**PART FOUR: QUOTATION RESPONSE**

**NOTES FOR COMPLETION**

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

1. send it to **webprocurement@kettering.gov.uk**;
2. titled “Desborough Town Cemetery, Rushton Road, Desborough – Refurbishment of Chapel”
3. ensure that the Quotation Response is received by Procurement no later than 12 noon on Monday 22nd June 2020
4. Any late submissions by email will be disregarded.
5. 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**  | 30% |
|  |  |
| (Score sub-total – Quality Assessment) | **(30%)** |
|  |  |
| **Price** | 70% |
|  |  |
| (Score sub-total – Price Assessment) | **(70%)** |
| **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 – 20%**

|  |  |  |
| --- | --- | --- |
| **Question 1:** | **Word Limit: 500 words** | **Maximum Score: [10]%** |
| **Please outline your experience of delivering projects similar to this. Include details of the schemes including, client, and size of the scheme and time periods the works were undertaken.** |
| **Answer:**  |
| **Question 2:** | **Word Limit: 500 words** | **Maximum Score: [5.0]%** |
| **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: [2.5 ] %** |
| **Please outline what your current resources and capacity are for commencing this work. Please include the key people who will be involved in delivering this project.**  |
| **Answer:** |
| **Question 4:** | **Word Limit: 500 words** | **Maximum Score: [2.5] %** |
| **Please show evidence of the qualifications your staff hold relevant to the task.** |
| **Answer:** |
| **Question 5:** | **Word Limit: 500 words** | **Maximum Score: [2.5] %** |
| **Please outline how you intend to allow access to the cemetery whilst the works are being executed.** |
| **Answer:** |
| **Question 6:** | **Word Limit: 500 words** | **Maximum Score: [2.5] %** |
| **Please demonstrate how you are able to ensure the works are completed on time and how you intend to deal with visitors to the site and the Bereaved.** |
| **Answer:**  |
| **Question 7:** | **Word Limit: N/A** | **Maximum Score: [5.0] %** |
| **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 three years** |
| **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 – 70%**

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.

**RICING BREAKDOWN**

**SCHEDULE OF WORKS / RATES**

 The Contractor shall complete the Schedule of Works / Rates contained in this document and these shall form the basis on which the Client will award the contract.

**Schedule of Prices – Desborough Town Cemetery Refurbishment of Chapel**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item No | Item Description | Unit  | Quantity  | Rate Pounds & Pence | Amount Pounds & Pence |
| 1. | **Site Clearance -** Cut back trees to give a minimum of 2.0m clearance around the chapel. | Item | 1 |  |  |
| 2. | **Erect and Remove Scaffolding -** Erect access scaffolding to enable roof repairs to be executed and remove scaffolding upon completion of works. | Item | 1 |  |  |
| 3. | **Repair and Renovate Chapel Roof –** Remove existing roof tiles, store for reuse, install Breather Felt, new treated battens & Lead Flashings and replace roof tiles including any replacements for damaged tiles. | Item | 1 |  |  |
| 4. | **Renew Guttering –** Repair and replace guttering with Cast Iron Guttering being installed to both side of the chapel. | Item | 1 |  |  |
| 5. | **Repair Rainwater Downpipe –** Clean out and Repair cracked Rainwater downpipe / s. | Item | 1 |  |  |
| 6. | **Repoint Stone coping to Parapets –** Rake out all joints to stone parapets and Repoint all Stone copings to Parapets.  |  |  |  |  |
| 7. | **Repair Existing Stonework where spalled –** Repair area of spalled stonework. |  |  |  |  |
| 8.  | **Repoint area of Stonework –** Rake out and Repoint areas of of badly weathered pointing. |  |  |  |  |
|  | **Total of Page 1 taken to Summary** |  |  |  |  |
| Item No. | Item Description | Unit | Quantity | Rate Pounds & Pence | Amount Pounds & Pence |
| 9. | **Repair Cracked Areas of Stonework –** Cut out Cracks and install “Hellifix” reinforcement bars in strict accordance with the manufacturers instructions and recommendations and point up cracks / joints after installation.  | Item | 1 |  |  |
| 10. | **Removed raised Dias –** Break up and remove raised concrete Dias, remove arisings from site and properly dispose of. | Item | 1 |  |  |
| 11. | **Break up existing Floor-** Break up existing floor throughout the building, excavate to reduce formation level in preparation for new floor and remove arisings from site & properly dispose of. | Item | 1 |  |  |
| 12. | **Construct New Floor –** Construct new floor including Min 100mm hardcore, 1000 Gauge D.P.M., Min 100mm of reinforced C30P concrete, 100mm of Insulation material and in 75mm of Power Float finished Sand/ cement screed. | Item | 1 |  |  |
| 13. | **Remove Existing Plaster –** Remove all defective lime plaster from walls. | Item | 1 |  |  |
| 14. | **Inject Chemical D.P.C. and Tank all walls.** |  |  |  |  |
| 15. | **Dryline Wall**s - Dryline walls using Breather Membrane, Treated battens and Min 12.5mm Moisture resistant Plasterboard with Skim plaster finish | Item  | 1 |  |  |
| 16. | **Supply and fit new Skirting Boards and Architraves to all walls.** | Item | 1 |  |  |
|  | **Total of Page 2 taken to Summary** |  |  |  |  |
| Item No. | Item Description | Unit | Quantity | Rate Pounds & Pence | Amount Pounds & Pence |
| 17. | **Form New Door Thresholds –** Form new Engineering Brick door thresholds incorporating water bar to suit new floor levels. | No. | 1 |  |  |
| 18. | **Remove, adjust and reinstall doors –** Remove doors, cut off base of doors to suit new threshold level, install water bar and rehang using new hardware matching the existing. | No.  | 4 |  |  |
| 19. | **Existing Windows and frames –** Repair and make safe all existing windows and frames. | Item | 1 |  |  |
| 20. | **Install Secondary Internal Double Glazing to all openings.**  | Item | 1 |  |  |
| 21. | **Decorate all Internal Walls, skirtings, architraves and external doors.** | Item | 1 |  |  |
| 15. | **Decorate all external woodwork and Cast Iron rainwater goods.** | Item | 1 |  |  |
|  | **Total of Page 3 taken to Summary** |  |  |  |  |

**DESBOROUGH CEMETERY – CHAPEL REFURBISHMENT**

**SUMMARY OF TENDER**

**Desborough Cemetery – Chapel Refurbishment Works**

Page 1 Total £

Page 2 Total £

Page 3 Total £

**Grand Total for Desborough Cemetery Chapel**  **£**

**Tender Total £**

………………………………………………

Name of Contractor

………………………………………………

Signature

………………………………………………

Date

**SECTION 4: FORM OF QUOTATION**

ITQ – Desborough Cemetery, Rushton Road, Desborough NN14 2QB – Chapel Refurbishment

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: