



Bridgnorth Town Council
College House
St Leonard's Close
Bridgnorth
Shropshire
WV16 4EJ
Tel: 01746 762231
Email: info@bridgnorthtowncouncil.gov.uk

Invitation to Quote (ITQ)

Request for Quote for the supply of

The provision of a Quantity Surveyor and a Project Manager for the delivery of the next stages of the retaining wall project in Bridgnorth.

Opening Date : ... Wednesday 5th June 2024

Closing Date : ... Friday 21st June 2024 @ 12.00 noon

ITQ

1.0 Introduction

- 1.1 You have been invited to quote by Bridgnorth Town Council for Quantity Surveyor and Project Manager Services for the delivery of the next stages of the retaining wall project in Bridgnorth.
- 1.2 Please read this document in full and follow the instructions to submit your ITQ.
- 1.3 The quotation must be submitted for the whole of the Goods / Services. Quotations for part only of the Service will be rejected.
- 1.4 Prospective bidders shall ensure that they are fully familiar with the nature and extent of the obligations to be accepted by them if their quotes are accepted, including the Council's Standing Orders and Financial Regulations, copies of which can be found on the Town Council website - www.bridgnorthtowncouncil.gov.uk
- 1.5 The attached documents are and shall remain the property of the Council and shall be returned with then quotation and, if no quotation are submitted, on demand.

2.0 Term of the Contract

- 2.1 The contract price is required for Quantity Surveyor and Project Manager Services.
- 2.2 The timeline for the contract is detailed below:

ITQ opening date Wednesday 5th June 2024.

ITQ closing date Friday 21st June 2024 at 12 noon

Evaluation process to be completed by Friday 28th June 2024.

Formal approval by Council will be at the Full Council meeting on Tuesday 2nd July 2024.

Winning supplier contacted no later than Wednesday 3rd July 2024.

The start date for the contract is to be Monday 8th July 2024.

3.0 Contract Award

- 3.1 The response to this ITQ will be evaluated by the Town Clerk, Deputy Clerk and up to 2 Councillor's, if required, suppliers will be asked to attend a meeting with the Town Clerk and Councillor's to give a presentation.

The overall outcome that offers the most economically advantageous quotation, demonstrates best value and added value will be awarded the contract.

The Council is not bound to accept the lowest or any quotation.

- 3.2 The award of this contract will not prohibit the Town Council from purchasing goods/services and/or associated goods/services from alternative suppliers should the contractor be unable to meet the Town Council's requirements such as:

- Delivery timescales

- Availability of staff with necessary expertise and experience in supporting the required events. (Equipment and goods)
- Value for money

3.3 The Town Council reserves the right to seek comparative quotes from other suppliers for single requirements or for specialist services.

3.4 The winning bidder will be

- contacted by telephone no later than Monday 1st July 2024 by the Deputy Town Clerk notifying them of the intent to recommend them as the preferred supplier.
- Formal agreement by the Town Council will be given at the next available Council meeting therefore all information must remain confidential until notified.

3.5 Those suppliers who are unsuccessful will be able to request feedback and/or a feedback meeting with the Town Clerk.

4.0 Specification

Appendix A – Specification is provided as part of the suite of documents to all bidders. This document contains the specific details and information required for the required Quantity Surveyor and Project Manager Services required by Bridgnorth Town Council for the delivery of the next stage of the retaining wall project.

Appendix B – provides information on the location of the retaining wall.

Appendix C – provides photos of the current site.

5.0 Payment terms

5.1. The Town Council's method of payment is currently by electronic payment.

5.2. The Town Council is committed to paying valid invoices within 30 days. The supplier should include details of discounts available for early payment.

6.0 Pricing

6.1 The bidder is asked to give information on how they will be providing added-value to their quotation.

6.2 The contract is a fixed price contract.

7.0 Sub-contractors to any quotation

7.1 Where a quotation requires third party involvement. The bidder is asked to seek, where possible, and possibly use any sub-contractors from the local business community of Bridgnorth.

7.2 The Town Council will always seek to use local suppliers and businesses where possible.

8.0 **Organisational compliance**

- 8.1 Please supply the name and contact details of a single point of contact within your organisation to act as a responsible point for contract delivery.

Response:

- 8.2 Please give a brief summary of your organisation, staff structure and staff competency, where possible please include an organisation chart.

- 8.3 Please provide details of your Public Liability insurance levels and copy of insurance certificate including any indemnity insurance.

- 8.4 Please provide copy of your last (3 years) audited accounts.

Response:

9.0 Specification Compliance

- 9.1 Please provide in writing a total cost for the contract, as well as including a breakdown of costs and please provide a breakdown of the elements to be completed for the service being provided.

Response :

- 9.2 Please provide information on how complaints will be dealt with for
(a) public on the day and
(b) by the Town Council

Response:

- 9.3 Please provide information of third-party companies you will be using, and give details on how you will manage these third-party companies including process for checking suitability;

Response:

- 9.4 Please give details on how you will deliver this project if successful, please give details of your timescales plus a project plan

Response:

- 9.5 Please give details on how you will manage Health & Safety as part of delivery for this service.

Please provide your companies Health & Safety policy and details of your companies Competent Person for H&S.

Response:

10.0 General compliance

- 10.1 Please provide information on two (2) other contracts you have successfully delivered;

Response:

- 10.2 Please provide the details of 2 references the Town Council could contact where you have successfully delivered similar contracts;

Response:

- 10.3 Termination and Notice period – either party can terminate this agreement by giving one (1) months notice in writing.

11.0 Additional Information

- 11.1 It is the responsibility of the prospective bidder to obtain for themselves, at their own expense, any additional information necessary for the preparation of their quotes.
- 11.2 The Town Council may offer the opportunity to visit, if necessary and/or required by the bidder, any site included in the specification.
- 11.3 The bidder may seek clarification from the Town Council, by way of asking questions of the Deputy Town Clerk via email – roslyn.williams@bridgnorthtowncouncil.gov.uk

Any response(s) to the questions will be provided to all bidders via the Town Council website – www.bridgnorthtowncouncil.gov.uk

- 11.4 The ITQ document must be treated as private and confidential.
Bidders should not disclose the fact that they have been invited to quote or release details of the ITQ document other than on an 'in confidence' basis to those who have a legitimate need to know or whom they need to consult for the purpose of preparing the ITQ.

12. ITQ Submission

The ITQ and all accompanying documents MUST be addressed, in the ordinary course of post, PRIVATE & CONFIDENTIAL to:

Deputy Town Clerk, Bridgnorth Town Council, College House, 4 St Leonards Close, Bridgnorth, WV16 4EJ

To arrive no later than Friday 21st June 2024 at 12 noon.

ITQ's received after noon on that date will NOT be considered.

ANTI-COLLUSION CERTIFICATE

1. We certify that this ITQ is made in good faith, and that we have not fixed or adjusted the amount of the ITQ by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not and we undertake that we will not before the award of any contract for the work:
 - a. Communicate to any person other than the person calling for those ITQs the amount or approximate amount of the proposed ITQ except where the disclosure, in confidence, of the approximate amount of the ITQ was necessary to obtain insurance premium quotations required for the preparation of the ITQ;
 - b. Enter into any agreement or arrangement with any other person that they shall refrain from quoting or as to the amount of any ITQ to be submitted;
 - c. Pay, give or offer to pay or give any sum of money or other valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other ITQ or proposed ITQ for the said work, any act or thing of the sort described at (a) or (b) above.
2. We further certify that the principles described in paragraph 1(a) and (b) above have been , or will be, brought to the attention of all sub-contractors, suppliers and associated companies providing services or materials connected with the ITQ and any contract entered into with such sub-contractors, suppliers or associated companies will be made on the basis of compliance with the above principles by all parties.
3. In this certificate, the word 'person' includes any persons and anybody or association, corporate or incorporate; 'any agreement or arrangement' includes any transaction, formal or informal and whether legally binding or not; and 'the work' means the work in relation to which this ITQ is made.

Dated.....

Signed.....

Print Name.....

Duly authorised to sign ITQ's for and on behalf of.....

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