

# Request for quotation

## MQ078 Sports Therapy Lighting Replacement

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## CONFIDENTIALITY STATEMENT

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Thank you for your consideration, City College Plymouth.

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## OPEN PROCEDURE

The College fully adheres to the requirements of the Public Contracts Regulations 2015, including for opportunities which are under threshold amounts.

Any Contractor who directly or indirectly canvasses any Member or Officer of the Institution, or advisor concerning the award of the contract for the provision of the services, or who directly or indirectly obtains or attempts to obtain information from any such member or Officer concerning any Tender or proposed Tender for the service will be disqualified from having his/her Tender considered.

## SUBMISSION DETAILS

### SUBMISSION DEADLINES

All submissions for responding to this Mini Quote must be submitted via email as stated below, no later than:

**6<sup>th</sup> July 2018**

**12:00 Noon**

Any submissions received after this date will not be considered.

### SUBMISSION DELIVERY ADDRESS

All submissions should be submitted electronically as below

### SUBMISSION QUESTIONS AND CLARIFICATIONS

You may contact the following person if you have any questions or require clarification on any topics covered in this Request for Quotation: 4 July

**Adam Baker**

Procurement Officer

Phone: 01752 856 829

Email: [tenders@cityplym.ac.uk](mailto:tenders@cityplym.ac.uk)

All correspondence during the Tender should be channeled via the Procurement Officer using the above details only. Bidders found to have gained an unfair

advantage shall be disqualified from the current opportunity and future opportunities with the College for a minimum of four (4) years.

## ELECTRONIC SUBMISSIONS

Electronic submissions in response to this Request for Quotation will be accepted as long as they meet the following criteria:

Sent via email to: [tenders@cityplym.ac.uk](mailto:tenders@cityplym.ac.uk)

Document standards:

- Text must be in Microsoft Word format;
- Price tables must be in Microsoft Excel format (using pricing schedule in Appendix A);
- Supportive evidence may additionally be submitted in PDF format;
- Images, Designs, and other supporting evidence may be in either JPEG or PDF format
- Appendix D: Signed Agreement Acceptance and Declaration.

*Please note that the College is able to accept submissions sent in a compressed or ".zip" file format, so long as the files contained meet the standards described above.*

### WARRANTY:

By submitting your tender bid, you are warranting to the College that you have not breached our canvassing or soliciting clause.

If any successful tenderer awarded a contract is found to have provided an inaccurate warranty, then the College reserves the right to terminate the awarded contract with immediate effect and re-tender the contract from which the successful tenderer will be excluded from re-bidding and shall be disqualified from any future opportunities for a period of four years.

## INTRODUCTION AND EXECUTIVE SUMMARY

The College is looking to appoint a contractor to upgrade the existing lighting in the sports therapy room to New LED lighting.

The anticipated value of the supply contract will not exceed £25,000. However, in the interests of open competition the opportunity will be advertised on the government portal 'Contracts Finder'.

## BUSINESS OVERVIEW AND BACKGROUND



The College operates on three sites within the city. The College operates year round, with opening times from 0800-2100 on some days.

City College Plymouth's Estate includes 3 sites;

**Kings Road 24,321m<sup>2</sup>**

Consisting of 8 buildings including an 8 story tower block.

A new 5 floor 4,500m<sup>2</sup> stem centre opened in July 2017

**Picquet Barracks 1706m<sup>2</sup>**

Distributed across 7 different buildings at the site including a 2 story building.

**Pace 569m<sup>2</sup>**

2 story building located in the city centre.

OUR VISION ... IS WHERE OUR FUTURE LIES

We are a College with a national reputation for promoting enterprise, employability and science, technology, engineering and mathematics (STEM).

OUR MISSION ... IS WHAT WE FOCUS ON EACH AND EVERY DAY

To be the South West's leading provider of innovative, technical, professional education and training by supporting partnerships for growth, raising aspirations and fostering wealth creation

BACKGROUND

City College Plymouth is one of the largest providers of innovative, technical and professional, education in the South West with a national reputation for promoting enterprise, employability and science, technology, engineering and mathematics (STEM). The College plays a central role in the educational, cultural and economic life of the region and works with strategic partners to facilitate growth, raise aspirations and foster wealth creation.

The College was awarded the Teaching Excellence Framework Gold award for its university-level provision and its most recent Ofsted inspection confirmed that the College continues to be 'Good' with outstanding features. The College was rated first in the SouthWest and second nationally for student satisfaction in the latest FE Choices student satisfaction survey.

City College supports the region's employers with their award-winning Apprenticeship provision, as well as providing a range of courses and bespoke training programmes which enable employees to upskill or retrain to better support their business' requirements. Their successful partnership working with the local

business community resulted in a 99.5% satisfaction rate in the Government's national 'FE Choices employer satisfaction survey 2016 to 2017' - placing them first in the country for general further education colleges.

City College Plymouth offers a wide range of academic and vocational courses in a variety of subjects. The total number of students supported by the College in 2016/17 was 12,533 - which comprised: 3,569 full-time students, including 765 higher education students and 179 non EU students; 8,964 part-time students; and 1,599 apprentices. The College also employs over 700 staff.

## REQUIREMENT

### **The approximate value of this work is £5,000**

To replace the existing lighting in the Sports Therapy Clinic at the Kings Road site with new LED lighting and to the new layout (Appendix B), and rewire circuit to existing circuit board. The work will involve having to temporarily remove some sections of the curtain tracks for access. The old lighting must be removed for disposal. Contractor is responsible for all incidental work to access and for provision of access equipment.

### **Work Content**

1. Remove relevant sections of curtain tracks for access.
2. Remove existing lighting. Dismantle lighting to separate electronics from metal carcass. Contractor is responsible for disposal of all parts.
3. Remove existing wiring back to local distribution board and rewire circuit with LSF cable to suit the new layout.
4. Renew light switches with MK or equal and approved.
5. Install new LED lighting according to the attached layout (Appendix B). The College has commissioned Fitzgerald Lighting to prepare the specification for the luminaires, but these are for contractors information only. Luminaires of equal quality and performance may be offered. Should alternative fittings be selected, it will be the contractors responsibility to check the layouts of spaces and light levels required and to supply all necessary lux plots to prove the design prior to installation. All products shall be from an equal and approved brand with good local parts availability. Inferior quality products will not be acceptable.

## TIMESCALES

This work is required to take place w/c 23rd July.

## SECURITY

The College requires that all contractors, prior to undertaking work on the College site, will have been subject to a (DBS) English Disclosure Barring and Services check. This requirement may be suspended where works are undertaken during the college holiday breaks or outside of the main school week, providing the College is satisfied any risk to students who may be on site for revision or taster sessions is adequately managed.

All staff on site will be required to comply with health and safety requirements at all times and to wear appropriate identification.

All staff will be required to sign in and sign out when on College premises.

## SPECIFIC CONDITIONS APPLICABLE TO THIS QUOTATION

### HEALTH & SAFETY

All work must be carried out in a safe manner, and in accordance with all relevant Health & Safety Regulations, without risk of harm to the people carrying out the work, students and staff of the college, and members of the public.

The College operates a Signing In/Out, and a permit to work system which must be strictly adhered to.

The contractor is responsible for arranging all safe access to work areas (e.g. scaffolding) and for maintaining safe working conditions (e.g. edge protection, temporary lighting) within the work area.

### CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015

The Contractor must comply with the requirements of the CDM Regulations and notify the other parties to the contract immediately it becomes aware that they are or likely to be in breach of these Regulations.

All building and maintenance work now falls under CDM Regulations.

All building and maintenance work will now require a Construction Health & Safety Plan, even if it is not notifiable. The level of detail and planning required will be proportionate to the scale and complexity of the project.

All projects involving more than one Contractor must have a Health & Safety File.

Projects will be notifiable to the HSE where:-



- The work will last longer than 30 working days AND involve more than 20 workers on site simultaneously.
- OR
- The work exceeds 500 person days.

The Contractor must notify the Contract Administrator in writing, with their quotation or tender, if they foresee the above criteria for notification being exceeded during the works. The Contractor must also notify the Contract Administrator if they foresee that additional contractors are required to complete the work.

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#### NOISE CONTROL

The Contractor shall comply with The Noise at Work Regulations 1989. He must take all reasonable steps to control and curtail the level of noise whilst carrying out the works.

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#### ENVIRONMENTAL

All work must be carried out with a responsible attitude to environmental concerns. All waste arising from the work is the responsibility of the contractor, and must be handled and disposed of in accordance with the current waste and all relevant environmental legislation.

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#### PROVISION OF MATERIALS, PLANT AND EQUIPMENT

- Unless otherwise specified, the contractor must supply all materials, plant, tools and equipment required, to effectively complete the works detailed in this specification.
- For all equipment, fittings and accessories, where a manufacturer is not specified, good quality units compliant with the relevant British Standards and EN Standards must be used.
- Any deviation from the specified fitting's, must be agreed with the Estates Engineer.

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#### CONDUCT OF WORK

The Contractor is to plan his work so as to cause minimum interference to the use of the occupied premises, and co-operate with persons occupying these premises.

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#### DELIVERY OF PLANT AND MATERIALS

The contractor is responsible for the supply, delivery and off-loading of all plant, materials and equipment into final positions. The contractor must liaise with site services staff to identify suitable storage areas, although these cannot be guaranteed.

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## CERTIFICATION AND FORMS OF COMPLETION

The Contractor is to prepare all forms of completion as prescribed in the relevant section of the current IEE regulation.

- The NICEIC or NAPIT forms are preferred.

The forms are to be presented in a clean condition, electronically preferred

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## ELECTRICITY AT WORK ACT 1989

The contractor is to comply with the Act at all times. If LIVE WORKING cannot be avoided, the contractor is to inform the Estates Engineer of the reasons and the proposed action to be taken, to implement a safe system of working.

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## SITE PROTECTION AND CLEANING

The Contractor at commencement shall adequately screen the area of work at high and low levels to prevent the spread of air-borne dust/debris.

On completion of the works, all surfaces within the following areas are to be cleaned:-

- The area of the works
- Any areas affected by the transmission of dust/debris etc. from the works
- Any areas affected by the movement of operatives etc. in and around the building.

All other areas are to be cleaned to a standard equivalent to that existing immediately prior to the commencement of the works. Contractors are to allow due time during the contract for the cleaning operation to be completed within the contract period.

## WRITTEN SUBMISSION

We also require a written document which details your company offer with particular interest to the following areas. This submitted document will be scored as per the table on page 12.

- How you would meet our requirements having regard to the luminaire specification, including the products you would propose.
- Your ability to meet our timescales.
- Your contribution to Sustainability, the Environment and Corporate Social Responsibility including Modern Slavery

## PRICING

Your pricing should be submitted using Appendix A.

The data provided in Appendix A **should not** be considered a commitment to purchase, services will only be ordered on award of contract.

## TERMS AND CONDITIONS

The College's normal business terms are 1-2 months from the date of invoice. Payment will become due subject to the above upon the College's full acceptance of the goods/services. This Request for Quotation and any resulting purchase order will be subject to the College's General Terms and Conditions of Purchase of Goods/Services – see Appendix C.

## VALIDITY

Bidder's offers should be open and valid for acceptance for a period of no less than Thirty 30 days from the date of submission.

## SELECTION CRITERIA

The successful supplier will have provided the Most Economically Advantageous Tender (MEAT) to the college. It should be noted that the bidder with the lowest submitted prices will not necessarily be down-selected. All bidders will be notified via email of the results of the outcome no later than 90 days from the date of submission. The date of contract award will be provided within that email.

The marking criteria is as follows:

Category	Weight
Price	87%
Technical Specification	7%
Lead in times/ability to meet timescales	3%
Sustainability, the Environment and Social Responsibility	3%

Please see table below for more details on the scoring method.

#### AWARD PRICE

Lowest quote price divided by quote price multiplied by 100

#### WRITTEN SUBMISSION

Assessment	Score	Interpretation
<b>Excellent</b>	4	<i>Comprehensive response supported by examples Description fully supported by details that demonstrate the applicant's ability to provide the required services.</i>
<b>Good</b>	3	<i>Broad response supported by relevant examples. Description well supported by details that demonstrate the applicant's ability to provide the required services.</i>
<b>Satisfactory</b>	2	<i>Reasonable response supported by some evidence. Description adequately supported by details that demonstrate the applicant's ability to provide the required services.</i>
<b>Poor</b>	1	<i>Limited response not well supported by evidence. Description inadequately supported by details that demonstrate the applicant's ability to provide the required services.</i>
<b>Unacceptable</b>	0	<i>No response or insufficient information provided.</i>

#### ASSESSMENT OF QUOTATIONS

Bidders must ensure that their quotation fully addresses all information requested within this RFQ document. Bidders must ensure that any quotation fully meets the specification required. The College reserves the right to discount any quotation which does not fully meet the specification.

The College reserves the right to seek clarification with bidders upon receipt of quotations.

## **FREEDOM OF INFORMATION ACT 2000**

Under the Freedom of Information Act 2000 the College cannot guarantee that information provided by bidders during the course of this RFQ procedure or any resulting contract will be held a confidential. The College will not routinely release information to interested parties unless required to do so in order to meet our statutory obligations.

## **GENERAL DATA PROTECTION REGULATION (GDPR) 2018**

All bidders must comply with the General Data Protection Regulation (GDPR) 2018 in respect of using and processing personal information. Bidders must have in place technical and organisational safeguards to protect personal data from unauthorised use, disclosure or loss.

## **AGREEMENT CONDITIONS ACCEPTANCE AND DECLARATION**

Bidders are required to sign and return the attached Agreement Conditions Acceptance and Declaration.

## **SUPPORTING DOCUMENTATION**

Appendix A: Pricing Schedule

Appendix B: Sports Therapy Suite - Design

Appendix C: City College Plymouth Standard Terms & Conditions

Appendix D: Agreement Conditions Acceptance Form