**Tendring District Council**

**Request for Quotation (RfQ)**

**Specification**

**TDC Sports Facilities-**

**Air Conditioning Compliance**

**07/2022**

**Please complete in full and return by 12 noon on 08/08/2022 to**

[tenderbox9@tendringdc.gov.uk](mailto:tenderbox9@tendringdc.gov.uk)



1. **RfQ Guidance, Instructions & Declaration**

**Air Conditioning Compliance**

* 1. **RfQ**

Tendring District Council invites you to submit a quotation for this requirement by E-mail.

This RfQ comprises:

* RfQ Guidance and Instructions (this document)
* Appendix A – Declaration (this document - see below)
* Appendix B - Specification
* Appendix C - Terms and Conditions of Contract
* Appendix D – Data Protection
* Appendix E - Pricing
* Appendix F – Freedom of Information

In consideration of the opportunity to participate in this RfQ conducted by Tendring District Council (“Authority”), your company ("Invitee") agrees to the following terms and conditions:  
  
**A.** The Authority reserves the right to amend, modify or withdraw the email RfQ. The Authority reserves the right to accept or reject all or part of your proposal. The Authority is not liable for any costs incurred by the Invitee in the preparation, presentation, or any other aspect of the Invitee's bid. The Authority will not reimburse any expense incurred by you in preparing your bid. Invitees take part in this e-mail RfQ entirely at their own risk and cost.  
  
**B**. All quotes which the Invitee submits through the email RfQ are legally valid quotations without qualification, except for data entry errors. All rates and prices quoted must exclude VAT and must be in sterling.  
  
**C**. The Invitee shall keep the email RfQ content, other confidential materials provided by the Site and/or the Authority, and all bids provided by the Invitee or another participating organisation in confidence and shall not disclose the foregoing to any third party.   
  
**D**. The Invitee should ensure that they read and digest all of the required actions and appropriate deadlines and any subsequent communications.

**E**. All communications, enquiries, questions or requests for clarification by the Invitee should be addressed in writing to the e-mail addressThe Invitee should note that the Authority will not respond to any enquiry, question or request not submitted in this manner.

**F**. The terms and conditions of this element shall survive completion of the email RfQ.   
  
**G**. Quotations for part or parts only of the service or for different standards or frequencies of service or made subject to alternative or additional terms or conditions may be rejected, or may be rejected for the reasons of such alterations or additions only.   
  
**H.** Invitees are expected to keep the RfQ quotation valid for acceptance for a period of 120 days from the RfQ closing date.

If the Invitee has any questions on the RfQ then you will need to e-mail the Authority on the following address to clarify and respond to your question

[michael.banahene@essex.gov.uk](mailto:xxxxxxx@tendringdc.gov.uk)

Please note that any request to vary the terms of the contract including insurances must be raised by way of clarification. The Authority will not negotiate the terms of the Agreement after contract award.

The Invitee should be aware that this RfQ is based on a standard template that has been customised for this particular requirement.

**1.2 Form of Contract**

This RfQ and any Tendring District Council documents referred to in this RfQ will form the Contract. Where there is any conflict between the Invitee’s RfQ Response and Tendring District Council’s documents, Tendring District Council’s documents shall take precedence.

The Invitee will need to complete the Declaration at Appendix A in full in order to submit a compliant response under the RfQ process. This is because the subsequent Contract will be formed by the Invitee’s RfQ response and other documents referred to in this RfQ. A separate Contract will not be issued.

Any concern regarding the terms of the contract should be raised before submitting your final RfQ response. No amendments can be submitted as part of the Invitee’s RfQ response.

1. **Specification (Appendix B)**

The requirements document (specification) has been provided. Please read the document in full before completing your quotation.

The Specification can be found at Appendix B.

1. **Terms & Conditions of Contract (Standard) (Appendix C)**

Please ensure that you have read and understood the attached Terms and Conditions.

1. **Data Protection Compliance (Appendix D)**

To ensure that the Authority’s information is handled securely please complete the attached Data Protection Compliance Questionnaire – Self assessment.

Questionnaire to be downloaded completed and reattached to your email response.

1. **Pricing (Appendix E)**

Please complete the Pricing Matrix (Appendix E) and submit with your RfQ.

Please submit your total price here £……….

All prices should be exempt of VAT and include any expenses

1. **Freedom of information (Appendix F)**

The Invitee is required to read and complete the attached Freedom of Information table as part of their submission if they consider that their submission contains confidential information.

Please include your completed Freedom of Information table in your submission if applicable.

**Appendix A – Declaration**

Please confirm that you have read, understood and accept the contents of this RfQ, including the Specification, the Terms and Conditions, and any other attachments referred to herein (collectively referred to as the ‘Contract’)

Please respond to this question by ticking or typing ‘Yes’ in the relevant box and completing the information box below in full.

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |
| Details of the person confirming Yes or No:  Name:  E-Signature:  Job Title:  E-mail Address:  Contact Number:  Main Office Number:  Full Postal Address: | | | |

**Contact**

Please confirm who will be the main contact for this contract and provide the following full contact details?

Please respond to this question by completing the box below in full.

|  |
| --- |
| Name:  Job Title:  E-mail Address:  Contact Number:  Main Office Number:  Full Postal Address: |