

**Request for Quotation**

**refurbishment works to 3 x children’s centres**

**(Family Hub’s)**

1. Oundle Children’s Centre, Oundle Library, Glapthorn Road, Oundle, PE8 4JA
2. Penrith Children’s Centre, Penrith Drive, Wellingborough, NN8 3XL
3. Montagu Children’s Centre, Montagu Street, Kettering, NN16 8RX

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# Section 1: Introduction

## General Requirements

* 1. North Northamptonshire Council (hereafter referred to as “The Council”) invites quotations for Children’s Centres minor refurbishment works.
	2. The Council’s detailed requirements are defined in Section 2: Specification.
	3. Please take care in reading this document, particularly the Specification. In the event of any questions or queries in relation to this Request for Quotation (RFQ), please contact the Officer detailed in Table B.
	4. The Council reserves the right to:
		1. carry out due diligence checks on the awarded Potential Supplier.
		2. amend the Conditions of Contract.
		3. abandon the procurement process at any stage without any liability to the Council; and/or
		4. require the Potential Supplier to clarify its quotation in writing and if the Potential Supplier fails to respond satisfactorily, this may result in the Potential Supplier being rejected from the process.
	5. The Council also reserves the right, at any point and without notice, to discontinue the procurement process without awarding a contract, whether such discontinuance is related to the content of Quotation Responses or otherwise. In such circumstances, the Council will not reimburse any expenses incurred by any person in the consideration of and/or response to this document. You make all quotations, proposals and submissions relating to this RFQ entirely at your own risk.
	6. All documents and materials, which comprise the RFQ response, must be written in English only.
	7. Quotations are to remain open for acceptance for a period of 90 days from the Deadline for Submission of Bids.
	8. Potential Suppliers must be explicit and comprehensive, keeping the information provided specific to and locate within the question asked as this will be the single source of information on which responses will be scored and ranked.
	9. **Rights of the Council in Relation to the RFQ**
		1. The Council reserves the right to:
1. Waive or change the requirements of this RFQ at any time during the procurement process without prior (or any) notice being given by the Council.
2. Make changes to the timetable, structure, or content of this RFQ or any other documents associated with this procurement process. Any such changes will be in accordance with the procurement timetable.
3. Abandon the procurement process at any stage without any liability to the Council, or to re-invite responses on the same or any alternative basis.
4. Choose not to award any contract because of this procurement process; and/or
	1. Answer fully all relevant questions and respond in accordance with any specific requests as detailed in the question e.g., maximum word/page limits, etc.
		1. Where the Council has identified word limits, Potential Suppliers are strongly requested to adhere as closely to these as possible. Whilst it is not the Council’s intention to count the number of words a Potential Supplier uses in their responses, if the Council reasonably determines that a word limit has been exceeded, it may take that into account when awarding a score for that question; i.e., words submitted over this limit may/will not be evaluated;
		2. All words in any format (including but not limited to words in diagrams, pictures, maps, tables, and charts) will count towards the word count. Potential Suppliers must state the number of words in any diagram, picture, map, table, or chart directly underneath it. This includes any other method of presentation which is not just text. Potential Suppliers must not attempt to circumnavigate the word limit e.g., by joining up words or using special characters to join words. Words submitted over this limit will not be evaluated.
		3. Submit any attachments requested in an acceptable format to the Council which includes MS Word, MS Excel, MS PowerPoint, JPEGs and PDF files or any file format as specified in the question. Potential Suppliers who wish to submit an attachment in an alternative format must first check with the Council that it will be accepted.
		4. When uploading attachments, please state the question number only in the file title.
		5. Submit any zipped files in WinZip format only.

## Procurement Timetable

* 1. This RFQ follows a clear, structured, and transparent process to ensure a fair and level playing field is maintained at all times, and that all Potential Suppliers are treated equally.
	2. All documents, which comprise any RFQ Response, must be received by the Council no later than the Deadline for Submission of Bids, set out in Table A, below.
	3. The RFQ process is intended to follow the timetable set out in Table A, below.

**Table A**

| Activity | Time and Date(as applicable) |
| --- | --- |
|  | Request for Quotation Documents issued | Monday, 4 November 2024 |
|  | Deadline for Questions from Potential Suppliers | on Tuesday, 12 November 2024 |
|  | Deadline to Provide Answers to Questions from Potential Suppliers | Wednesday, 13 November 2024 |
|  | Start of Site Visit period (if required)\* | Tuesday, 5 November 2024 |
|  | End of Site Visit period (if required)\* | Thursday, 14 November 2024 |
|  | Deadline for Submission of Bids | Thursday, 14 November 2024 |
|  | Evaluation of Bids Received\* | Friday, 15 November 2024 |
|  | Contract Award\* | Friday, 22 November 2024 |
|  | Contract Start\* | Monday, 2 December 2024 |
|  | Contract End\* | Friday, 28 March 2025 |

* 1. The Council reserves the right to amend this timetable, and items marked with an asterisk, i.e. \*, are provided for **guidance only** and are **subject to change** at short notice.
	2. Any RFQ received after the Deadline for Submission of Bids identified in Table A, may be rejected. Therefore, it is the Potential Supplier’s responsibility to ensure that the deadline is not breached.

## Site Visits

* 1. Please advise if you require an additional site visit at your earliest convenience.

## Clarification Questions

* 1. Any queries about this document, the procurement process, or the proposed contract itself, should be referred via the e-mail to the Officer detailed in Table B, below, no later than the Deadline for Questions from Potential Suppliers date found in Table A.
	2. A copy of all requests for clarifications and the responses will be published to all potential suppliers, where the clarification and response are not considered confidential.
	3. If a potential supplier wishes the Council to treat a clarification as confidential and therefore not publish the response to all, it must state this when submitting the clarification. If in the opinion of the Council, the clarification is not confidential, the Council will publish in an anonymised format.
	4. The deadline for receipt of clarifications relating to this procurement is set out in the procurement timetable. Clarifications sent to the Council after this deadline may not be responded to.

## Quotation Responses

* 1. Should you wish to take part in the selection process please complete this RFQ and return to the Officer detailed in Table B, below, no later than the Deadline for Submission of Bids date in Table A.

**Table B**

|  |  |
| --- | --- |
| Name | Denise York  |
| Job Title | Project Manager |
| E-Mail address | Denise.york@northnorthants.gov.uk |

## Evaluation of Quotations

* 1. **THOSE POTENTIAL SUPPLIERS WHO FAIL ANY PASS/FAIL, MANDATORY, COMPULSORY AND/OR ESSENTIAL QUESTIONS WILL be rejected from the RFQ PROCESS.**
	2. Any bids which are not compliant or not completed fully will be rejected. If a bid is eliminated for any reason, the price submitted within the quote concerned shall also be excluded from the evaluation. Based on the information provided by Potential Suppliers, each compliant RFQ Response will be evaluated based on the following criteria:
		1. **Evaluation Method: Minimum Quality Standard. 100% Price**
1. Potential Suppliers must pass all pass/fail questions in Section 3: to be considered. Bids not meeting the minimum standards will be rejected.
2. Price will make up 100% of the evaluation.

# Section 2: Specification

## Introduction and Background

To undertake minor refurbishment works on behalf of the Family Hub team across three different Children’s Centre’s, on behalf of the Council.

## Scope

The scope of works as per the Schedule of Works, to include -

* Redecoration and replacement flooring at Oundle Children’s Centre and Children’s library. Installation of wet pour within the Children’s Garden at the library.
* Replacement shed and canopy roof at Penrith Children’s Centre.
* To supply and install an awning and sunshade at Montagu Children’s Centre.

## Statement of Requirements

All works will be undertaken using JCT Minor Works Building Contract 2024, signed and sealed as a Deed of Contract.

All works, materials, and installations to meet current British Standards and current regulations. All materials to be fitted as per manufacturers guidance.

## Implementation Criteria

To undertake the works in an efficient timely manner as to minimise disruption to the opening hours of the Children’s Centre’s and to allow continuity of services, with the aim to complete all works before March 2025.

All delivery dates must be agreed in advance to ensure appropriate access arrangements are made. Standard operational hours will apply. Parking and site set up to be confirmed and approved with the successful supplier as part of the mobilisation.

## Performance Monitoring and Review/Project Management

Regular communication and progress updates between the successful supplier and the Council will ensure the success of the project. The supplier will be required to confirm installation dates to the Council at the earliest opportunity.

## Appendixes and/or Annexes

* Appendix 1 – Family Hub Schedule of Works
* Appendix 2 – Oundle Children’s Centre Plan
* Appendix 3 – Oundle Library Plan
* Appendix 4 – Oundle Site Plan
* Appendix 5 – Oundle Library Asbestos Survey
* Appendix 6 – Montagu Children’s Centre Site Plan
* Appendix 7 – Penrith Children’s Centre Site Plan

# Section 3: Supporting Information

1. Please complete Section 3 below.

| **General Information** |
| --- |
| **Question 1:** | **Scoring Methodology:** | Question Answered? Yes/No |
| 1.1. (a) | Full name of the Potential Supplier completing Information | Click to enter text. |
| 1.1. (b) (i) | Registered office address | Click to enter text. |
| 1.1 (b) (ii) | Registered website address | Click to enter text. |
| 1.1. (c) (i) | Trading Status | Choose an item. |
| 1.1. (c) (ii) | \*If you selected ‘**Other\***’, please specify | Click to enter text. |
| 1.1 (d) | Date of registration in country of origin | Click to enter date. |
| 1.1. (e) | Company registration number | Click to enter text. |
| 1.1. (f) | Charity registration number | Click to enter text. |
| 1.1 (g) | Head Officer DUNS number | Click to enter text. |
| 1.1 (h) | Registered VAT number | Click to enter text. |
| 1.1 (i) | Trading name(s) that will be used if successful in this procurement. | Click to enter text. |
| 1.1. (j) | Are you a Small, Medium or Micro Enterprise (SME)? | Choose an item. |
| 1.1 (k) | If applicable, details of immediate parent company | Click to enter text. |
| 1.1 (l) | If applicable, details of ultimate parent company | Click to enter text. |

**Please Note:** To avoid any unnecessary duplication for the Potential Supplier, by signing the Declaration at Question 2, you are also signing to confirm the following, as included in this RFQ Response, and all associated subsections therein contained:

1. Section 5: Freedom of Information; and
2. Section 6: Declaration.

| **Contact Details and Declaration** |
| --- |
| **Question 2:** | **Scoring Methodology:** | Question Answered? Yes/No |
| *Potential Supplier contact details for enquiries about this RFQ Response* |
| 2.1. (a) | Contact name | Click to enter text. |
| 2.1. (b) | Name of organisation | Click to enter text. |
| 2.1. (c) | Role in organisation | Click to enter text. |
| 2.1. (d) | Phone number | Click to enter text. |
| 2.1. (e) | E-mail address | Click to enter text. |
| 2.1. (f) | Postal address*including postcode* | Click to enter text. |
| 2.1. (g) | Signature*electronic is acceptable* | Click to enter text. |
| 2.1. (h) | Date | Click to enter date. |

| **Insurance** |
| --- |
| **Question 3:** | **Scoring Methodology:** | Pass/FailPotential Suppliers who answer ‘No’ to any of the levels below will be eliminated from this procurement process. |  |  |
| *Please confirm that your organisation already has or is prepared to obtain the level of insurance cover prior to award of the contract? The levels of insurance cover are indicated below. (Please provide copies of your insurance certificates).*  |
| 3.1. | Employer’s (Compulsory) Liability Insurance at no less than £ 5 million*It is a legal requirement that all Potential Suppliers hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.* | Choose an item. |
| 3.2. | Public Liability Insurance at no less than £5 Million | Choose an item. |
| 3.3. | Professional Indemnity Insurance at no less than £2 Million | Choose an item. |
| 3.4. | Product Liability Insurance at no less than £2 Million | Choose an item. |

| **Requirements under Modern Slavery Act 2015** |
| --- |
| **Question 4:** | **Scoring Methodology:** | Pass/FailPotential Suppliers who answer ‘No’ will be eliminated from this procurement process. |  |  |
| 4.1. (a) | The Council wants to ensure that within your business and its supply chain, there is no servitude or forced labour, slavery human trafficking, arranging or facilitating the travel of another person with a view that a person is being exploited or conducting any activities that contain violation of human rights.Please confirm that your supply chain with regards to this quotation response complies with the Modern Slavery Act 2015? | Choose an item. |

| **UK General Data Protection Regulations (UK GDPR)** |
| --- |
| **Question 5:** | **Scoring Methodology:** | Pass/FailPotential Suppliers who answer ‘No’ will be eliminated from this procurement process. |  |  |
| 5.1. | The Council wants to ensure that within your business and/or in its supply chain, the processing of personal data and processes in relation to this contract are complaint with the requirements of the UK General Data Protection Regulations (UK GDPR) and Data Protection Act.Please confirm that you and your supply chain with regards to this RFQ response comply with all applicable data protection legislation including but not limited to the UK General Data Protection Regulations (UK GDPR) and Data Protection Act. | Choose an item. |

| **Carbon Reduction** |
| --- |
| **Question 6:** | **Scoring Methodology:** | Pass/FailPotential Suppliers who answer ‘No’ will be eliminated from this procurement process. |  |  |
| 6.1. | Please can you confirm that you have read North Northamptonshire Council’s Carbon Management Plan?The Council's Carbon Management Plan can be found here: <https://www.northnorthants.gov.uk/climate/carbon-management-plan>  | Choose an item. |

| **Carbon Reduction** |
| --- |
| **Question 7:** | **Scoring Methodology:** | Pass/FailPotential Suppliers who answer ‘No’ will be eliminated from this procurement process. |  |  |
| 7.1. | Please confirm that, if successful, you will put measures in place to assist the Council in achieving their target of becoming carbon neutral by 2030? | Choose an item. |

| **Carbon Reduction** |
| --- |
| **Question 8:** | **Scoring Methodology:** | Pass/FailPotential Suppliers who answer ‘No’ will be eliminated from this procurement process. |  |  |
| 8.1. | Please confirm that your organisation is taking steps to reduce your Greenhouse Gas Emissions over time and is publicly committed to achieving Net Zero by 2050? | Choose an item. |

| **Carbon Reduction** |
| --- |
| **Question 9:** | **Scoring Methodology:** | Information Only |  |  |
| 9.1. | Please provide your Net Zero target date | Select a date. |

| **Examples** |
| --- |
| **Question 10:** | **Scoring Methodology:** | Pass/Fail | **Word Limit:** | 500 words |
| Please provide examples of similar projects that your company has delivered.  |
| **Answer:** |
| Click to enter text. |
| **Word Count:** | Enter no. |

| **Programme** |
| --- |
| **Question 11:** | **Scoring Methodology:** | Pass/Fail | **Word Limit:** | 500 words |
| Please provide a programme demonstrating your approach to the project, including timescales?  |
| **Answer:** |
| Click to enter text. |
| **Word Count:** | Enter no. |

| **Project Delivery & H&S**  |
| --- |
| **Question 12:** | **Scoring Methodology:** | Pass/Fail | **Word Limit:** | 500 words |
| Please provide your approach to site set-up for this project, noting the nature of site operations, particularly addressing deliveries, site security, waste and the management of sub-contractors?  |
| **Answer:** |
| Click to enter text. |
| **Word Count:** | Enter no. |

# Section 4: Pricing Sheet

## Pricing and Costs

* 1. Please complete the detailed price breakdown in the Schedule of Works, under Appendix 1.

* 1. All prices quoted must exclude VAT.
	2. Should you be successful, your fixed cost for the contract must be included in your RFQ Response and any costs which are not included will not be met by the Council either before or during the contract.
	3. Where the Council considers a price to be abnormally low, it may seek clarification and/or an explanation from the Potential Supplier, and the Council may reject any RFQ Response, at its absolute discretion, if it appears to be unreliable.
	4. The Potential Supplier with the lowest overall compliant price will be awarded the full Price score. All other RFQ responses will be scored in accordance with the following calculation:

$$=Price Weighting-\left(\frac{Your submitted price-lowest submitted price}{Your submitted price}\right)x 100$$

* + 1. An example is provided in Table **C**, below. This example is based on a 100% price weighting, where the lowest compliant price is £100,000.

**Table C**

| **Potential Supplier No.** | **Potential Supplier Price Offer** | **Price Calculation** | **Price Score** | **Rank** |
| --- | --- | --- | --- | --- |
| Potential Supplier 1 | £100,000.00 | =100%(lowest compliant price) | 100 | 1 |
| Potential Supplier 2 | £125,000.00 | =100-((125,000-100,000)/125,000)\*100 | 75 | 2 |
| Potential Supplier 3 | £150,000.00 | =100-((150,000-100,000)/150,000)\*100 | 50 | 3 |

# Section 5: Freedom of Information

1. Information in relation to this RFQ may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000 (“The Act”) and your organisation details will be disclosed and/or published where the expenditure is over £500, as per the Government Transparency agenda.
2. Potential Suppliers must state if any of the information supplied by them is confidential and commercially sensitive or should not be disclosed in response for the Information under The Act. Potential Suppliers must state why they consider the information to be confidential or commercially sensitive.
3. Note that inclusion below will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in The Act. Note that the Declaration for this Section has been completed and signed at Section 3, Question 2.1 (g) of this document.

| **Information/Document** | **Reference/Page No.** | **Reasons for Non-Disclosure** | **Duration of Confidentiality** |
| --- | --- | --- | --- |
|  | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
|  | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
|  | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
|  | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |

# Section 6: Declaration

1. By signing Section 3, Question 2.1. (g) I hereby declare that:
	1. I am signing on behalf of the Company named at Section 3, Question 1.1 (a) and am duly authorised to do so.
	2. to the best of my knowledge, the information provided is complete and accurate.
	3. the price in Schedule of Works is our best offer.
	4. no collusion with other organisations has taken place in order to fix the price.
	5. that there is no conflict of interest in relation to the Council’s requirement.
	6. the requirement be subjected to the JCT MW Contract 2024.
	7. that no goods, supplies, services and/or works will be delivered or undertaken until both parties have executed the formal contract and an instruction to proceed has been given by the Council in writing; and
	8. I understand that the Council may reject my submission if there is a failure to answer all relevant questions fully or if I provide false and/or misleading information.

# Section 7: Due diligence

* 1. The Council will undertake its due diligence in advance of any contract award.
	2. The preferred Potential Supplier(s) will not be awarded the Contract until the Council is satisfied with any further checks and due diligence it has carried out and these will need to be acceptable to the Council before a contract can be awarded. The Council reserves the right to disqualify any Quotation Response which is incomplete.
	3. Due diligence may include credit checks in relation to the preferred Potential Supplier(s) (including each member of any consortium and of any key sub-contractor). This is important to the Council to ensure that any organisation who wishes to enter a contract with the Council will be in a position to provide the goods, services and/or works on an ongoing basis as agreed within any contract. The Council works with external credit agencies to provide these financial checks.
	4. The Council reserves the right to reject a Potential Supplier from the procurement process, where any findings from the Council’s due diligence reveal a serious concern or risk for the Council that cannot be remedied in a reasonable amount of time before award. Potential Suppliers are strongly encouraged to check and manage their financial score within the industry.
	5. The Council reserves the right to revisit any selection criteria questions at any time before award stage, where the Council believes there is a risk that selection responses might have changed. The Council reserves the right to disqualify any Potential Supplier who no longer meets the selection criteria if it originally led to them continuing in the procurement process.

# Section 8: CONTRACT AWARD

1. The Council will notify all Potential Suppliers of its intention to award a contract.

1. The following documents shall form part of the contract between the Council and the successful provider(s):
	* 1. Schedule of Works
		2. JCT Minor Works Building Contract 2024
		3. All Appendices