

Request for Quotation

Title: Trinity Cottages External Refurbishments

Contract Reference Number: XXXXX

Duration of Contract (if applicable): 6 Weeks

Date of Issue: 11th September 2020 Issue Number: XXXXX

Deadline Date: 2nd October 2020

CIoS Contact: Keith Grossett Phone: 01720 424491 Email: Keith.Grossett@scilly.gov.uk

Requirement

Type: Works

Description: Refurbishment and decoration of the external elevations to 1 & 2 Trinity Cottages.

Estimated Contract Value: £20,000

Key Performance Indicators/Measures of Success:

|  |  |  |  |
| --- | --- | --- | --- |
| Type | Description | Measure of Success | Achievement Date |
| Output | Works | Completion of works noted in the schedule of works | 27th November 2020 |
| Output |  |  |  |
| Output |  |  |  |

Response

In completing your quotation please provide the following:

1 A price for delivering the Works Please set out your price in the following layout.

|  |  |
| --- | --- |
| Description | Cost (£) |
|  |  |
| Choose an item. |  |
| Choose an item. |  |
| Total |  |

\*Please note that only the Total Price is evaluated and that any breakdown is purely for budgetary/information purposes

2. All quotes should include the following information:

* Full company name and registered/main address
* Company Registration Number (if applicable)
* VAT number (if applicable)
* Reference to the Council’s Contract Reference Number (See page 1 of this form)

All submissions are to be submitted in a plain sealed envelope marked only with the contract reference number to: The Chief Executive, Council of the Isles of Scilly, Town Hall, St Mary’s, Isles of Scilly. TR21 0LW Quotations are expected to be held for 1 month from the deadline date. The Council reserves the right to conduct a search with a credit reference agency to determine the financial status of the preferred bidder.

Please note that submission of a quotation will be taken as confirmation that you agree to be bound by the terms and conditions of the Quotation Process (Please see Terms and Conditions Document enclosed with this document).

Award

This contract will be awarded to the quotation that demonstrates the lowest total cost.