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| Sevenoaks District Council  Dunbrik Depot  2 Main Road  Sundridge, Sevenoaks  Kent. TN14 6EP | SDC-logo |

**INVITATION TO QUOTE**

Supply and delivery of

One Small Van to our Specification

**SEVENOAKS DISTRICT COUNCIL**

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**INVITATION TO QUOTE FOR THE SUPPLY AND DELIVERY OF**

**A SMALL VAN TO OUR SPECIFICATION**

### Quotation Instructions:

Sevenoaks District Council invites quotations from manufacturers, dealer franchises, companies or persons experienced in the supply and delivery of vans:

1. To supply its Direct Services Organisation,
2. Companies or persons submitting quotations are advised to ensure that they are fully familiar with the nature and extent of the obligations required of them.
3. Should a person submitting a quote be in doubt as to the interpretation of any part of the quotation document, they should contact the nominated officer (Transport Manager, Ken Naylor), who will endeavour to answer written enquiries prior to quotations being submitted. Contact details: [ken.naylor@sevenoaks.gov.uk](mailto:ken.naylor@sevenoaks.gov.uk) Telephone: 01732 227 428
4. No servant or agent of the Council has authority to vary or waive any part of the quotation documents other than the Authorised Officer nominated by the Council and who shall do so only in writing.

**Preparation of Quotation:**

1. It is the responsibility of those quoting to obtain for themselves at their own expense all information necessary for the preparation of their Quotation.
2. Quotations must be submitted for the supply and delivery of the completed vehicles as detailed in the Specification.
3. Quotes should be supported by technical specifications of the vehicle and equipment where necessary.

The Quotation must be placed in a sealed envelope the yellow label provided marked **“**One Pest Control Vehicle” must be stuckon the front of the envelope. Quotations must then be sent by registered post, recorded delivery or delivered by hand to the **Head of Direct Services, Sevenoaks District Council, Dunbrik Depot, 2 Main Road, Sundridge, Sevenoaks, Kent, TN14 6EP** so as to arrive **no later** than **noon on the 25th April 2017**.

1. The Council will not consider requests for extension of the closing date and time specified.
2. The Council may at its own absolute discretion extend the closing date and time specified.
3. The council will not consider quotes received after the closing time either as stated above or as extended at its discretion.
4. Suppliers are required to keep quotations valid for acceptance for a period of 90 days from the return date.
5. Suppliers should detail all warranties or guarantees they offer against each item when submitting their quotation.
6. The Council may not consider tenders received from suppliers that are not able to deliver the completed vehicle before the 30th June 2017.
7. Suppliers must supply an expected delivery date and evidence that this date is realistically achievable.

**Evaluation of Quotations:**

1. The Council will evaluate submissions on the basis of the most economically advantageous but the Council is not bound to accept the lowest or any quotation.
2. In undertaking the evaluation the Council will consider the following in descending order of priority:

a. The quality of the product offered (including sustainability)

b. Total cost to the Council

c. Compliance with the specification

d. Ability of the supplier to meet the Terms of the supply agreement

1. The Council reserves the right to disregard incorrectly submitted or non-compliant quotations.

**Sevenoaks District Council**

**PEST CONTROL VEHICLE SPECIFICATION**

**Vehicle Specification**

* The vehicle is to be supplied in white;
* Payload < 950 kg;
* Height circa 1840mm
* Load volume circa 5 CU.m
* Diesel engine <100ps;
* Manual gearbox, 6 speed;
* Front or rear wheel drive;
* Trim/equipment level shall be to minimum manufacturer’s base specification but to include air conditioning, anti-lock brakes, airbag, parking sensors or reversing camera and integrated hands free Bluetooth;
* First Aid Kit and BCCF fire extinguisher mounted in cab;
* Unglazed rear doors;
* At least one sliding side door nearside unglazed;

#### Load Area

* Teal hot water hand wash to nearside rear door;
* On the off side rear door a soap dispenser;
* Estimated payload after fitting out to be advised with quotation;
* Bulk Head;
* Load area lighting;
* Ladder rack with roll on/roll off facility to ensure ease of loading/unloading and secure clamping of a 4m long double extension ladder when in transit;
* Ply Lining
* Tool stowage / racking to one side of the load area.

**Lighting**

* Two front and rear mounted strobe lights operated by a dash-mounted switch fed via a separately fused electrical supply.

#### Livery

The lower third of the vehicle is to be painted in Sevenoaks District Council two tone livery in colour Turkis Grun CA75 RAL 6016 (ICI). Upper two thirds of vehicle to be left in manufacturers colour white, rear left in white with chevrons to rear window panels and the Sevenoaks District Council logo to the lower third, Position of paint break point to be agreed;

Sign writing to be completed by Ad-a-Stripe of Tunbridge Wells - Contact Adam Mills on 01892 457571 Email: adastripe@hotmail.com

#### Regulations

The vehicle must conform in all respects with current regulations including type approval if required.

#### VED

Vehicle to be taxed for a period of 12 months;

#### Delivery

All on the road costs to be included.

Delivery to Dunbrik Depot, 2 Main Road, Sundridge, Sevenoaks, TN14 6EP. Delivery required before 30th June 2017. Expected delivery date to be advised with tender vehicles that can not be delivered within the specified time may still be considered.

#### Payment

The payment of the invoice will be authorised once the complete vehicle has been delivered and accepted at Dunbrik Depot.

#### Vehicle information and training

All operating and workshop manuals for the vehicle and body are to be supplied in either hard copy or electronic format.

The price is to include for post-delivery familiarisation training of 2 workshop staff and 2 drivers in the operation and maintenance of the vehicle and equipment supplied.

Quotation Documents: One Pest Control Vehicle

Due Back By: 12 Noon on 25th April 2017

**Head of Direct Services**

**Sevenoaks District Council**

**Dunbrik Depot**

**2 Main Road**

**Sundridge**

**Sevenoaks**

**Kent**

**TN14 6EP**