



Request for Quotation for Truro Pontoons

Name of Project	Truro Pontoons
Project Reference Number	SC-MK-1501

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PART A - INVITATION TO QUOTE AND INFORMATION FOR APPLICANTS

Basic Contract Information

Contract Title	Truro Pontoons
Estimated Total Value	£30,000
Contract Length	24 months
Basic Description of Goods	Cornwall Council requires the provision of 6 pontoons that are compatible with the connections on our existing pontoons in the Truro area during 2015.

Section 1 – Instructions for Completion

This document consists of four parts –

Part A: instructions, timetable and evaluation criteria. There are no sections for the Applicant to fill in in this section.

Part B: must be returned by the Applicant. There are various sub-sections which must be filled in, and those are indicated by a solid blue line around the boxes.

Part C: must be returned by the Applicant. Includes schedules for commercially sensitive information, the form quotation and declarations, Safeguarding and Health and Safety, where applicable. This section also has boxes to fill in, marked with a solid blue outline.

Part D: the Appendices include a glossary. There are no sections for the Applicant to fill out in this section.

Any information relating to the Council and supplied by the Council shall be kept by the Applicant in strictest confidence.

Applicants are advised that the Council is not bound to accept the lowest quote submitted, nor to reimburse any expense incurred during the process.

1.1 Quote Enquiries

All enquiries and clarifications should be directed to the Authorised Officer shown below and no later than 5 working days before the due date for the return of quotes:

Samantha Christine

**Commercial Services
2nd Floor, West Wing
New County Hall
Treyew Road
Truro
TR1 3AY**

schristine@cornwall.gov.uk

Applicants are advised that where such enquiries have been made, and it is appropriate to do so, the Council will distribute to all Applicants a copy of the enquiry and the written reply, with anonymity preserved.

1.2 Quote Format

All Quotes must be written in English and costs submitted are to be presented in Pounds Sterling, exclusive of VAT, but inclusive of all other costs where not stated in the Pricing Document.

Where details are provided by the Applicant in literature that they submit in connection with the Quote, they must ensure that clear cross-references are given to the Council.

1.3 Quote Submission Procedure

The Quote must be delivered to:

**Samantha Christine
Commercial Services
New County Hall
Treyew Road
Truro
TR1 3AY**

by no later than 1500 hours on 12/06/2015 in a sealed envelope, with the completed RFQ Return Label clearly visible. No external marking as to the identity of the Applicant must be displayed. One original signed paper copy of the Quote Proposal is required along with an additional electronic copy provided on a CD only. Memory sticks or other forms of electronic media storage are not acceptable. Please note that all electronic submissions must be in Microsoft Word (.doc or .docx file) and compatible with Windows 7. Drawings or charts should be embedded or included as .dwf or .jpg file or in printed document format (.pdf) for use with Adobe Acrobat.

1.4 Quote Validity Period

Quotes must remain valid for acceptance for a period of 3 months from the Quote return date.

Section 2 - Quote Timetable

This procurement will follow a clear, structured and transparent process at all times, to ensure that all Applicants are treated equally. The key dates for this procurement (Timetable) are currently anticipated to be as follows:

Quote Timetable	
Process	Dates
Requirement advertised on Tenders in Cornwall and Contracts Finder	22/05/15
Deadline for return of Request for Quotation (RFQ)	12/06/15, 15:00 (3pm)
Evaluation of returns	W/c 15/06/15
Anticipated contract award	19/06/15

Section 3 - Evaluation Approach

3.1 Evaluation Criteria

Bids will be evaluated in two parts:

- Selection Criteria (if applicable). These are Module 1 – section 4.2 to Module 6 – section 4.7. Some of these sections may not apply to this RFQ, and a note will be made against any of those which do not apply in this instance.
- Pricing Document and Quality Assessment (if applicable). These are Sections 4.9 and 4.10.

The first element the Council will evaluate is the Selection Criteria (if applicable). Applicants not satisfying the elements of the RFQ will, at the discretion of the Council, be excluded from the remainder of the evaluation process and their bid shall not be considered further.

Applicants who satisfy the Selection Criteria (if applicable) will have the remainder of their bid evaluated in accordance with the remainder of Section 3.

3.2 Selection Criteria

The evaluation methodology for the Selection Criteria's modules is as outlined below:

Evaluation Methodology	
Module	Evaluation Methodology
Module 4 – Insurances	Pass/Fail

Pass / Fail Questions

- These criteria will be scored on a pass / fail basis. In the event of an Applicant being awarded a fail against any of these criteria the Applicant may be excluded from the process and the remainder of the Quote may not be evaluated.

Consortia, Unincorporated Joint Ventures and Subcontracting Applicants

Where the Applicant has completed the Selection Criteria and that Applicant is made up of a Lead Organisation and Relevant Organisation(s) the following will apply (unless stated otherwise within the relevant section):

- For Pass/Fail modules all Relevant Organisations will be required to pass all modules unless an adequate justification is provided by the Relevant Organisation or the Lead Organisation which is satisfactory to the Council

3.3 Commercial / Price Evaluation

The commercial element of the evaluation will be carried out after Applicants have been selected using the Selection Criteria. Only those Applicants satisfying the Selection Criteria's requirements will have their commercial submission evaluated.

The Pricing Document contains the details and requirements relating to the price element of this RFQ. This may include, but is not limited to, the inclusion of specific instructions, documents, templates, pricing structures, etc. for the Applicants to return as part of their quote submission.

The Applicant's prices will be scored on a comparative basis.

This will be done by recording the lowest price submitted by any of the Applicants, then for each Applicant, dividing the lowest price by the Applicants' price and then multiplying it by the allocated weighting (e.g. 30% if that is the percentage chosen by the Council). The equation set out below explains this in a simpler way:

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$$(\text{Lowest Price} \div \text{Applicant's price}) \times \text{Weighting} = \text{Score}$$

To accompany the above there is a worked example below to help explain this. The example assumes only 2 prices were submitted and that price was awarded 30% of the overall marks (i.e. quality was awarded 70%):

	L	W	Applicant 1		Applicant 2	
Evaluation Elements	Lowest Submitted price (£)	Weighting %	Tendered Price	Score *	Tendered Price	Score **
Total Contract Sum	£655,000	30	£680,000	28.9	£655,000	30
Total Score		30		28.9		30

The example above shows that Applicant 2 scored maximum points because they submitted the lowest Quote price.

* For Applicant 1, score = $(655,000/680,000) \times 30 = 28.9$

** For Applicant 2, score = $(655,000 / 655,000) \times 30 = 30$

3.4 Quality Assessment Evaluation

Scored Questions

These modules contain questions relevant to the procurement in question, the responses to which will be evaluated and scored. The module may be assessed and scored as a whole, or each individual question will be evaluated and scored. The sum of those scores will give a total score for that module. Please refer to each module's introduction for full details. Scores will be awarded from 0-5 as defined by the scoring system set out below:

Scored Questions		
Score	Definition	Interpretation
5	Excellent	Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to meet the criteria. Full evidence provided where required to support the response.
4	Good	Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to meet the criteria. Majority of evidence provided to support the response.
3	Acceptable	Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to meet the criteria, with some evidence to

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		support the response.
2	Minor Reservations	Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to meet the criteria with little or no evidence to support the response.
1	Serious Reservations	Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to meet the criteria, with little or no evidence to support the response.
0	Unacceptable	Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to meet the criteria, with little or no evidence to support the response.

3.5 Award Criteria

The Award Criteria for this RFQ is:

- 70% Commercial / Price
- 30% Quality

3.6 Notification of Award

The Council will notify all Applicants of the Council's award decision.

PART B – QUOTE RETURN

Truro Pontoons

SC-MK-1501

Submitted By:

Date:

PART B – QUOTE RETURN

Section 4 - Quote Completion Documentation

4.1 Selection Criteria

Explanatory Notes

Applicants are required to complete all questions in this section which have space for answers. These spaces are marked with a dark blue border. Some sections refer to criteria which are not applicable to this RFQ. This will be clearly marked with "Not Applicable to this RFQ", and you are not required to answer these sections.

All responses provided and associated attachments must be clearly referenced to the questions to which they relate.

All applicable sections of the following Selection Criteria must be completed. Failure to do so may result in your submission being excluded from further evaluation. Where the answer is a statement of fact, it must be accurate and supported by documentary evidence as appropriate. It is the Applicant's responsibility to ensure that the Council is not misled.

It is the responsibility of the Applicant to inform the Council of any matter that may affect the Applicant's continued qualification.

4.2 Module 1 – not applicable to this RFQ

4.3 Module 2 – not applicable to this RFQ

4.4 Module 3 – Not applicable to this RFQ

4.5 Module 4 – Insurances

4.5.1	<p>If your organisation's tender is successful, adequate insurance cover will be required. The minimum levels are indicated below. Please complete the table below with the relevant information and confirm that the details entered are correct. If you do not currently have the required level of insurance please indicate in the box provided below that you will have the cover required should you be awarded the contract.</p> <p>If the policy held is in the aggregate, the remaining cover must exceed the minimum requirements shown.</p>	
(a)	Employers Liability (minimum £5 m cover)	
	Insurer	
	Policy Number	
	Amount of cover £	
	Deductibles £	
	Renewal Date	
(b)	Public Liability (minimum £5 m cover)	
	Insurer	
	Policy Number	
	Amount of cover £	
	Deductibles £	
	Renewal Date	
We confirm that the details of insurance provided above are correct:		Yes / NA
We confirm that we will have the insurance required above if we are awarded the contract:		Yes / NA

4.6 Module 5 – Not applicable to this RFQ

4.7 Module 6 – Not applicable to this RFQ

4.8 The Specification

We require 6 pontoons approx. 11.5 metres length by approx. 2.5 metres wide.

Each must have galvanised steel frames and floats to allow a 500 cm freeboard with additional floatation at each end to support mooring chains.

Decking must be sustainably sourced and FSC accredited, preferably hard wood.

The pontoons must be able to connect to Walcon System 21 end joints in order to be compatible with our existing pontoons – see photographs:





We anticipate purchasing 6 pontoons in 2015.

Delivery must be made to:

**Lighterage Quay
Newham Road
TRURO
Cornwall
TR1 2SU**

Warrantee:

We require as a minimum one year faulty goods and/or workmanship.

Please also illustrate any options for extended warrantee which must be detailed and priced but **will not be scored**. We may or may not decide to take up any additional warrantees offered.

<p>Please detail below your response to the above specification, including any deviations from the above and including photographs/drawings/exact measurements.</p> <p><i>(Pass/Fail)</i></p>
<p>RESPONSE TO SPECIFICATION:</p>

4.9 The Pricing Document (70% of score)

Pontoons (each) including delivery	£ (each)

4.10 The Quality Assessment (30% of score)

4.10.1	<p>Please produce a Risk Assessment for the transportation of the pontoons from your depot to the delivery address at Lighterage Quay, Truro.</p> <p>Please detail all risks associated with this activity plus mitigations for each.</p> <p>(5%)</p>
4.10.2	<p>Please detail how you will unload the pontoons at Lighterage Quay, e.g. will it be a contracted lift using a crane company? Will you provide your own lifting equipment?</p> <p>(5%)</p>
4.10.3	<p>Please produce a Risk Assessment for the unloading of the pontoons at the delivery address (Lighterage Quay, Truro).</p> <p>Please detail all risks associated with this activity plus mitigations for each.</p> <p>(5%)</p>

4.10.4	<p>Please detail the wood type you will use for these pontoons.</p> <p>Hard wood decking would be preferred and will therefore score more highly. All wood used must be FSC accredited.</p> <p>(7.5%)</p>
4.10.5	<p>Please detail the lead time for this product, i.e. the length of time between placing an order and delivery to our designated point</p> <p>N.B. We would expect a lead time of 30 days on average and therefore this answer would score 3 points ('Acceptable'). Shorter lead times will score more highly.</p> <p>(7.5%)</p>

Part C - SCHEDULES

Schedule 1 - Commercially Sensitive Information

The Council may be obliged to disclose information in, or relating to, this RFQ following a request for information under the Freedom of Information Act (FOIA) or Environmental Information Regulations (EIR). Please outline in the table below items which you consider are confidential and genuinely commercially sensitive and which should not be disclosed in respect of your RFQ.

Information / Document	Reference / Page No.	Reasons for Non-Disclosure (cite exemption(s) to be considered)	Duration of confidentiality

Notwithstanding the above, we acknowledge that the Council may still be obliged to disclose the Commercially Sensitive Information listed in this Schedule, in accordance with the RFQ and any subsequent Contract pursuant to a request under the FOIA or EIR. Without prejudice to the Council's obligation to disclose information in accordance with the FOIA or EIR, the Council shall, acting reasonably, at its absolute discretion and notwithstanding any other provision in this RFQ or otherwise, seek to apply the commercial interests exemption to the information/documents listed in this Schedule.

This schedule will be kept with the RFQ documents for consideration should a request for information under the FOIA or EIR be received. This document will be destroyed in line with the retention and destruction policy of the Council.

Schedule 2 - Form of Quotation and Declarations

Contract Period 19/06/2015 to 18/06/2016

Invitation to Quote Which Does Not Include a Formal Deed of Agreement

Having examined the Invitation to Quote and its accompanying documents (which I/we shall keep) and being satisfied as to my/our abilities and experience in all respects to satisfy the requirements of the Contract.

I/we	
Name of person applying on behalf of organisation	
Title / position of person applying on behalf of	
Contact telephone	
Contact e-mail	
Name of organisation	
Address and post code	
Registered office if different from above	
Organisation VAT registration number	
Does the organisation employ less than 250 persons and have an annual turnover less than €50 million / £35 million?	Yes/No

Offer to provide or supply upon the terms and conditions of the contract contained in Appendix 1 in its present form the Supplies for the prices on the quoted Pricing Document as indicated below for the contract period :-

Pricing Document attached	YES / NO
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and/or during the contract period at the price ascertained under the terms and conditions of contract.

I/We understand and agree that your written letter of acceptance of our Quote shall constitute the making of a binding contract between us.

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I/We understand that the information provided in this quotation document and any supporting information provided by us will be relied upon and taken to be true and accurate. If it is subsequently determined that any information supplied was inaccurate, I/we understand and accept that Council reserves the right to exclude our offer to supply (if still under evaluation) or if the Contract has been awarded and the information inaccurately supplied had a significant bearing on the award, that Council shall be at liberty to terminate the Contract.

I/We understand that you are not bound to accept the lowest or any Quote you may receive.

Signed	
Signed (1)	
Status	
Signed (2)	
Status	
For and on behalf of	
Date	

PART D - APPENDICES

Appendix 1 - Cornwall Council Terms and Conditions of Contract for Truro Pontoons



Goods T's and C's

Double click on the icons above to view the terms and conditions that apply to this RFQ.

Appendix 2 - Defined Terms

For the purpose of this Quotation the following words and expressions shall have the meanings set out below.	
Appendix	The referred Appendix attached to, or supplied with, this RFQ.
Applicant	Any person or persons, firm or firms, company or companies bidding for the Services, Supplies or Works detailed in this RFQ, or, where there is more than one organisation applying, the lead organisation.
Authorised Officer	The person(s) detailed in 1.1 of this RFQ.
Award Criteria	The evaluation criteria that will be applied to all bids satisfying the Selection Criteria (if applicable).
Contract	The Contract for the provision of the Services, Supplies or Works, which will be awarded to the successful Applicant.
Council	Cornwall Council, County Hall, Treyew Road, Truro, Cornwall TR1 3AY.
Lead Organisation	In the case of a consortium Applicant or an Applicant relying on Significant Subcontractors, the organisation responsible for leading the submission.
Quality Assessment/Evaluation	The quality element of an Applicant's bid and/or the evaluation relating to that quality aspect.
Relevant Organisation	(a) where the Applicant is a consortium, each consortium member other than the Lead Organisation; and (b) where the Applicant or consortium member is a prime contractor, each Significant Subcontractor other than the Lead Organisation.
RFQ	This Request for Quotation documentation for Truro Pontoons.
Selection Criteria	The criteria used to select those Applicants whose bids will be considered for evaluation against the Award Criteria.
Significant Subcontractor	Where there is a subcontracting arrangement, each proposed subcontractor where that proposed subcontractor will be contributing significantly, either in terms of value or importance to the performance of the Works.
Supplies	The Supplies or materials as described in this RFQ.

Quote RETURN LABEL

This Quote Return Label should be attached to your envelope as instructed in section 1.3 of this document. Quote documents submitted without this Label may be returned unopened.

**QUOTE
SUBMISSION**

**FAO Samantha Christine
Commercial Services
Cornwall Council
New County Hall
Treyew Road
Truro
TR1 3AY**

Return Date:
12/06/2015

Return Time: 15:00
(3.00 pm)

**For Council Use
only**

Received by:

Date/Time:

Truro Pontoons

If you would like this information
in another format please contact:

**Cornwall Council
County Hall
Treyew Road
Truro TR1 3AY**

Telephone: **0300 1234 100**

Email: **enquiries@cornwall.gov.uk**

www.cornwall.gov.uk