

PART FOUR: QUOTATION RESPONSE

NOTES FOR COMPLETION

Once you have fully completed Part Four (Quotation Response), you MUST:

1. ensure that the Quotation Response and all supporting information is in English;
2. send it to webprocurement@kettering.gov.uk;
3. be titled “**S278 DESIGN FOR KETTERING HERITAGE ACTION ZONE PUBLIC REALM WORKS**”
4. ensure that the Quotation Response is received by the Procurement Unit no later than **12 noon on 9/10/2020**
5. Any late submissions by email will be disregarded.
6. Failure to observe this will mean the disqualification of the Quotation Response.

QUOTATION RESPONSE / PROPOSAL

Section 1: Organisation and Contact Details

Name of your organisation		
Registered office (if applicable)		
Company Registration (if applicable)		
Trading address (if different from registered office)		
Organisation Registration Number (if applicable)		
VAT Number (If Applicable)		
Is your organisation a:	Sole Trader	
	Partnership	
	Public Limited Company	
	Private Ltd Company	
	Voluntary & Community Sector	
	Charity	
	SME (Small and Medium Enterprise)	
	Other	
	If you selected other, please specify	
If the Company is a member of a group of companies, please give the name and address of the ultimate holding company		
Name of person to whom any queries relating to this quote should be addressed		
Telephone		
Email		
Address (if different to the Address above)		

Section 2: INSURANCE INFORMATION

Please confirm whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:

3.1.	Public Liability Insurance - cover in the minimum sum of £10,000,000.00 in respect of any one incident and the number of incidents covered shall be unlimited and should be adequate to cover all risks in the performance of the Services	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.2.	<p>Employers Liability Insurance* - minimum sum of £10,000,000.00 in respect of one incident and the number of incidents covered shall be unlimited</p> <p>* It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to sole traders – please ensure that you have checked with your insurance provider/ broker before submitting your Quotation Response</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
3.3.	Professional Indemnity Insurance - against the risk of professional negligence on the part of the Bidder and or its staff in the minimum sum of £2,000,000.00 in respect of any one incident and the number of incidents covered shall be unlimited	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
3.4.	Product liability insurance with a limit of indemnity of not less than £5,000,000.00 in relation to any one claim or series of claims.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable

Please submit copies of your Insurance Certificates with your Quotation Response.

SECTION 3: EVALUATION AND ASSESSMENT

Any contract awarded as a result of this procurement process will be awarded on the basis of the offer that is the most economically advantageous to KBC. Quotation Responses will be evaluated on the following, with a weighting as follows:

Section Headings	Maximum Score Available
Quality Assessment	60%
(Score sub-total - Quality Assessment)	(60%)
Price	40%
(Score sub-total - Price Assessment)	(40%)
Total	100%

Bidders are required to submit a Quotation Response strictly in accordance with the requirements set out in this ITQ, to ensure KBC has the correct information to make the evaluation. Evasive, unclear or hedged Quotation Responses may be discounted in evaluation and may, at KBC's discretion, be taken as a rejection by the Bidder of the terms set out in this ITQ.

QUALITY ASSESSMENT – 60%

RESOURCING AND MANAGING		
Question 1:	Word Limit: 1000 words	Maximum Score: 10%
Please define the management structure that you would put in place to support the successful delivery of this contract, including all the personnel who will be working on the programme. Please also list their respective qualification / experience that ensures their technical capability.		
Answer:		
Question 2:	Word Limit: 1000 words	Maximum Score: 10%
Please describe how you administer the project, monitor and ensure quality of workmanship, quality of materials, productivity, Health and Safety and communication are undertaken and that you are expected to provide.		
Answer:		
PERFORMANCE MONITORING		
Question 3:	Word Limit: 500 words	Maximum Score: 10%
Please provide details of what steps you will be put in place to ensure that performance will be maintained and managed throughout the duration of the contract.		
Answer:		
ADDED VALUE		
Question 4:	Word Limit: 500 words	Maximum Score: 10%
Please detail what steps you will take to introduce added value into the contract and support the improvement in the way the council's requirements are being delivered in a timely manner.		
Answer:		
SOCIAL VALUE, SUSTANABILITY AND ENVIROMENTAL		
Question 5:	Word Limit: 500 words	Maximum Score: 10%
Please describe how your approach will benefit the community of Kettering, how you will propose to reuse/ dispose of waste and /or materials arising from the services/ works/ goods and support the Council's Climate Emergency Declaration of making the area covered by the Borough Council carbon neutral by 2030. Please provide details of the steps you are taking to prevent climate change and if available please provide a copy of your strategy, policy and or plan.		
Answer:		

REFERENCES**Question 6:****Word Limit: N/A****Maximum Score: 10%**

With regards to similar projects, please provide names, addresses, telephone numbers and contact names of referees from whom references may be sought and can verify the quality and services standards you currently or have recently provided in the last two years.

Answer:

	Contract 1	Contract 2	Contract 3
Name of customer organisation			
Direct point of contact in customer organisation			
Position in the organisation			
E-mail address			
Contract start date			
Contract completion date			
Estimated Contract Value			
Please provide a brief description of the contract delivered including evidence as to your technical capability in this market.			

Price – 40%

Please insert your fixed priced costs in the table attached (expanding as necessary), ensuring that you have provided a fixed and firm cost in each of the relevant boxes and a list of costs. Should you be successful, your fixed cost for the contract must be included in your Quotation Response and any costs which are not included will not be met by KBC either pre or during the contract.

All prices quoted should exclude VAT.

Please Note:

1. add or remove rows to/ from the Price Breakdown table as necessary; and
2. Where KBC considers that a quotation to be abnormally low, then it will seek clarification/ an explanation from the Bidder and it may reject any Bid if it appears to be unreliable.

PRICING SCHEDULE

SECTION 4: FORM OF QUOTATION

ITQ – “S278 DESIGN FOR KETTERING HERITAGE ACTION ZONE PUBLIC REALM WORKS”

I/ We the undersigned, hereby quote and offer at fixed price to provide the Contract as detailed in the ITQ documents. Our quote is based on our best estimate of the costs of providing the services/ supplies/ works as specified by the ITQ and remains valid for 120 days from the published deadline for submission.

Name:

Job Title:

Signature:

Date

For and on behalf of: