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| Request For Quotation |
| Design, Supply and Installation of  Parish Play Area Renovation  Rectory Road, Coltishall, Norfolk, NR12 7HL |
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**Coltishall Parish Council**

**Request for Quotation (RFQ)**

*For the supply of Goods*

**INSTRUCTIONS TO CONTRACTORS**

1. Contractors must complete all the areas shaded in yellow to ensure their bid is presented in a compliant format.
2. Contractors must answer “True” Sections where a True or False Question is available to be considered further.
3. Please adhere to any maximum word count requirements in your response, failure to do so will mean all text submitted over the maximum will be disregarded in the evaluation process.
4. Please ensure a hard copy of the fully completed and signed document is returned with the Form of Quotation, Certificate of Bone Fide Quotation, Freedom of Information Act exemption and any other documents referred to in this request for quotation form to the address specified in section 1.
5. The Contractor should seek to clarify any points of doubt or difficulty before submitting a quotation, for this purpose contact can be made, in writing or via email, to the named authorised officer only as detailed in section 1.6 below.
6. Clarifications should be sought in accordance with the timescales detailed in 1.9 below, all clarification response statements will be made available to all Contractors.
7. Coltishall Parish Council shall incur no obligation or liability whatsoever to anyone by issuing the request or action by any party relative hereto.
8. Any costs incurred by the quotationer in responding to this request or in support of activities associated with the response to this request are to be borne by the Contractor and are not reimbursed by Coltishall Parish Council.

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| **SECTION 1 – RFQ INFORMATION** | | |
| **CONTACT DETAILS** | | |
| 1.1 | RFQ Title | Design, Supply and Installation of parish play area renovation at Rectory Road, Coltishall, Norfolk, NR12 7HL |
| 1.2 | Organisation | Coltishall Parish Council |
| 1.3 | Originator telephone number | 07446 542 156 |
| 1.4 | RFQ clarifications email address | coltclerk@gmail.com |
| 1.5 | RFQ response address | Rebecca Furr – Parish Clerk  Coltishall Parish Council  2 Hall Cottages  The Windle  Acle  NR13 3JT |
| 1.6 | Coltishall Parish Council Authorised Officer | Rebecca Furr |
| 1.7 | Estimated total value (£) | £50,000 net of VAT |
| **TIMESCALES & PAYMENT TERMS** | | |
| 1.8 | Date RFQ advertised (Contracts Finder) | Date Issued – Tuesday 10th August 2021 |
| 1.9 | Date/time RFQ **clarifications/questions/site visit** should be received by email to the Coltishall Parish Council Authorised Officer as identified in 1.6 above | Time: 12 noon    Date : 25th September 2021 |
| 1.10 | Date/time completed **RFQ response** to be received by **post** to the Coltishall Parish Council Authorised Officer as identified in 1.6 above | Time: 12 noon  Date : 5th October 2021 |
| 1.11 | RFQ Validity Period (calendar days) | 90 days |
| 1.12 | Estimated Contract Award Date | **Tuesday 12th October 2021** |
| 1.13 | Contract Duration | 6-12 months |
| 1.14 | Payment  Terms | Payment on completion |
| 1.15 | Payment  Days | 30 days on submission of invoice |

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| **SECTION 2 - SCOPE OF WORKS** |
| **DESCRIPTION OF THE WORKS** |
| The parish play area is situated in an area of public open space on Rectory Road, Coltishall, Norfolk. It is not directly overlooked by any properties in the local community. Next to the play area is the Multi-Use Games Area (MUGA) and Adult Gym Equipment.  In consultation with the local Primary School children the description of the works include:  New play equipment:   1. Wheelchair accessible roundabout 2. A zip wire. This will require moving the existing fence that runs parallel to the MUGA and bringing this closer to the fence to accommodate the space for the zip wire. 3. A toddler climbing frame and slide. 4. A new noticeboard which features the children’s work and play area rules and safety information.   Renovation and extension:   1. The climbing frame – to include an enclosed slide and shaped into a theme i.e. boat, castle 2. See-saw – children proposed the idea of an animal theme 3. Surfacing – currently lifted, torn rubber tiles around climbing frame and worn grass matrix tiles around other play equipment. Consider digging area and providing wood-chippings. 4. Baby swing   The removal of play equipment:   1. Rocking horse 2. Free standing slide   The Parish Council maintains the grounds and is the land owner gifted in trust to the parish. |
| **CONTRACTOR RESPONSE (TRUE OR FALSE QUESTION)** |
| Please answer “True” to state you **comply** with the information provided in Section 2 Scope of Works above to be considered further. |

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| **SECTION 3 – ORGANISATION DETAILS** | | |
| 3.1 | Full Name of Organisation |  |
| 3.2 | Registered Address |  |
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| 3.3 | Postcode |  |
| 3.4 | Company Registration Number |  |
| 3.5 | Registered VAT Number |  |
| **Parent Company Details (if applicable)** | | |
| 3.6 | Name of Holding/Parent Company |  |
| 3.7 | Address of Parent Company |  |
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| 3.8 | Postcode |  |
| 3.9 | Parent Company Registration Number |  |
| 3.10 | Date of Incorporation, Formation of Partnership or Commencement of Holding Company |  |
| 3.11 | Legal Status (e.g. Partnership, Private Limited Company) |  |
| **Contact Details** | | |
| 3.12 | Name |  |
| 3.13 | Position |  |
| 3.14 | Address (if different from main address) |  |
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| 3.15 | Postcode |  |
| 3.16 | Telephone Number |  |
| 3.17 | E-mail Address |  |

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| **SECTION 4 – SUITABILITY ASSESSMENT QUESTIONS (True or False)** | | |
| 4.1 | The Contractor confirms that no legal proceedings are in progress that might affect the performance of the contract obligations and that your organisation has not been prosecuted under EU law in the last three years |  |
| 4.2 | The Contractor confirms that they are willing to have the following levels of insurance cover if awarded the Contract: Employer Insurance £5,000,000 and Public Liability £10,000,000. **Please let us know if you have Professional Indemnity insurance and to what value.** If you are the preferred bidder following evaluation you will have to provide a copy of your insurance certificates. |  |
| 4.3 | The Contractor confirms their Organisation complies with UK Health and Safety legislation. If you are the preferred bidder following evaluation you will have to provide a copy of your Health and Safety Policy. |  |
| 4.4 | If the Contractor confirms that if they have been prosecuted for Health and Safety offences in the last 3 years, they must confirm you have implemented procedures to rectify the issues identified. If you are the preferred bidder following evaluation you will have to provide a copy of the evidence. |  |
| 4.5 | The Contractor confirms that if they are the preferred bidder following evaluation they may have to provide a copy of relevant references if requested by the Authority. |  |
| 4.7 | The Contractor confirms that if using subcontractors they will abide by the Payment Terms of the Contract |  |
| ***If selected as the preferred Bidder, the Contractor must be able to provide all evidence relating to this criteria within 5 working days of being notified to this effect.*** | | |

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| **SECTION 5 – PREVIOUS EXPERIENCE** | | |
| 5.1 | The Contractor confirms that their Organisation has not been convicted of the following offences; |  |
| (a) conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or articles 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime | | |
| (b) corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906 | | |
| (c) the common law offence of Bribery | | |
| (d) bribery within the meaning of sections 1, or 6 of the Bribery Act 2010, or section 113 of the Representation of People Act 1983 | | |
| (e,) where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities : - | | |
| (i) the common law offence of cheating the Revenue; | | |
| (ii) the common law offence of conspiracy to defraud; | | |
| (iii) fraud or theft within the meaning of Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978; | | |
| (iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006; | | |
| (v) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994; | | |
| (vi) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993; | | |
| (vii) destroying, defacing and concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969; | | |
| (viii) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or | | |
| (ix) the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act; | | |
| (f) any offence listed - | | |
| (i) in section 41 of the Counter Terrorism Act 2008; or | | |
| (ii) in Schedule 2 of that Act where the court has determined that there is a terrorist connection; | | |
| (g) any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered in subparagraph(f); | | |
| (h) money laundering within the meaning of sections 340 and 415 of the Proceeds of the Crime Act 2002; | | |
| (i) an offence in connection with the proceeds of the criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996; | | |
| (j) an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004; | | |
| (k) an offence under section 59A of the Sexual Offences Act 2003; | | |
| (l) an offer under section 71 of the Coroners and Justice Act 2009; | | |
| (m) an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or | | |
| (n) any other offence within the meaning of Article 57 of the Public Contracts Directive - | | |
| (i) as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or | | |
| (ii) created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland | | |
| 5.2 | The Contractor confirms that their Organisation has not been convicted of child labour or any other human trafficking offences |  |
| 5.3 | The Contractor confirms that they have not made a breach of obligations relating to payment of taxes or social security |  |
| 5.4 | The Contractor confirms that they are not bankrupt or are the subject of insolvency or winding-up proceedings, where assets are being administered by a liquidator or by the court, where there is in an arrangement with creditors, where business activities are suspended or there is any analogous situation arising from a similar procedure under the laws and regulations of any State; |  |
| 5.5 | The Contractor confirms that they have not violated any environmental, social or labour law |  |
| 5.6 | The Contractor confirms that they have not been guilty of grave professional misconduct, which renders its integrity questionable |  |
| 5.7 | The Contractor confirms that there is no conflict of interest arising in the conduct of this procurement procedure |  |
| 5.8 | The Contractor confirms that it has not sought to unduly influence the Authority's decision or obtain information with a view to gaining a competitive advantage |  |

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| **SECTION 6 - QUALITY** | |
| This section includes any questions relating to the quality of the solution offered | |
| *6.1* | Please show that your design concept addresses the following:   * The new playground should be suitable for use by children of all abilities and should encourage imaginative play as well as active and challenging play opportunities. Designs should incorporate and retain existing pieces outlined in work as all are still serviceable and budget is constrained. * Play equipment that is easy to maintain and repair by the Parish Council team * The design should have the maximum play value for the allocated budget. * The play equipment should be manufactured from steel wherever possible, and be as resistant to vandalism. * Construction and finish should demonstrate a reduced risk of damage by vandals. * Make good existing tarmac and grass matrix tiles or design and supply eco friendly alternative * Maintenance and management considerations should be of key importance within the design. * The design should be compliant with all relevant British and European Standards. * Site access should be agreed via the parish clerk. * Works must be carried out with minimal disturbance to local residents and users of the open space.   The Contractor should allow within the budget an independent inspection to be carried out upon completion and to carry out any identified remedial works as required prior to handover at no extra cost. A copy of the inspection shall be made available to the Client.  In order for us to undertake consultation with local young people and residents, submissions must include a colour hard copy visual presentation of the proposed design with supporting information about the equipment.  The successful supplier may be asked to fine-tune their design to take into account the feedback from public consultation.  Maximum word count – 1000 words plus attachments. |
| **CONTRACTOR RESPONSE** | |
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| *6.2* | Please provide an outline project plan for the project, including stages where you will need specific interaction with Coltishall Parish Council.  Maximum word count – 500 words plus project plan. |
| **CONTRACTOR RESPONSE** | |
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| **SECTION 7 - PRICE** | |
| The Contractor shall confirm the price (exclusive of VAT) to complete the works in the Pricing Schedule. | |
| **CONTRACTOR RESPONSE (TRUE OR FALSE QUESTION)** | |
| Please confirm you have provided a pricing schedule | TRUE/FALSE |

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| **DECLARATION** | |
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| Signed: | Print Name: |
| Date: |  |