disqualify a Tender if either of these are not submitted.

Submissions must be returned in an envelope clearly marked as follows:

2. TENDER TITLE: Retractable Seating for Main Hall

To the following address:

Benchill Primary School
Benchill Road,
Wyhenshaw
Manchester
M22 8EJ

F.A.O. Lisa Pearce

3. Submissions must be returned by no later than:

4.00 p.m. on 29th November 2024

4. Your envelope must be **sealed** and should **not** identify the tenderer.
5. Submission being delivered by hand, must be handed in to Lisa Pearce between the hours of 9.00a.m. and 4.00p.m. Monday to Friday and a timed and dated official receipt obtained.
6. Submissions received after the closing time and date may **not** be considered.
7. Failure to comply with the above may invalidate your submission.

Should an order be placed with your company as a result of this enquiry, the Terms and Conditions applicable shall be those of the School's Standard Terms and Conditions. No other terms and conditions referred to by yourselves shall apply unless specifically agreed to in writing by the School.

Yours faithfully



Lisa Pearce
Business Manager