**PART FOUR: QUOTATION RESPONSE**

**NOTES FOR COMPLETION**

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

1. be in English;
2. send it to [**webprocurement@kettering.gov.uk**](mailto:webprocurement@kettering.gov.uk);
3. titled: **“ORGANS AND ANCILLARY EQUIPMENT SUBMISSION”**
4. ensure that the Quotation Response is received by Procurement no later than 12 noon on 16th December 2019
5. Any late submissions by email will be disregarded.
6. NOTE: This project is time critical - the project has to be undertaken, completed and the equipment functional without any fault by the 29th February 2020, unfortunately there is no flexibility on the procurement timeline.
7. 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: | | |
| --- | --- | --- |
|  | 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 | ▢ Yes  ▢ No |
|  | Employers Liability Insurance\* - minimum sum of £10,000,000.00 in respect of one incident and the number of incidents covered shall be unlimited  \* 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 | ▢ Yes  ▢ No  ▢ Not applicable |
|  | 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 | ▢ Yes  ▢ No  ▢ Not applicable |
|  | 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. | ▢ Yes  ▢ No  ▢ 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%**

|  |  |  |
| --- | --- | --- |
| **Question 1:** | **Word Limit: 1000 words** | **Maximum Score: 10%** |
| **Time is of the essence, please outline your experience of delivering projects similar to this.** | | |
| **Answer:** | | |
| **Question 2:** | **Word Limit: 1000 words** | **Maximum Score: 5%** |
| **What is your proposed methodology? Please outline what project management approach and systems you will adopt for this project to ensure it is completed on time.** | | |
| **Answer:** | | |
| **Question 3:** | **Word Limit: 500 words** | **Maximum Score: 5 %** |
| **Please outline what your current resources and capacity are for providing this project, include the key people who will be involved in delivering this project.** | | |
| **Answer:** | | |
| **Question 4:** | **Word Limit: 500 words** | **Maximum Score: 5 %** |
| **Please show evidence of the experience and or qualifications your key staff hold relevant to this project.** | | |
| **Answer:** | | |
| **Question 5:** | **Word Limit: 500 words** | **Maximum Score: 10 %** |
| **This installation supports a sensitive and essential service area. The system is required to be fully operational by the 29th February 2020 without any failure or fault. What systems do you have in place to ensure that you will meet this essential requirement?** | | |
| **Answer:** | | |
| **Question 6:** | **Word Limit: 500 words** | **Maximum Score: 10 %** |
| **What training do you provide on the use of your equipment?** | | |
| **Answer:** | | |
| |  |  |  | | --- | --- | --- | | **Question 7:** | **Word Limit: 500 words** | **Maximum Score: 5 %** | | | |
| **What back up support can you provide in the event of a significant equipment failure?** | | |
| **Answer:** | | |
| **Question 8:** | **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 provide.** | | |
| **Answer:**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  | Contract 1 | Contract 2 | | Contract 3 | | | | Name of customer organisation |  |  | |  | | | | 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/ or it may reject any Bid if it appears to be unreliable.

**PRICING BREAKDOWN**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Item No | Item Description | Unit | Quantity | Rate £. & P. | | Amount P. & P. | |
| 1. | Supply and install organs and ancillary equipment and infrastructure necessary for the operation of said organs in the crematorium ceremony rooms. | Item | 1 |  | |  | |
| 2. | Any additional Cost for the Council to become the owner of the organs and associated equipment and infrastructure installed in the crematorium ceremony rooms | Item | 1 |  | |  | |
| 3. | On- Going Maintenance Costs for the Warrant period for the organs and associated installation in the crematorium ceremony rooms. | Annual Cost | 3 |  | |  | |
|  |  |  | Sub Total |  | |  | |
|  | | | | | | | |
| Total for Organs and Ancillary Equipment and Infrastructure | | | | |  | |  |
|  | | | | | | | |
| Insert information on any other works and costs that  should be considered | | | | |  | |  |
| VAT | | | | |  | |  |
| Total | | | | |  | |  |

**SECTION 4: FORM OF QUOTATION**

ITQ – To supply and install organs and ancillary equipment in the crematorium ceremony rooms.at Warren Hill Crematorium, Kettering Ref CM – 1119- 03

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 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: