**PART FOUR: QUOTATION RESPONSE**

**NOTES FOR COMPLETION**

Once you have fully completed Part Four (Quotation Response), you MUST:

1. send it to [**webprocurement@kettering.gov.uk**](mailto:webprocurement@kettering.gov.uk);
2. **titled “QUMC172: Festive Light Installation and Removal”**
3. ensure that the Quotation Response is received by the Procurement Unit no later than 12 noon on Monday 2nd October 2020
4. Any late submissions by email will be disregarded.
5. Failure to observe this will mean the disqualification of the Quotation Response.

**QUOTATION RESPONSE / PROPOSAL**

**Section 1: Organisation and Contact Details**

|  |  |  |
| --- | --- | --- |
| Name of your organisation |  | |
|  |  | |
| Registered office (if applicable) |  | |
|  |  | |
| VAT Registration (if applicable) |  | |
|  |  | |
| Trading address (if different from registered  office) |  | |
|  |  | |
| Organisation Registration Number (if applicable) |  | |
|  |  | |
| VAT Number (If Applicable) |  | |
|  |  |  |
| Is your organisation a: | Sole Trader |  |
|  | Partnership |  |
| Public Limited Company |  |
| Private Ltd Company |  |
| Voluntary & Community Sector |  |
| Charity |  |
| SME (Small and Medium Enterprise) |  |
| Other |  |
|  | If you selected other, please specify | |
|  |  | |
| If the Company is a member of a group of companies, please give the name and address of the ultimate holding company |  | |
|  |  | |
| Name of person to whom any queries relating to this quote should be addressed |  | |
|  |  | |
| Telephone |  | |
|  |  | |
| Email |  | |
|  |  | |
| Address (if different to the Address above) |  | |
|  |  | |
|  |  | |
|  |  | |

**Section 2: INSURANCE INFORMATION**

| Please confirm whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: | | |
| --- | --- | --- |
|  | Public Liability Insurance - cover in the minimum sum of £10,000,000.00 in respect of any one incident and the number of incidents covered shall be unlimited and should be adequate to cover all risks in the performance of the Services | ▢ Yes  ▢ No |
|  | Employers Liability Insurance\* - minimum sum of £10,000,000.00 in respect of one incident and the number of incidents covered shall be unlimited  \* It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to sole traders – please ensure that you have checked with your insurance provider/ broker before submitting your Quotation Response | ▢ Yes  ▢ No  ▢ Not applicable |
|  | Professional Indemnity Insurance - against the risk of professional negligence on the part of the Bidder and or its staff in the minimum sum of £2,000,000.00 in respect of any one incident and the number of incidents covered shall be unlimited | ▢ Yes  ▢ No  ▢ Not applicable |
|  | Product liability insurance with a limit of indemnity of not less than £5,000,000.00 in relation to any one claim or series of claims. | ▢ Yes  ▢ No  ▢ Not applicable |
| Please submit copies of your Insurance Certificates with your Quotation Response. | | |

**SECTION 3: EVALUATION AND ASSESSMENT**

Any contract awarded as a result of this procurement process will be awarded on the basis of the offer that is the most economically advantageous to KBC. Quotation Responses will be evaluated on the following, with a weighting as follows:

| **QUESTIONS** | **Maximum Score Available** |
| --- | --- |
| 1. Please outline your experience of delivering projects similar to this. Include details of the schemes including, client, and size of the scheme and time periods the works were undertaken. Outline additional measures that you will have in place to comply with ‘coronavirus-covid-19’ during the construction period that your site staff and general public must comply with. | **10%** |
| 1. What is your proposed methodology? Please outline what project management approach and systems you will adopt for this project to ensure it is completed on time | **5%** |
| 1. Please outline what your current resources and capacity are for commencing this work. Please include the key people who will be involved in delivering this project. | **5%** |
| 1. Please show evidence of the qualifications your staff hold relevant to the task. | **5%** |
| 1. Please demonstrate your understanding of highway and town centre working along with any local knowledge. | **5%** |
| 1. Please demonstrate how you are able to ensure the works are completed on time and how you are able to provide assistance for the light switch on. | **5%** |
| 1. With regards to similar projects, please provide names, addresses, telephone numbers and contact names of referees from whom references may be sought and can verify the quality and services standards you currently or have recently provided in the last three years | **5%** |
| (Sub-total – Quality Assessment) | **(40%)** |
|  |  |
| 1. Price |  |
| (Sub-total – Price Assessment | **(60%)** |
| **Total** | **100%** |

Bidders are required to submit a Quotation Response strictly in accordance with the requirements set out in this ITQ, to ensure KBC has the correct information to make the evaluation. Evasive, unclear or hedged Quotation Responses may be discounted in evaluation and may, at KBC's discretion, be taken as a rejection by the Bidder of the terms set out in this ITQ.

**QUALITY ASSESSMENT – 40%**

|  |  |  |
| --- | --- | --- |
| **Question 1:** | **Word Limit: 500 words** | **Maximum Score: [10]%** |
| **Please outline your experience of delivering projects similar to this. Include details of the schemes including, client, and size of the scheme and time periods the works were undertaken. Outline additional measures that you will have in place to comply with ‘coronavirus-covid-19’ during the construction period that your site staff and general public must comply with.** | | |
| **Answer:** | | |
| **Question 2:** | **Word Limit: 500 words** | **Maximum Score: [5 ]%** |
| **What is your proposed methodology? Please outline what project management approach and systems you will adopt for this project to ensure it is completed on time..** | | |
| **Answer:** | | |
| **Question 3:** | **Word Limit: 500 words** | **Maximum Score: [5 ] %** |
| **Please outline what your current resources and capacity are for commencing this work. Please include the key people who will be involved in delivering this project.** | | |
| **Answer:** | | |
| **Question 4:** | **Word Limit: 500 words** | **Maximum Score: [5] %** |
| **Please show evidence of the qualifications your staff hold relevant to the task.** | | |
| **Answer:** | | |
| **Question 5:** | **Word Limit: 500 words** | **Maximum Score: [5] %** |
| **Please demonstrate your understanding of highway and town centre working along with any local knowledge.** | | |
| **Answer:** | | |
| **Question 6:** | **Word Limit: 500 words** | **Maximum Score: [5] %** |
| **Please demonstrate how you are able to ensure the works are completed on time and how you are able to provide assistance for the light switch on.** | | |
| **Answer:** | | |
| **Question 6:** | **Word Limit: N/A** | **Maximum Score: [5] %** |
| **With regards to similar projects, please provide names, addresses, telephone numbers and contact names of referees from whom references may be sought and can verify the quality and services standards you currently or have recently provided in the last three years** | | |
| **Answer:**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  | Contract 1 | Contract 2 | | Contract 3 | | | | Name of customer organisation |  |  | |  | | | | Point of contact in customer organisation |  |  | |  | | | | Position in the organisation |  |  | |  | | | | E-mail address |  |  | |  | | | | Contract start date |  |  | |  | | | | Contract completion date |  |  | |  | | | | Estimated Contract Value |  |  | |  | | | | Please provide a brief description of the contract delivered including evidence as to your technical capability in this market. |  |  | |  | | | |  |  | |  | |  | |  |  | |  | |  | | | |

**Price – 60%**

Please insert your fixed priced costs in the table attached (expanding as necessary), ensuring that you have provided a fixed and firm cost in each of the relevant boxes and a list of costs. Should you be successful, your fixed cost for the contract must be included in your Quotation Response and any costs which are not included will not be met by KBC either pre or during the contract.

All prices quoted should exclude VAT.

Please Note:

1. add or remove rows to/ from the Price Breakdown table as necessary; and
2. Where KBC considers that a quotation to be abnormally low, then it will seek clarification/ an explanation from the Bidder and it may reject any Bid if it appears to be unreliable.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PROJECT** | **Quotation Ref: QUMC153 Festival Lights Installation and Removal** | | | | | |
| **ITEM** | **ITEM DESCRIPTION** | **UNIT** | **QUANTITY** | **RATE** | **AMOUNT** | |
| **£** | **p** |
| **1** | **Light Testing**  Test the existing lights prior to erection | Item | 1 |  |  |  |
| **2** | **Light Installation**  All lighting connections are via a 240V 16Amp 3pin Commando power supply.  Kettering   * Branch Lights * Decorative Frames * Curtain Lights (building) * Stringed Lights (Canopy Inc. icicles) * Established Tree Lights * Feature Tree * Ceiling of Lights - To cover a stretch **200m** allowing for flexibility (not be a total length of 200m) and being 6m in width.   Lights to be white flashing LED’s.  Desborough   * Branch Lights * Decorative Frames * Feature Tree   Rothwell   * Established Tree Lights * Feature Tree   Broughton   * Established Tree Lights | no  no  no  no  no  no  no  no  no  no  no  no  no | 21  31  8 (drops)  5  9  1  1 (200m)  16  1  1  17  1  4 |  |  |  |
| **3** | **Testing**  Test the lights once erected | Item | 1 |  |  |  |
| **4** | **Switch on**  Set timers 4:00pm - 11:00pm unless otherwise instructed by Kettering Borough Council.  Assist with switch on and other associated works. | Item  Item | 1  1 |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **ITEM DESCRIPTION** | **UNIT** | **QUANTITY** | **RATE** | **AMOUNT** | |
| **£** | **p** |
| **5** | **Lighting Removal**  Removal of all erected lights and reporting of any damaged lighting. |  |  |  |  |  |
| **6** | **Plant required:** (list to provide costings and duration of hire etc.) |  |  |  |  |  |
| **Additional Information**  (do not include within the total cost) | **Day Rate:**  **Estimated number of days to erect**  **Date Rate per member of staff**  **Daily Rate of Plant and Equipment** |  |  |  |  |  |
| TOTAL COST £ | | | | |  |  |

Deadlines/Switch on Dates:

Kettering - Thursday 26th November 2020

Desborough - Friday 27th November 2020

Rothwell - Friday 4th December 2020

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Section 4: FORM OF QUOTATION**

ITQ – QUMC172 - Festive Light Installation and Removal

I/ We the undersigned, hereby quote and offer at fixed price to provide the Contract as detailed in the ITQ documents. Our quote is based on our best estimate of the costs of providing the Services as specified by the ITQ and remains valid for 120 days from the published deadline for submission.

Name:

Job Title:

Signature:

Date

For and on behalf of: