**Haven Gateway Partnership**

**(Essex County Council)**

**Request for Quotation**

**I-Construct ERDF Project**

**For the supply and provision of:**

**Furniture for the Innovation Hub**

**SPECIFICATION AND GUIDANCE**

**June 2021**

**All enquiries to** [**lisa.brazier@haven-gateway.org**](mailto:lisa.brazier@haven-gateway.org)

|  |  |  |
| --- | --- | --- |
| A picture containing bottle, knife  Description automatically generated | **A blue screen with white text  Description automatically generated with medium confidence** | **A close up of a logo  Description automatically generated** |

A picture containing drawing

Description automatically generatedA close up of a logo

Description automatically generated

**Request for Quotation Specification and Bidders Guidance**

**Furniture for Innovation Hub for the I-Construct Project**

**Background**

The I-Construct project helps small and medium businesses (SMEs) in the construction and built environment sector embrace innovation and access new business opportunities. It currently offers three types of support – grant funding, mentoring and access to a supply chain development network – with the intention of supporting SMEs involved in construction and its supply chain to innovate and grow. The I-Construct network will bring the construction industry together and help SMEs join local supply chains, access new business opportunities, find other industry professionals and identify potential partners.

From November 2021, network members will also benefit from the new I-Construct Innovation Hub, which is opening in Braintree, Essex and is owned by Braintree District Council. The space will be used for networking events, product launches and talks by experts on relevant topics for the I-Construct project as well as being used as a conference and meetings centre, run by Braintree District Council.

The building is being built at present to BREEAM Excellent standards and has been designed to be a contemporary and sustainable construction hub. The furniture is expected to complement and enhance the building in line with the interior design that was recently completed.

I-Construct is led by the Haven Gateway Partnership with support from its delivery partners: Braintree District Council, BRE (Building Research Establishment), Colchester Institute, and Daedalus Environmental. It is part-funded through the European Regional Development Fund (ERDF) and HM Government until the end of 2022. Match-funding is also being provided by Braintree District Council for the I-Construct Innovation Hub and BRE to link the project to their national initiatives.

**For more information on the project, please visit our website** [**www.i-construct.org.uk**](http://www.i-construct.org.uk)

**Requirement: Furniture for the Innovation Hub**

We require proposals for the provision of furniture for the Innovation Hub. The furniture should complement the interior design proposals as well as the architecture of the building.

The Vision document for the Innovation Hub is attached, along with floor plans.

The vision shows the design concept for each area of the building and the furniture selected to go into the space should reflect this and the project as a whole as a place to inspire and encourage collaboration and innovation. The interior design Vision document has suggested the types and colours of furniture that should be considered and these should be used as a guide. Pages 32 and 33 refer to the furniture although the layout of the first floor furniture will not be as shown on the plan.

A furniture schedule is appended and gives detail of numbers, colours and more information but it is summarised in the different areas of the building which require furniture as follows:

**Conference Centre Furniture:**

Downstairs there is an exhibition/welcome area which will be a flexible space used to greet visitors to conferences but also be used in its own right as an exhibition/showcase space for companies and products relevant to the construction sector. The furniture being used in this space must be easily moveable including the reception desk.

There is also a large conference space which can hold up to 100 delegates theatre style as one whole space but is also able to be split down into two smaller spaces. Upstairs, there are two meeting rooms which again can be set up in various ways.

**Café/Kitchen area**

An informal area which can be used as a breakout area for delegates during large meetings for lunch or refreshment breaks.

**Small Meeting Room Furniture**

Upstairs there is a small meeting room that will be set up Boardroom style to accommodate up to 8 people.

**Tech Suite**

A central bank of seating for accessing the computers and technology in this suite along with task chairs and some table seating to the side. Again page 32 of the Vision document gives suggested style. As this suite will be accessed by delegates as part of the I-Construct project, some suitable lockers for their personal affects will be needed as well as some lockable storage for equipment. The furniture has suggested measurements but it will need to fit the space and we welcome alternative layouts that will achieve the purpose of this room. This room will need to seat 10 people in total.

**Haven Gateway Partnership Offices:**

The team running the I-Construct project will have a base here that will mostly be used for hot desking on a bank of desks. We will require lockable filing cabinets, as well as cupboard space to store office stationery etc and a ‘pod’ seating area for informal meetings. The furniture has suggested measurements but it will need to fit the space and we welcome alternative layouts that will achieve the purpose of this room. This will need to offer hot desking for 6 people.

**General:**

Storage is key as it is limited so tables in the conference and meeting areas should fold down and chairs should be stackable as well as easily moveable. Trolleys to enable ease of movement of furniture should be quoted for as described in the schedule.

Numbers and requirements are indicative and may change before we place an order. We may require additional furniture once the building is fitted out.

The price should include delivery, assembly and placement in designated rooms to the agreed layouts.

**Key Dates and Milestones**

|  |  |
| --- | --- |
| July 7th | RFQ issued |
| July 27th | Deadline for clarification questions\* |
| August 3rd | Deadline for RFQ responses |
| August 4/5th | Assessment of responses |
| August 5th | Order placed with successful supplier |
| September 24 | Building handover |
| Beginning October | Delivery of furniture to Hub |

**How Tenders will be assessed**

Proposals will be assessed against quality, price and availability. Please find below the details regarding the weightings for the evaluation of this requirement:

***Quality Evaluation (60%)***

There are 3 questions within the quality evaluation. They are each individually weighted as shown in the table below.

|  |  |
| --- | --- |
| **Question** | **Weighting** |
| 1 | 30% |
| 2 | 30% |
| 3 | 40% |

The Quality evaluation will be used to identify the preferred bidder.

Please note that each question has a character limit. Bidders will not be able to exceed the set limit for each question.

Each question will be evaluated and awarded a score out of 5 in accordance with the scoring methodology outlined in the table below:

|  |  |
| --- | --- |
| **Score** | **Description** |
| 0 = Wholly Unsatisfactory | Non-compliant, fails to address specified requirements sufficiently, successful delivery considered highly unlikely. |
| 1 = Unsatisfactory | Does not satisfy all the requirements, gives major concerns around contract performance, successful delivery considered uncertain or unlikely. |
| 2 = Cause for concern | Mainly compliant, generally meets the requirements except for minor aspects and shortcomings. Successful delivery considered likely. |
| 3 = Acceptable | Satisfies all requirements to at least an average level, successful delivery considered highly probable, no shortcomings apparent. |
| 4 = Highly Acceptable | Comfortably satisfies all requirements, negligible risk of failure. Highly competent response. Successful delivery almost assured. |
| 5 = Outstanding | Offers an excellent level of performance which exceeds notional requirements; represents industry best practice. |

Each score will be converted into a weighted score using the weightings below and the following calculation:

Bidder Score out of 5 x % weighting = Weighted Score

**Worked Example**

|  |  |  |  |
| --- | --- | --- | --- |
| Question | Weighting | Score | Weighted Score |
| 1 | 20% | 3 | 0.6 |
| 2 | 20% | 4 | 0.8 |
| 3 | 60% | 3 | 1.8 |

Total score = 3.2

The weighted scores for each of the questions are added together to create a total score out of 5. This is then multiplied by 12 to give a quality score out of 60.

For example: for all quality questions, a total weighted score of 3.2 \* 12 = 38.4 out of the total 60 achievable marks received.

**Price Evaluation (40%)**

The price score (maximum of 40 marks) will be combined with the quality score to identify the overall score for each bidder for each lot. Price evaluation will be based on the bidder’s response to the Pricing Matrix and scored as follows:

**Price - 40 marks (100% of Price Evaluation)**

The lowest overall cost of delivering the market readiness support service will receive a score of 40 (100%). Each subsequent Bid will be compared to the lowest overall cost and receive a score equal to the full marks less a percentage, equal to the percentage that the bid is higher in cost. This is shown in the calculation below:

PRICE SCORE = (1-(Difference between the Bidders Cost and the Lowest Bidders Cost)/Lowest Bidders Cost) x 20 marks

Any Bidder’s Cost that is more than 100% higher than the lowest Bidder’s cost will score zero. For the avoidance of doubt, negative scores are not possible.

For example, if the lowest cost is 100 and the next bid is 120:

·         Lowest cost Bid gets 40 marks

·         Next bid gets (1-((120-100)/100)) x 40 = 32 marks

If a Bidder’s 'Total Value' that is more than 100% lower than the highest Bidder’s 'Outcome Total Value' will score zero. For the avoidance of doubt, negative scores are not possible.

For example, if the highest 'Outcome Total Value' is 100 and the next bid is 80:

·         Highest 'Outcome Total Value' Bid gets 40 marks

·         Next bid gets (1-((100-80)/100)) x 40 = 32 marks

1. **Quality Selection Criteria**

The furniture should meet the following:

* Does it fit the criteria set out in the Vision document to meet the interior design vision that the Innovation Hub expects to achieve.
* Does it use the types of the materials in the Vision
* Does it meet the colour palate suggested.
* Can it be demonstrated that the furniture is hardwearing and fit for purpose.
* Is it should be easily cleanable and it must be easily moveable, particularly within the conference and meeting areas as described.

**Availability**

The furniture will need to be delivered to site at the beginning of October once the building has been handed over on 24 September and consideration should be given as to whether the ranges are available in the quantities required in your submission.

**Compliance**

All organisations will also be required to comply with the following project and wider Essex County Council policies including:

Equality and Diversity

The I-Construct project operates in line with the Equality and Diversity Policy of Essex County Council as well as the ERDF Equality and Diversity theme (details are available on request). We will actively promote equality and freedom from discrimination and we will not discriminate on grounds of gender, age, disability or ethnic origin.

**To Respond**

Companies are requested to register your interest in submitting a response to ensure that we can keep you updated throughout the tender period.

To respond please provide a proposal using the attached form which includes the following:

1. Your experience and approach to the brief, methodology and timescales
2. Fee schedule using the attached pricing schedule

When considering your costs, please provide:

* the cost to deliver the furniture laid out in the furniture schedule (including assembled where necessary and placement in the designated rooms to an agreed layout).
* advise whether there will be an impact on price if the quantities are changed.

**Clarifications**

If you require any clarifications, please contact Lisa Brazier by email and a response will be given as quickly as possible. Lisa will circulate question responses which require a change to the specification document to other registered potential suppliers.

**Timescales**

Please register your interest in responding to Lisa Brazier by email: [lisa.brazier@haven-gateway.org](mailto:lisa.brazier@haven-gateway.org)

Please send your response by 12noon on 3 August to Lisa Brazier by email: [lisa.brazier@haven-gateway.org](mailto:lisa.brazier@haven-gateway.org)

**For more Information: Lisa Brazier, Haven Gateway Partnership**

[**lisa.brazier@haven-gateway.org**](mailto:lisa.brazier@haven-gateway.org)