

Request for Quotation

For Purchases Valued between £25,000 and £100,000

Summary Information

Reference number	{reference, if required can be anything you like}
Notice Title	Ethelred Towers – Lobby Area Refurbishment on 3 Blocks
Quotation request date	3 February 2017
Closing date	24 February 2017
Anticipated contract start date	3 April 2017 – to be confirmed
Anticipate contract end date	31 May 2017
Is this a smaller part of a primary contract	No
Lowest value (£)	60,000
Highest value (£)	(optional)
Is it suitable for SME and/or VCSE	Yes
CPV Code (if known)	(Contracts Finder provides a list of codes with full descriptions in a drop-down menu)

Officer Name	Garry Dickson	Phone	0207 926- 8144
Directorate	Neighbourhoods & Growth	Address	London Borough of Lambeth The Chartwell Building, 2nd Floor 61-65 Paulet Road London SE5 9HW
Team or Section	Capital Delivery	E Mail	gdickson@lambeth.gov.uk

The London Borough of Lambeth Needs to Procure:

Quantity	Description
To undertake Lobby Refurbishment works on 3 Blocks in Lambeth.	<p>Lambeth require 3 lobby areas to be refurbished at the base of Brittany, Elkington and Ward Point. The work is a joint venture with residents of the Ethelred Tenants and Residents Association (ETRA) and the council. The design process is underway and residents are involved in this process also.</p> <p>Floor and wall tiles as well as ceiling and ceiling lights have been specified and provisional sums have been obtained and will have to be used. These costs form part of the overall specification.</p> <p>At present, there are three proposed designs being considered. Tenderers are to set out a cost estimate of the works, subject to the final chosen design, once agreed. Please note that the final chosen design will be repeated in all three lobbies. Samples from the designer are available to be viewed and this can be arranged from the contact information that follows.</p> <p>We will commission Asbestos Surveys first and the cost of these should not be included in your figures. The start date of the Lobby Refurbishment project is subject to the council carrying out fire upgrade to doors on these blocks. The final completed dates will be notified to the winning contractor.</p>

Payment Terms:	
Any Other Conditions:	

Lambeth's Standard Terms and Conditions of Contract:	(direct the supplier to the Lambeth website for standard terms of purchase , if applicable)
Quotation Evaluation Methodology:	Price + Quality <input checked="" type="checkbox"/> Lowest price <input type="checkbox"/> We recommend to consider whole lifetime costing as well as risks and dependencies. If required, please seek advice from your procurement team.

Note to Suppliers

Please use the following page to provide details of your offer to the Council. Prices should be shown exclusive of VAT and inclusive of carriage and delivery and all discounts.

Supplier are required to complete and return the below declaration. Quotes will not be accepted unless it is fully completed. The Details of Quote section can be removed if you intend to submit a written price/quote via your quote system, on headed paper or via email.

Description (Specification)																
<p>Details of the scope of the project are as follows:</p> <ol style="list-style-type: none"> 1) To remove and dispose all existing ceiling grid tiles to areas agreed and make good any deformities in the existing substrate prior to new ceiling. 2) To supply and install new ceiling to the areas agreed in compliance with the chosen design as well as ensure it is fully connected with test certificates provided. 3) To supply and install new lighting and connect power supply to this ceiling and anywhere else specified in the chosen design. 4) To supply all wall and floor tiles inclusive of corner trim to designer's specification. 5) To remove any existing tiles and carry out any necessary preparation work prior to commencing tiling, including stripping back and preparing the surface to receive new tiling. 6) To supply all adhesive labour and grout to install tiles in compliance with chosen design. 7) To remove and replace all signage as agreed with designer to agreed areas. 8) To paint all areas needed to designer's specification. 9) To replace carpet to lobby mat wells. 10) To store all rubbish safely and to be removed at frequent intervals. 11) Where needed ensure correct signage and barriers are in place for resident's safety. 12) To minimise disruption to all residents and retain access to the flats at all times. <p>Works will need to be carried out during the day between the hours of 8am – 5pm and so Bidders will need to address how health & safety/site management of the working areas will be managed. Please note that the towers adjoin a major construction site and parking for deliveries etc is restricted and should be co-ordinated with the council's contractor on the adjacent site.</p> <p>Please submit a proposal to undertake these Lobby Refurbishments based on the following template for X3 lobbies.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 70%; padding: 5px;">Item</th> <th style="width: 30%; padding: 5px;">Cost</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Labour</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;"> </td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Tiling</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Ceiling/electrics</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Painting</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Rubbish removal</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Total</td> <td style="padding: 5px;"></td> </tr> </tbody> </table>	Item	Cost	Labour				Tiling		Ceiling/electrics		Painting		Rubbish removal		Total	
Item	Cost															
Labour																
Tiling																
Ceiling/electrics																
Painting																
Rubbish removal																
Total																

Item	Cost
Materials	
Tiles	£24,120,00
Ceiling/lights	£15,000
Painting	
Signage	
Total	
Works Total	

It is possible for us to arrange a viewing of these blocks and the lobby area in order to assist you in your quotation. If you are interested in doing so or you have any queries relating to the project, please contact:

Garry Dickson
Project Manager
Tel: 0207 926 8144
Email: gdickson@lambeth.gov.uk.

If you have any procurement queries, please contact:

Adelle Pobee
Project Co-ordinator
Tel: 0207 926 6951
Email: adellepobee@yahoo.co.uk

Your ability to carry out these works to minimum disruption to all residents is imperative as is the overall resident satisfaction of the completed works.

A number of Appendices are attached and uploaded with this Request For Quotation Form (RFQ) to assist you in having a good understanding of the expectation of the project.

Evaluation Criteria

The Request for Quotation will be evaluated on the basis of 60% Price and 40% Quality.

On Price the lowest project cost quote will be awarded 60 points with other quotes scored proportionally less on the basis of the difference between their tender and the cheapest quote.

On Quality please submit a project delivery method statement of no more than 4 sides of A4.

1	Approach to project delivery (Please cover the areas of: Resourcing, Site Management arrangements during core hours, Quality control, Risk Assessment, Adherence to Health & Safety etc.)	30 %
2	Experience of delivering similar projects -please provide two references with e-mail and phone contact details	10 %

Each question will be scored on a range 0-5 with 0 = unsatisfactory and 5 = excellent response. These scores will be weighted according to the above % weightings producing a quality score out of 40. Price and Quality scores will be added together and the project awarded to the highest scoring submission.

Timetable

Activity	Date Due
Return for Quotation Issued	3/2/2017
Request for Site Visit	Up to 20 February 2017
Quotation Submission Date	24 February 2017
Successful Contractor to Commence Work	To be Confirmed
Project Completion	To be Confirmed

Please submit your Quotation by 24 February 2017 no later than 5:30pm to the below email address:

apobee@lambeth.gov.uk

Terms and Conditions

If your quote is for the supply of goods you can use the terms & conditions as per the following link. [standard terms of purchase](#), If your quote is for services it might be better to consider Lambeth's standard terms and conditions which are embedded below.

Quotation Submission

For Completion by the Supplier

(Supplier Name)

Quotation Submission Date:		Phone:	
Contact Name:		Fax:	
Department (if needed):		E Mail:	
Address:			

Our firm does hereby offer to supply the following supplies / services [please delete as appropriate] as per the delivery schedule above. We include the fixed prices in the table below; prices shown are exclusive of VAT and inclusive of carriage and delivery and all discounts:

Details of Quote

Description	Price Per Item, Day or Instance	Total Price

This quotation will remain valid until [insert date], from the Quotation Submission Date above.

Supplier Declaration

After you have completed this form, please read the statements below and agree to the following statements:

- I have read and understood Lambeth's procurement guidance for suppliers, "[Selling to the Council](#)"
- I accept the Terms and Conditions indicated on this form
- If I am selected to provide the above services and/or supplies this form and the information on it will form part of my contract with the London Borough of Lambeth
- If I am selected to provide the above services and/or supplies I will complete the Council's Supplier Self Certification form. Failure to complete this form will result in my quotation not being accepted
- Lambeth is under no obligation to accept the final results of the quotation competition or the lowest price for any particular item submitted by a supplier
- Non-delivery of services or products will result in non-payment by the Council
- False representation could result in de-selection from any competition or termination of contract
- It is a criminal offence to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body. I understand that any such action will empower the Council

to cancel any contract or commission currently in force and may result in my exclusion from future work

- Lambeth has the right to use this information for the prevention and detection of fraud

If you understand and agree to these statements please check the box below. By checking the box you also certify that the information you have supplied is accurate to the best of your knowledge, has been prepared by your firm with the absence of collusion and that you accept the conditions and undertakings in this form. If you do not check the box you will not be able to work with the London Borough of Lambeth:

Yes