



**Request for Quotation (RFQ)  
for the service provision of**

**Over-Clad Industrial Roofing**

**Riley Close, Austin Way and Humber  
Close**

**Ref A972**

**CON352**

Issue Date: 25<sup>th</sup> May 2017

Return Date: 23<sup>rd</sup> June 2017

Daventry District Council  
Lodge Road  
Daventry  
Northampton  
NN11 4FP

Version	Dv0.1
Date	23 <sup>rd</sup> May 2017

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### **Provided as attachments**

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## QUOTATION INFORMATION & INSTRUCTIONS

### 1 GENERAL REQUIREMENTS

Quotations are invited for the supply of Over-Clad Industrial Roofing at Riley Close, Austin Way and Humber Close. All the Industrial Units are located on the Royal Oak Industrial Estate, Daventry.

The project has been divided into two separate projects due to the Industrial Units being located at different locations. The following projects have been formed:

#### **Project 1 – Riley Close Industrial Units (3 Separate Blocks)**

#### **Project 2 – Austin Way & Humber Close Industrial Units (2 Separate Blocks)**

The Council reserves the right to award the separate projects to different individual contractors or award the combined package to a single contractor.

The Council's detailed requirements are defined in the Specification.

### 2 TIMETABLES

#### Procurement

The Council proposes to follow the timetable below, but reserves the right to depart from it at any time.

<b>Stage</b>	<b>Date</b>
Issue of quotation	25 <sup>th</sup> May 2017
Closing date for returns	23 <sup>rd</sup> June 2017
Evaluation to be completed by	27 <sup>th</sup> June 2017
Standstill Period	28 <sup>th</sup> June - 10 <sup>th</sup> July 2017
Contract awarded	11 <sup>th</sup> July 2017

#### Works

The Council proposes to follow the timetable below, but reserves the right to depart from it at any time.

<b>Stage</b>	<b>Date</b>
Project Commencement	July/August 2017

### **3 SUBMISSION OF QUOTATION INSTRUCTIONS**

3.1 The following documents must be submitted:

- Supplier Assessment Questionnaire
- Schedule of Works
- Form of quotation and anti-collusion certificate

Failure not to submit all of the required submission documents will automatically mean exclusion from the process.

Quotations must be received no later than **12.00 noon 23<sup>rd</sup> June 2017.**

Quotations can either be e-mailed to [procurement@daventrydc.gov.uk](mailto:procurement@daventrydc.gov.uk)

Or posted to

Procurement  
Daventry District Council  
Lodge Road  
Daventry District Council NN11 4FP  
Roofing Quotation

### **4 FREEDOM OF INFORMATION**

4.1 Information in relation to this tender may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000 ("the Act") and your company/organisation name will be disclosed in the terms and conditions of your contract where the expenditure is over £500.

4.2 Tenderers should state if any of the information supplied by them is confidential or commercially sensitive or should not be disclosed in response to a request for information under the Act. Tenderers should state why they consider the information to be confidential or commercially sensitive.

This will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in the Act.

### **5 CONFIDENTIALITY**

5.1 All documentation or information issued by the Council shall be treated as private and confidential for use only in connection with any resulting contract and shall not be disclosed in whole or in part to any third party without the prior written consent of the Council.

5.2 The documents which constitute the Contract and all copies thereof are and shall remain the property of the Council and must not be copied or reproduced in whole or in part and must be returned to the Council upon demand.

## 6 TERMS AND CONDITIONS

- 6.1 A copy of the Standard Conditions for the Supply of Goods and Services to Daventry District is provided as a separate document to accompany this RFQ
- 6.2 Alternatively a copy of the Standard Conditions for the Supply of Goods and Services to Daventry District Council are available on Daventry District Council's website [www.daventrydc.gov.uk](http://www.daventrydc.gov.uk).

*By submitting a Quotation, Suppliers are agreeing to be bound by the terms of Conditions of this Contract without further negotiation or amendment.*

## 7 AWARD CRITERIA

The Council will accept the bid which it considers to be the most economically advantageous based on price and assessment of the response to the Supplier Questionnaire.

### Supplier Questionnaire evaluation

Section	Assessment
1. Supplier information	Not scored
2. Exclusion grounds	Pass / Fail
3 Financial assessment	Pass / Fail
4.1 Insurance	Pass / Fail
4.2 Compliance with Equality legislation	Pass / Fail
4.3 Health & safety	Pass / Fail

*Financial standing takes into consideration a suppliers credit score, the estimated value of the contract, and the supplier's turnover.*

*Any supplier who does not achieve a credit score of at least 50 and/or or whose minimum yearly turnover is not at least twice the estimated value of the contract may be subjected to a more detailed assessment as to their financial standing.*

*Any supplier who provides less than satisfactory accounts/figures or documentation which therefore give rise to concerns that cannot be satisfied regarding their financial standing, will fail.*

The Council also reserves the right not to award the Contract to any bidder or to terminate the RFQ process at any stage.