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**Request for Quotation**

Municipal Offices, Kettering – Post inspection Fire Door remedials.

Contents

[Section 1: Introduction 3](#_Toc185519246)

[1. General Requirements 3](#_Toc185519247)

[2. Procurement Timetable 5](#_Toc185519248)

[3. Site Visits 5](#_Toc185519249)

[4. Clarification Questions 5](#_Toc185519250)

[5. Evaluation of Quotations 6](#_Toc185519251)

[Section 2: Specification 7](#_Toc185519252)

[1. Introduction and Background 7](#_Toc185519253)

[2. Scope 7](#_Toc185519254)

[3. Statement of Requirements and important information 7](#_Toc185519255)

[Section 3: Supporting Information 8](#_Toc185519256)

[Section 4: Pricing Sheet 12](#_Toc185519257)

[1. Pricing and Costs 12](#_Toc185519258)

[Section 5: Freedom of Information 15](#_Toc185519259)

[Section 6: Declaration 17](#_Toc185519260)

[Section 7: Due diligence 18](#_Toc185519261)

[Section 8: CONTRACT AWARD 19](#_Toc185519262)

# Section 1: Introduction

## General Requirements

* 1. North Northamptonshire Council (hereafter referred to as “The Council”) invites quotations for the provision of Fire Door remedials following competent person periodic inspection.
  2. The Council’s detailed requirements are defined in Section 2: Specification.
  3. Please take care in reading this document, in particular the Specification. In the event of any questions or queries in relation to this Request for Quotation (RFQ), please contact the Officer detailed in Table B.
  4. 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.
  5. 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 Responses 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 RFQ entirely at your own risk.
  6. All documents and materials, which comprise the RFQ response, must be written in English only.
  7. Quotations are to remain open for acceptance for a period of 90 days from the Deadline for Submission of Bids.
  8. Potential Suppliers must be explicit and comprehensive, keeping the information provided specific to and locate within the question asked as this will be the single source of information on which responses will be scored and ranked.
  9. **Rights of the Council in Relation to the RFQ**
     1. The Council reserves the right to:

1. Waive or change the requirements of this RFQ at any time during the procurement process without prior (or any) notice being given by the Council;
2. Make changes to the timetable, structure or content of this RFQ or any other documents associated with this procurement process. Any such changes will be in accordance with the procurement timetable;
3. Abandon the procurement process at any stage without any liability to the Council, or to re-invite responses on the same or any alternative basis;
4. Choose not to award any contract as a result of this procurement process; and/or
   * 1. Submit any attachments requested in an acceptable format to the Council which includes MS Word, MS Excel, MS PowerPoint, JPEGs and PDF files or any file format as specified in the question. Potential Suppliers who wish to submit an attachment in an alternative format must first check with the Council that it will be accepted.
     2. When uploading attachments, please state the question number only in the file title.
     3. Submit any zipped files in WinZip format only.

## Procurement Timetable

* 1. This RFQ follows a clear, structured and transparent process to ensure a fair and level playing field is maintained at all times, and that all Potential Suppliers are treated equally.
  2. All documents, which comprise any RFQ Response, must be received by the Council no later than the Deadline for Submission of Bids, set out in Table A, below.
  3. The RFQ process is intended to follow the timetable set out in Table A, below.

**Table A**

| Activity | | Time and Date  (as applicable) |
| --- | --- | --- |
|  | Request for Quotation Documents issued | Friday, 22 August 2025 |
|  | Deadline for Questions from Potential Suppliers | Friday, 5 September 2025 |
|  | Deadline to Provide Answers to Questions from Potential Suppliers | Friday, 12 September 2025 |
|  | Deadline for Submission of Bids | Friday, 26 September 2025 |
|  | Evaluation of Bids Received\* | Friday, 3 October 2025 |
|  | Contract Award\* | TBC |
|  | Pre-Contact Meeting(s)\* | TBA |
|  | Contract Start\* | TBC |

* 1. The Council reserves the right to amend this timetable, and items marked with an asterisk, i.e. \*, are provided for **guidance only** and are **subject to change** at short notice.
  2. Any RFQ received after the Deadline for Submission of Bids identified in Table A, may be rejected. Therefore, it is the Potential Supplier’s responsibility to ensure that the deadline is not breached.

## Site Visits

* 1. *A site visit is recommended. A site visit is to be arranged garry.hickman@ northnorthants.gov.uk and/or PSHelpdesk.NCC@northnorthants.gov.uk*

## Clarification Questions

* 1. Any queries about this document, the procurement process, or the proposed contract itself, should be referred via e-mail to the Officer detailed in Table B, below, no later than the Deadline for Questions from Potential Suppliers date found in Table A.
  2. A copy of all requests for clarifications and the responses will be published to all potential suppliers, where the clarification and response are not considered confidential.
  3. If a potential supplier wishes the Council to treat a clarification as confidential and therefore not publish the response to all, it must state this when submitting the clarification. If in the opinion of the Council, the clarification is not confidential, the Council will publish in an anonymised format.
  4. The deadline for receipt of clarifications relating to this procurement is set out in the procurement timetable. Clarifications sent to the Council after this deadline may not be responded to.

**Table B**

|  |  |
| --- | --- |
| Name | Roger Bell |
| Job Title | Facilities Manager |
| E-Mail address | roger.bell@northnorthants.gov.uk |

## Evaluation of Quotations

* + 1. **Evaluation Method: Minimum Quality Standard. 100% Price**

1. Potential Suppliers must pass all pass/fail questions in Section 3: to be considered. Bids not meeting the minimum standards will be rejected.

Price will make up 100% of the evaluation.

# Section 2: Specification

## Introduction and Background

Municipal Offices, Bowling Green Road, Kettering, NN15 7QX– Post inspection fire door repairs

## Scope

* Make compliant repairs to fire doors as highlighted by the report that adhere to current national standards and regulations such as The Building Regulations and Regulatory Reform (Fire Safety Order (2005) for example.

## Statement of Requirements and important information

* Carry out compliant remedials to the Fire Doors marked ‘FAIL’ at the above named site as highted on the supplied inspection report completed on 8th August 2024
* The report highlights deficiencies at the time of inspection
* Remedials are to be actioned as per the report and a completion report produced to enable cross reference to the original inspection report. .
* Any request to deviate from the remedials highlighted on the inspection report are to be fully explained with reasons and evidence, in writing, for client acceptance, comment or query.
* Any request to carry out additional remedials that are not highlighted on the provided inspection report are to be fully explained with reasons, evidence and costs in writing for client acceptance, comment or query.
* Any queries re the inspection report reports are to be raised in writing as a ‘Request for Information’.
* **Where doors are highlighted as having air transfer grilles in them, of which the current installs are non-compliant, you are to quote for replacing the door leaf and retain all compliant door furniture and re fit.**
* Bidders are required to have 3rd Party certification. For example, FIRAS – Fire Accreditation Scheme, BM TRADA - Timber Research & Development Association, IFCC - International Fire Consultants Certification.
* The original inspection report manifest of fire door remedials are provided. You are **NOT** concerned with fire stopping under this tender. Fire Stopping is dealt with under a different scheme.
* All works are to be carried out in normal working hours unless agreed by client for out of hours working but it would be prudent to include a contingency sum for the out of hours labour element, which would only be drawn down with client agreement.
* You will dispose of all generated waste from the works.

# Section 3: Supporting Information

1. Please complete Section 3 below.

| **General Information** | | | | |
| --- | --- | --- | --- | --- |
| **Question 1:** | | **Scoring Methodology:** | Question Answered? Yes/No | |
| 1.1. (a) | Full name of the Potential Supplier completing Information | | | Click to enter text. |
| 1.1. (b) (i) | Registered office address | | | Click to enter text. |
| 1.1 (b) (ii) | Registered website address | | | Click to enter text. |
| 1.1. (c) (i) | Trading Status | | | Choose an item. |
| 1.1. (c) (ii) | \*If you selected ‘**Other\***’, please specify | | | Click to enter text. |
| 1.1 (d) | Date of registration in country of origin | | | Click to enter date. |
| 1.1. (e) | Company registration number | | | Click to enter text. |
| 1.1. (f) | Charity registration number | | | Click to enter text. |
| 1.1 (g) | Head Officer DUNS number | | | Click to enter text. |
| 1.1 (h) | Registered VAT number | | | Click to enter text. |
| 1.1 (i) | Trading name(s) that will be used if successful in this procurement. | | | Click to enter text. |
| 1.1. (j) | Are you a Small, Medium or Micro Enterprise (SME)? | | | Choose an item. |
| 1.1 (k) | If applicable, details of immediate parent company | | | Click to enter text. |
| 1.1 (l) | If applicable, details of ultimate parent company | | | Click to enter text. |

**Please Note:** To avoid any unnecessary duplication for the Potential Supplier, by signing the Declaration at Question 2, you are also signing to confirm the following, as included in this RFQ Response, and all associated subsections therein contained:

1. Section 5: Freedom of Information; and
2. Section 6: Declaration.

| **Contact Details and Declaration** | | | | |
| --- | --- | --- | --- | --- |
| **Question 2:** | | **Scoring Methodology:** | Question Answered? Yes/No | |
| *Potential Supplier contact details for enquiries about this RFQ Response* | | | | |
| 2.1. (a) | Contact name | | | Click to enter text. |
| 2.1. (b) | Name of organisation | | | Click to enter text. |
| 2.1. (c) | Role in organisation | | | Click to enter text. |
| 2.1. (d) | Phone number | | | Click to enter text. |
| 2.1. (e) | E-mail address | | | Click to enter text. |
| 2.1. (f) | Postal address  *including postcode* | | | Click to enter text. |
| 2.1. (g) | Signature  *electronic is acceptable* | | | Click to enter text. |
| 2.1. (h) | Date | | | Click to enter date. |

| **Requirements under Modern Slavery Act 2015** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Question 3:** | | **Scoring Methodology:** | Pass/Fail  Potential Suppliers who answer ‘No’ will be eliminated from this procurement process. |  | |  |
| 3.1. (a) | The Council wants to ensure that within your business and its supply chain, there is no servitude or forced labour, slavery human trafficking, arranging or facilitating the travel of another person with a view that a person is being exploited or conducting any activities that contain violation of human rights.  Please confirm that your supply chain with regards to this quotation response complies with the Modern Slavery Act 2015? | | | | Choose an item. | |

| **Carbon Reduction** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Question 4:** | | **Scoring Methodology:** | Pass/Fail  Potential Suppliers who answer ‘No’ will be eliminated from this procurement process. |  | |  |
| 4.1. | Please can you confirm that you have read North Northamptonshire Council’s Carbon Management Plan?  The Council's Carbon Management Plan can be found here: <https://www.northnorthants.gov.uk/climate/carbon-management-plan> | | | | Choose an item. | |

| **Carbon Reduction** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Question 5:** | | **Scoring Methodology:** | Pass/Fail  Potential Suppliers who answer ‘No’ to 5.1 will be eliminated from this procurement process. |  | |  |
| 5.1. | Please confirm that your organisation is taking steps to reduce your Greenhouse Gas Emissions over time and is publicly committed to achieving Net Zero by 2050? | | | | Choose an item. | |
|  | Please provide your Net Zero target date | | | | Select a date. | |

| **3RD Party Accreditation** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Question 6:** | | **Scoring Methodology:** | Pass/Fail  Potential Suppliers who answer ‘No’ will be eliminated from this procurement process. |  | |  |
| 6.1. | Please provide the name of the awarding body of your accreditation and the expiry/renewal date. | | | | Select a date. | |

# Section 4: Pricing Sheet

## Pricing and Costs

* 1. Please complete the Pricing Schedule at Table F, below, ensuring that you have provided a fixed and firm cost in each of the relevant boxes.

* 1. Please complete the Detailed Price Breakdown at Table G, below and include the itemised cost under each heading, as appropriate and any additional costs.
  2. Please add or remove rows to form the Price Breakdown table, as necessary.
  3. All prices quoted must exclude VAT.
  4. Should you be successful, your fixed cost for the contract must be included in your RFQ Response and any costs which are not included will not be met by the Council either before or during the contract.
  5. Where the Council considers a price to be abnormally low, it may seek clarification and/or an explanation from the Potential Supplier, and the Council may reject any RFQ Response, at its absolute discretion, if it appears to be unreliable.
  6. The Potential Supplier with the lowest overall compliant price will be awarded the full Price score. All other RFQ responses will be scored in accordance with the following calculation:
     1. An example is provided in Table E, below. This example is based on a 100% price weighting, where the lowest compliant price is £100,000.

**Table E**

| **Potential Supplier No.** | **Potential Supplier Price Offer** | **Price Calculation** | **Price Score** | **Rank** |
| --- | --- | --- | --- | --- |
| Potential Supplier 1 | £100,000.00 | =100%  (lowest compliant price) | 100 | 1 |
| Potential Supplier 2 | £125,000.00 | =100-((125,000-100,000)/125,000)\*100 | 75 | 2 |
| Potential Supplier 3 | £150,000.00 | =100-((150,000-100,000)/150,000)\*100 | 50 | 3 |

**Table F**

| **Pricing Schedule** | | |
| --- | --- | --- |
|  | Please complete the pricing schedule below. | |
|  | Materials | £Click to enter text. |
|  | Labour | £Click to enter text. |
|  | Plant & Equipment | £Click to enter text. |
|  | Total Cost (A+B+C)  This is the figure that will be used for the price evaluation, as detailed in this document. | £Click to enter text. |

**Table G***.*

| **Detailed Price Breakdown** | | | |
| --- | --- | --- | --- |
| **A.** | **Materials** | | |
|  | **Item** | **Quantity (Units)** | **Cost** |
|  | Click to enter text. | Click to type. | £Click to enter text. |
|  | Click to enter text. | Click to type. | £Click to enter text. |
|  | Click to enter text. | Click to type. | £Click to enter text. |
|  | Click to enter text. | Click to type. | £Click to enter text. |
|  | Click to enter text. | Click to type. | £Click to enter text. |
|  | Click to enter text. | Click to type. | £Click to enter text. |
|  | Click to enter text. | Click to type. | £Click to enter text. |
|  | Click to enter text. | Click to type. | £Click to enter text. |
|  | Click to enter text. | Click to type. | £Click to enter text. |
|  | Click to enter text. | Click to type. | £Click to enter text. |
|  | **Sub-Total** | | **£Click to enter text.** |
| **B.** | **Labour** | | |
|  | **Item** | **Quantity (Units)** | **Cost** |
|  | Click to enter text. | Click to type. | £Click to enter text. |
|  | Click to enter text. | Click to type. | £Click to enter text. |
|  | Click to enter text. | Click to type. | £Click to enter text. |
|  | Click to enter text. | Click to type. | £Click to enter text. |
|  | Click to enter text. | Click to type. | £Click to enter text. |
|  | Click to enter text. | Click to type. | £Click to enter text. |
|  | Click to enter text. | Click to type. | £Click to enter text. |
|  | Click to enter text. | Click to type. | £Click to enter text. |
|  | Click to enter text. | Click to type. | £Click to enter text. |
|  | Click to enter text. | Click to type. | £Click to enter text. |
|  | **Sub-Total** | | **£Click to enter text.** |

| **Detailed Price Breakdown** | | | |
| --- | --- | --- | --- |
| **C.** | **Plant & Equipment** | | |
|  | **Item** | **Quantity (Units)** | **Cost** |
| C.1 | Click to enter text. | Click to type. | £Click to enter text. |
| C.2 | Click to enter text. | Click to type. | £Click to enter text. |
| C.3 | Click to enter text. | Click to type. | £Click to enter text. |
| C.4 | Click to enter text. | Click to type. | £Click to enter text. |
| C.5 | Click to enter text. | Click to type. | £Click to enter text. |
| C.6 | Click to enter text. | Click to type. | £Click to enter text. |
| C.7 | Click to enter text. | Click to type. | £Click to enter text. |
| C.8 | Click to enter text. | Click to type. | £Click to enter text. |
| C.9 | Click to enter text. | Click to type. | £Click to enter text. |
| C.10 | Click to enter text. | Click to type. | £Click to enter text. |
|  | **Sub-Total** | | **£Click to enter text.** |

|  |  |  |
| --- | --- | --- |
|  | **Total Cost (A+B+C)** | **£Click to enter text.** |

# Section 5: Freedom of Information

1. Information in relation to this RFQ may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000 (“The Act”) and your organisation details will be disclosed and/or published where the expenditure is over £500, as per the Government Transparency agenda.
2. Potential Suppliers must state if any of the information supplied by them is confidential and commercially sensitive or should not be disclosed in response for the Information under The Act. Potential Suppliers must state why they consider the information to be confidential or commercially sensitive.
3. Note that inclusion below will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in The Act. Note that the Declaration for this Section has been completed and signed at Section 3, Question 2.1 (g) of this document.

| **Information/Document** | | **Reference/Page No.** | **Reasons for Non-Disclosure** | **Duration of Confidentiality** |
| --- | --- | --- | --- | --- |
|  | 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. |
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|  | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |

# Section 6: Declaration

1. By signing Section 3, Question 2.1. (g) I hereby declare that:
   1. I am signing on behalf of the Company named at Section 3, Question 1.1 (a) and am duly authorised to do so;
   2. to the best of my knowledge, the information provided is complete and accurate;
   3. the price in Section 4 is our best offer;
   4. no collusion with other organisations has taken place in order to fix the price;
   5. that there is no conflict of interest in relation to the Council’s requirement;
   6. the requirement be subjected to the terms and conditions set out in Conditions of Contract as per JCT Minor Works Building Contract.
   7. that no goods, supplies, services and/or works will be delivered or undertaken until both parties have executed the formal contract documentation as identified at Appendix 1 and an instruction to proceed has been given by the Council in writing; and
   8. I understand that the Council may reject my submission if there is a failure to answer all relevant questions fully or if I provide false and/or misleading information.

# Section 7: Due diligence

* 1. The Council will undertake its due diligence in advance of any contract award.
  2. The preferred Potential Supplier(s) will not be awarded the Contract until the Council is satisfied with any further checks and due diligence it has carried out and these will need to be acceptable to the Council before a contract can be awarded. The Council reserves the right to disqualify any Quotation Response which is incomplete.
  3. Due diligence may include credit checks in relation to the preferred Potential Supplier(s) (including each member of any consortium and of any key sub-contractor). This is important to the Council to ensure that any organisation who wishes to enter into a contract with the Council will be in a position to provide the goods, services and/or works on an ongoing basis as agreed within any contract. The Council works with external credit agencies to provide these financial checks.
  4. The Council reserves the right to reject a Potential Supplier from the procurement process, where any findings from the Council’s due diligence reveal a serious concern or risk for the Council that cannot be remedied in a reasonable amount of time before award. Potential Suppliers are strongly encouraged to check and manage their financial score within the industry.
  5. The Council reserves the right to revisit any selection criteria questions at any time before award stage, where the Council believes there is a risk that selection responses might have changed. The Council reserves the right to disqualify any Potential Supplier who no longer meets the selection criteria if it originally led to them continuing in the procurement process.

# Section 8: CONTRACT AWARD

1. The Council will notify all Potential Suppliers of its intention to award a contract.

1. This will include details of the:
   * 1. Award criteria scores;
     2. Name of the successful provider(s).
2. The following documents shall form part of the contract between the Council and the successful provider(s):
   * 1. Specification;
     2. Terms and Conditions plus related Schedules (such as service levels, site plans, asset lists, contracts list, list of transferring employees, relevant policies, etc.);
     3. A pricing schedule (as completed by the Potential Supplier);
     4. Responses to requirements; and
     5. A list of commercially sensitive information.