

Quotation Opportunity

Title: Ref:

Date of Issue: 14/07/2021 Issue No: 1

Deadline Date: 29/07/2021 Deadline Time: 17:00

Clarifications period: 14/07/2021 to 21/07/2021

CIOS Contact: Keith Grossett

Email: procurement@scilly.gov.uk

Requirement

Type: Works

Number of providers to be appointed: 1

Short Description: Replacement low-carbon heating system for Ennor Flats, Ennor Close, Old Town, Isles of Scilly.

Additional Documentation/Specification Attached: Yes

Duration of Contract (if applicable): To by completed by the end of September 2021

Clarifications

All requests for clarifications to the tender should be submitted to [procurement@scilly.gov.uk.](mailto:procurement@scilly.gov.uk.) We will endeavour to respond to all clarifications as quickly as possible and responses will be shared with all bidders who have submitted and Expression of Interest (EOI) form. For all bidders to receive clarifications promptly, we therefore advise early submission of the EOI. The timescales for clarifications are laid out above.

Contract

The form of contract will be the NEC4 Engineering and Construction Short Contract.

Response

In completing your quotation please provide the following:

1. A completed copy of the EoI Form (in the quotation pack) to [procurement@scilly.gov.uk](mailto:procurement@scilly.gov.uk).

2. A written response to the following quality criteria below (QC1, QC2 and QC3 which are worth 10% of the evaluation mark each.

Quality Criteria 30%

* **QC1 – describe your approach to managing the works, in particular the logistics of delivery on Scilly and meeting the deadline for works completion and sign off by September 2021 (10%)**
* **QC2 – please describe your approach to managing tenant engagement and any disruption that the works may cause to tenants (10%)**
* **QC3 – please describe your experience of delivering this kind of heating works and in particular your experience in installing air/ground source heat pumps (10%)**

3. A price for delivering the Works Please set out your price in the following layout.

Price Criteria 70%

**Please provide your total price for delivery of the full specification. As stated in the specification in this tender, the Council is seeking separate bid options for A) a ground source heat pump solution and B) an air source heat pump solution. Bidders may submit tenders for one or both options but it should be noted that the Council reserves the right to choose which option it selects. For example, if a bidder submits only a bid for option A) but the Council decides to choose option B), then that bidder’s tender will not be included for evaluation.**

4. The following information (required by the Authority to undertake due diligence checks).

* Full company name and registered/main address
* Company Registration Number
* VAT number (if applicable)
* A signed declaration by a director (or equivalent) of the company recognising that you are willing to be bound by the terms and conditions of this quote (see enclosed Terms & Conditions)
* A signed declaration that you have not been convicted of any of the offenses stated in Regulation 23 of the Public Contract Regulations 2006 and any amendment (see condition 16 and the declaration section of the terms and conditions)

All submissions are to be submitted in PDF format via email to the above named contact by the deadline date stated on page 1 of this form E-mails should make reference to the name of the quotation opportunity and should be marked do not open automatically on receipt. Submissions should be written in Arial 11, be single line spaced and be submitted in English. Quotations are expected to be held for 1 month from the deadline date. The Council reserves the right to conduct a search with a credit reference agency to determine the financial status of the preferred bidder.

Award

Submissions will be assessed on the basis of the most economically advantageous quotation approach whereby both the quality and the price of the submission will be reviewed to determine the best overall offer. The evaluation team will consist of at least Choose an item. people who will individually score the quality submission before coming to a consensus decision taking into account the perspectives of the evaluation team members. Price scores are determined by a formula.

Quality Criteria

Each of the criteria identified on page 2 of this form will be evaluated using the scoring system below with these scores multiplied by the maximum percentage achievable for each question.

|  |  |
| --- | --- |
| Assessment | Score |
| Very Poor – Submission fails to demonstrate the required understanding/knowledge/information requested | 1 |
| Poor – Submission provides limited evidence of meeting the projects objectives, aims or the requirements of the Council. | 2 |
| Satisfactory – Submission demonstrates an adequate understanding of the project and/or the requirements of the Council | 3 |
| Good – Submission demonstrates considerable evidence of meeting or exceeding the project objectives, aims or requirements of the Council. | 4 |
| Very Good – Submission demonstrates clear evidence of significantly exceeding the project objectives, aims or requirements of the Council | 5 |

**Sample calculation** – If the overall quality criterion is 30% and quality criteria 1 (QC 1) is 10%, the maximum achievable score for QC1 is 10%. If the evaluators score the response to this question at 4 (Good) then the contractor would be awarded 8% of the 10% available. Or (4/5) x 10% = 8%

Once each of the quality criteria have been assessed using the above scoring mechanism, the individual quality criteria scores will be summed to provide the overall quality score.

Price Criteria

The price scores are evaluated by assessing each of the submissions relative to the mean average of all the price submissions received. The mean average constitutes the middle point at which 50% of the total marks would be awarded. Prices that are greater than the mean receive lower price scores and prices that are lower than the mean receive higher percentage scores. These percentage scores are then multiplied by the weighting for the Price Criteria to give the overall price score.

**Sample calculation** – two submissions are received with a mean average price of £137.50. Submission A has a price of £100 whilst submission B has a price of £175. Submission A’s price score is calculated as 137.5/100 x 50 = 68.75 and submission B’s price score is calculated as 137.5/175 x 50 = 39.28. Both of these amounts are then weighted by the Price Criteria %. Assuming a 40% Price Criteria Submission A’s weighted score is 27.50% and Submission B’s is 15.71%.

Overall Score

The overall score for the submission is determined by summing the overall quality score with the overall price score. For clarity, the contract will be awarded to the submission that has the highest overall score.