**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 your submission “Repairs to Sports Hall Floor and Ancillary Works”.
3. **ensure that the Quotation Response is received by the Procurement Unit no later than 12 noon on 2nd November 2020**
4. Any late submissions by email will be disregarded.
5. Failure to observe the instructions above may 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: | | |
| --- | --- | --- |
| 2.1 | 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 |
| 2.2 | 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 |
| 2.3 | 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 |
| NB: 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:

| **Section Headings** | **Maximum Score Available** |
| --- | --- |
| **Quality Assessment** | 70% |
|  |  |
| (Score sub-total – Quality Assessment) | **(70%)** |
|  |  |
| **Price** | 30% |
|  |  |
| (Score sub-total – Price Assessment) | **(30%)** |
| **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**

|  |  |  |
| --- | --- | --- |
| 1. **RESOURCING AND MANAGING THE SERVICES** | | |
| **Question 1:** | **Word Limit: 1000 words** | **Maximum Score: 5 %** |
| Please provide a method statement outlining staff and any sub-contractors, if applicable, who may be used to complete the contract. | | |
| **Answer:** | | |
| **Question 2:** | **Word Limit: 1000 words** | **Maximum Score: 10 %** |
| Please detail how you would manage day to day contact, between yourselves and the Leisure Operator, and how you would manage any modifications to planned work should there need to be any amendments.  This should include describing the daily management routine that will applied to this contract e.g. interaction with our site Operator, on-site management arrangements, allocation of tasks, health and safety, temporary closure of site, interface with service users etc.  Note: Access to complex and working effectively with Leisure Operator is to be maintained to enable customers to use the complex. | | |
| **Answer:** | | |
| **Question 3:** | **Word Limit: 1000 words** | **Maximum Score: 5 %** |
| Provide a delivery programme for the entire works including but not limited to, acquisition of the flooring required to undertake the work, delivery of the works, and handover, without snagging/defect a fully repaired Sports Hall Floor. Bidders are to provide some commentary to confirm proposals in connection with programming and /or delivery and the programme should clearly show planned activities should the Quotation be accepted. | | |
| **Answer:** | | |
| **Question 4:** | **Word Limit: 1000 words** | **Maximum Score: 10 %** |
| Please provided details of the materials and/or suppliers to be used for the execution of the works. The Council wishes for excellent standards of both products (including any third party product warranty) and Works to be carried out therefore your proposal and or intentions should be clearly articulated for consideration. | | |
| **Answer:** | | |

|  |  |  |
| --- | --- | --- |
| **Question 5:** | **Word Limit: 1000 words** | **Maximum Score: 10 %** |
| Please detail how you will ensure that the Council are supplied with any warranty’s that are for your works and the materials being used, including the length of any such warranty’s. | | |
| **Answer:** | | |

|  |  |  |
| --- | --- | --- |
| 1. **PERFORMANCE MONITORING** | | |
| **Question 6:** | **Word Limit: 1000 words** | **Maximum Score: 5 %** |
| Please provide details of what steps you will be put in place to ensure that performance will be maintained and managed throughout the duration of the contract. | | |
| **Answer:** | | |
| **Question 7:** | **Word Limit: 1000 words** | **Maximum Score: 5 %** |
| We value customer involvement and support in the delivery of services. Please describe how your organisation will involve customers and manage feedback. | | |
| **Answer:** | | |

|  |  |  |
| --- | --- | --- |
| 1. **REPORTING** | | |
| **Question 8:** | **Word Limit: 1000 words** | **Maximum Score: 5 %** |
| Please provide details of the standard reporting methodology that you would use for dealing with Complaints, general performance issues, and updates of any changes to staff structure. | | |
| **Answer:** | | |

|  |  |  |
| --- | --- | --- |
| 1. **ENVIROMENTAL** | | |
| **Question 9** | **Word Limit: 1000 words** | **Maximum Score: 5 %** |
| Please describe your approach of disposing waste and or materials arising from the Services being delivered. | | |
| **Answer:** | | |

|  |  |  |
| --- | --- | --- |
| 1. **REFERENCES** | | |
| **Question 10** | **Word Limit: N/A** | **Maximum Score: 10 %** |
| With regards to similar works, 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 – 30%**

Please insert your fixed priced costs in the table below (expanding as necessary), ensuring that you have provided a fixed and firm cost in each of the relevant boxes and a list of costs including: the cost of each item of equipment, labour, time, cost of materials and so on as appropriate including any additional 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.

**Prime Price Breakdown Schedule**

| **ITEM** | **ITEM DESCRIPTION** | **UNIT** | **QUANTITY** | **RATE** | **AMOUNT** | |
| --- | --- | --- | --- | --- | --- | --- |
| **£** | **p** |
| **1.** | Careful removal of depressed areas of Flooring | M2 | 120 |  |  |  |
| **2.** | Preparation of the edges of Flooring to allow the installation of new flooring where the existing has been removed. | M | 132 |  |  |  |
| **3.** | Cleansing of all revealed surfaces and removal of any loose sub-floor / screed material. | M2 | 120. |  |  |  |
| **4.** | Repairs to the Sub-floor / screed. | M2 | 120. |  |  |  |
| **5.** | Seal all exposed surfaces in preparation for the installation of replacement flooring. | M2 | 120 |  |  |  |
| **6.** | Install replacement flooring matching the existing. | M2 | 120 |  |  |  |
| **7.** | Removal, trimming and replacement of Storeroom doors. | No. | 4 |  |  |  |
| **8.** | Repair of Sub-floor / screed in storeroom doorways. | No. | 4 |  |  |  |
| **9.** | Install Aluminium Threshold strips in storeroom doorways | No. | 4 |  |  |  |
| **10.** | Properly dispose of all Waste Arisings | Item | 1 |  |  |  |
| **11.** | **Sub – Total for Works –** Items No. 1 to No. 9 inclusive | | | |  |  |
| **12.** | **15% of Item No.10** as Contingency Sum to be expended in Part, In-Full or Not at All by Kettering Borough Council | | | 15% |  |  |
| **Total of FIXED PRICE**  **Items 1 to 12 inclusive** | | | | |  |  |

**Section 4: FORM OF QUOTATION**

ITQ – Quotation Response for Desborough Leisure Centre – Repairs to Sports Hall Floor and Ancillary Works.

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.

|  |  |
| --- | --- |
| Signed: |  |
| PRINT NAME: |  |
| Job Title: |  |
| Date: |  |
| For and on behalf of: |  |