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**e-Quotation Form**

**To carry out REFURBISHMENT, ROOF, electrical**

**and mechanical works**

**As DETAILED WITHIN THE Schedule of works**

**GAINSBOROUGH ROAD RESOURCE CENTRE**

Gainsborough Road, Corby, NN18 0QP

|  |  |
| --- | --- |
| **Owner’s Name:** | Louise Shivers – [louise.shivers@northnorthants.gov.uk](mailto:louise.shivers@northnorthants.gov.uk) |
| **Date Circulated:** | Friday 17th November 2023 |
| **Return Date/Time:** | Midday Monday 11th December 2023 |
| **Awarded:** | To be confirmed |
| **Start Date:** | 4 weeks from contract award |

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## Introduction and Notes to Potential Suppliers

* 1. Please find below an invitation to quote for the above-mentioned contract.
  2. Your response MUST be returned to the Authorised Officer at the e-mail address included at Section 2, **not later than 12:00 noon on Monday 11th December 2023.**
  3. Late quotations may not be considered.
  4. If you decide you do not wish to complete the quotation process, the Authorised Officer must be contacted to enable a reserve Potential Supplier to be invited. Failure to do so may mean you are not invited to quote for future work.
  5. Quotations shall remain open for acceptance for a minimum of 30 days. The Council expects to determine award of contract within 14 days of the closing date for submission of quotations.
  6. The Council is not bound to accept any quotation. Any quote that is accepted will be awarded based on the criteria as set out below. Acceptance of the quote by the Council shall be in writing and on the Council’s official order form.
  7. 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.
  8. 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 Response 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 quotation entirely at your own risk.
  9. **This is not an order**. If this quotation is accepted, an official order will then be raised. The order will be subject to the Contract Documents which consist of any other documents attached to this Invitation to Quote.
  10. Please quote for the following on the terms (Appendix 1) overleaf and Other Contract Documents. Any query on the Contract Documents or proposed inclusion of Supplier terms or conditions must be raised with the Authorised Officer on or before delivering the Quote. The Council does not undertake to accept any quotation and reserves the right to accept any part of any quotation.
  11. Your quotation must be submitted on this form as an irrevocable offer (in consideration of your being invited to quote) and returned by the time and date identified at Section 1 of this document, to the Authorised Officer at their address.
  12. To complete the form, either choose to “Reply” to the e-mail and them edit the information before sending, or if you cannot do this, print the form, and return it to the Authorised Officer, using the details included at Section 2 the quotation.

## North Northamptonshire Council Details

* 1. **Head Office Address**
     1. North Northamptonshire Council

Sheerness House, 41 Meadow Road

Kettering

Northamptonshire

NN16 8TL

* 1. **Authorised Officer Details**

|  |  |
| --- | --- |
| * + 1. Contact name: | *Louise Shivers* |
| * + 1. Address: | *North Northants Council, Swanspool House, Wellingborough, NN8 9TE* |
| * + 1. Telephone number: | *07767013411* |
| * + 1. e-Mail address: | [Louise.shivers@northnorthants.gov.uk](mailto:Louise.shivers@northnorthants.gov.uk) |

* 1. **Delivery Address or Site Address** (if different from above)
     1. Gainsborough Road Resource Centre

Gainsborough Road, Corby, Northants, NN18 0QP

* 1. **Date of Circulation to Potential Suppliers of Request for e-Quotation**
     1. Friday 17th November 2023

## General Details of Requirement

* 1. This contract will be awarded on the basis of Lowest Price.
  2. E-quotation must be filled in and returned with quote details no other form of quote will be accepted.
  3. Any questions regarding this invitation to quote must be raised with the Authorised Officers, who can be contacted using the details in Section 2, before the closing date for submission of quotes.
  4. The site may be inspected by prior appointment with the Authorised Officer, who can be contacted using the details in Section 2. The Authorised Officer or their representative may accompany the Contractor during their visit.
  5. The Council is not proposing any changes to the standard Terms and Conditions, found online.
  6. The Council’s standard payment terms are thirty (30) days from receipt of invoice, providing the work invoiced has been completed.
  7. The Council’s required **Start Date** for the Contract is TBC.
  8. The Council’s required **Completion Date** for the Contract is to be agreed following award of contract*.*
  9. The Council’s required **Guarantee Period** is *12 months* from completion of the supply.
  10. Documents are attached within the email; -
      1. Specification of Works
      2. JCT Prelims
      3. Agreement for Services
      4. Asbestos Report
      5. EICR
      6. Layouts

## e-Quotation Response

## Potential Supplier Details and Authorisation

|  |  |  |
| --- | --- | --- |
| 4.1.1. | Quotation reference | *Gainsborough Road Resource Centre, Refurbishment – Nov 23* |
| 4.1.2. (a) | Potential Supplier name | Click to enter text. |
| 4.1.2. (b) | Office address | Click to enter text. |
| 4.1.2. (c) | Invoice address  (*if different from above*) | Click to enter text. |
| 4.1.2. (d) | Company or charity registration number | Click to enter text. |
| 4.1.2. (e) | Are you a Small, Medium or Micro Enterprise (SME)? | Choose an item. |
| 4.1.2. (f) | Signature  (*electronic is acceptable*) | Click to enter text. |
| 4.1.2. (g) | Date | Click to enter a date. |

## Appendix 1: Conditions of Contract

1. The work to be completed under JCT Repairs and Maintenance Contract 2016.
   1. Special Conditions relevant to this e-Quotation are detailed in the box below

|  |
| --- |
| Please note the preference is for the works to be completed ASAP, before the end of the 2023 financial year.  Bidders are expected to provide detailed inventory of equipment proposed and specification for acceptance by client. All equipment should be energy efficient rating A or above.  Removal of all rubbish from site for waste recycling at licensed facility  Ensure meets British Standard, Current Statutory Regulations and Compliance, suited for the type of property.  If you find any works already recently completed, please inform the project team, and highlight within the quotation.  Accept responsibility for co-ordination, super vision and administration of the works including sub-contractors.  Hand over all manufacturer’s literature, guarantees, commissioning and testing certificates on or before completion of works. (Register with manufacturer prior to handover). |

**Appendix 2: Schedules of Work**

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**Appendix 3: JCT Prelims**

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**Appendix 4: Agreement for Services**

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**Appendix 5: Asbestos Report**

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**Appendix 6: EICR**

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**Appendix 7: Layouts**

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