



**Request for Quotation/Invitation To
Tender**

**Project Title:
Bainbridge Hall Structural Works**

**Reference:
RFQ 2025/26-001**

Company Name	
Main Contact	
Company Registration Number	

Timeline:

Issue RFQ/ITT	20 August 2025
Return of submissions	5 September 2025
Evaluation period	8-9 September 2025
Notification of award decision	10 September 2025
Voluntary standstill period	5 days
Contract Award	17 September 2025
Contract works to commence	22 September 2025

Whilst the Authority does not intend to depart from the above indicative timetable, it reserves the right to do so at any stage.

Contents

1 - INTRODUCTION	2
Acceptance And Evaluation Of Quotation	3
Freedom Of Information	3
Site Visits	4
Clarification Meetings	4
2 - SPECIFICATION.....	5
Specification	5
Requirement Specific Questions.....	6
3 – PRICING SCHEDULE.....	7
4 - SUPPORTING INFORMATION	8
Basic details of your organisation.....	8
Financial information.....	9
Business Activities.....	9
Insurance	9
Quality Assurance	10
Health and Safety	10
Equal Opportunities	10
Environmental Matters.....	10
Professional and Business Standing	10
Compliance with equality legislation.....	11
Safeguarding	11
Carbon Emissions	11
Criteria – Scored Questions: Pricing Evaluation	12
Criteria – Scored Questions: Quality Evaluation.....	13
5 – FORM OF QUOTATION.....	14

1 - INTRODUCTION

Old Bolsover Town Council are seeking to appoint an experienced, skilled and knowledgeable company to undertake structural works at Bainbridge Hall in Bolsover.

Location

Bainbridge Hall, Chapel Road, Carr Vale, S44 6JD.

The Quotation must consist of answers to all of the questions asked in the Supporting Information section below. Bidders must also complete the Pricing Schedule.

The submission must be signed, and the Quotation must be valid and open for acceptance by the Council until the expiry of 90 days from the last date for the receipt of Quotations.

All Tenders must be returned no later than the deadline for receipt of Tenders specified on the front cover of this ITT. The Authority is using the Contracts Finder to conduct the procurement process. Completed Tenders must be submitted using to the Town Clerk, Old Bolsover Town Council, The Town Hall, Cotton Street, Bolsover, S44 6HA or by email: townclerk@oldbolsovertowncouncil.gov.uk

Acceptance And Evaluation Of Quotation

The Council will accept the Quotation which it considers to be the most economically advantageous. The Council's evaluation will be based on:

Evaluation criteria	Weighting
Price	50%
Quality	50%
Quality will be assessed as follows:	
<ul style="list-style-type: none"> Evidence/experience of delivering similar projects, along with relevant accreditations/qualifications 	20%
<ul style="list-style-type: none"> Methodology including details of how you will support the Council through the project 	10%
<ul style="list-style-type: none"> Details of how you will deliver the project, along with timescales for delivery. 	20%
Total	100%

Please note shortlisted candidates may be invited for interview.

Freedom Of Information

Information in relation to this Quotation may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000.

Bidders should state if any of the information supplied by them is confidential or commercially sensitive or should not be disclosed in response to a request for information under the Act. Bidders should state why they consider the information to be confidential or commercially sensitive.

This will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in the Act.

Site Visits

Where visits to site are recommended by the authority during the procurement process, there will be a date included in the timetable, if not, a request can be issued to attend site, by the bidder. If the site is a closed area an officer of the Authority may be available if convenient and where appropriate to attend. Any queries generated as a result of the site visit should be emailed to the Clerk, with responses to queries issued to all if appropriate.

Clarification Meetings

Following the assessment of the Tender proposals, the Authority may invite Bidders to a clarification meeting. If required, this will take place between receipt of Tenders and announcement of successful Tender.

Although not scored on a separate basis, the session will be used to confirm the technical / quality score assessments of the Tender evaluation. As such, scores achieved during the written Tender evaluation may be adjusted (up or down) and the consolidated score of a Bidder amended.

2 - SPECIFICATION

Specification

To undertake structural remediation of an exterior side wall at Bainbridge Hall following the completion of a Structural Condition Survey.

Location

Site specific RAMs and Method Statements must be submitted prior to commencement of work for approval, these being coupled with employee training on dynamic risk assessments.

Details of engineers attending site will be required with evidence of their certification/training to show their capability to carry out the works and safely.

Potential contractors are invited to complete a site visit to gain an understanding of the building. Visits can be arranged via the Town Clerk.

This project will be subject to successful funding being secured for delivery and planning approval from the Local Planning Authority.

Requirement Specific Questions

1.	Please provide at least two case studies that you can use to illustrate your experience and expertise in performing similar contracts to this one. The Council may wish to contact some or all of these referees to take up references.
	<i>Enter response, you may enlarge the box or continue on a separate page if required and label response and supporting information 2.1.1</i>
2.	Please provide method statements that describe, in some detail, the work methodology that you will use to carry out the work, including a breakdown of the individual elements of the project as specified in the Council requirements.
	<i>Enter response, you may enlarge the box or continue on a separate page if required and label response and supporting information 2.1.2</i>
3.	Please provide full details of the qualifications of the Professional/Team to be assigned to the project.
	<i>Enter response, you may enlarge the box or continue on a separate page if required and label response and supporting information 2.1.3</i>

3 – PRICING SCHEDULE

Please provide full pricing for the project in the table below

To undertake ...	Cost £
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
Total Cost	£

4 - SUPPORTING INFORMATION

Basic details of your organisation

Cells can be expanded if required.

Name of the organisation in whose name the Quotation is submitted:	
Contact details for enquiries about this bid:	
Name:	
Position held:	
Address:	
Phone:	
Fax:	
Mobile phone:	
E-mail address:	
Website:	

Are you or is your company a :	
Sole trader?	
Partnership?	
Private limited company?	
Public limited company?	
Charities or Housing Association or other Registration number:	
If your business is a public limited or private limited company, please supply the following details:	
VAT registration number (if registered):	
Company Registration Number:	
Date of Registration:	
Registered Address:	
Date your company was formed or started trading:	
Name of (ultimate) parent company (If this applies):	
Date of incorporation in the U.K.	
Please give the names and addresses of each of the senior members of your organisation (for example sole trader, partner, director or company secretary):	
Does your company or any of its senior members have any outstanding debts with any local Authority?	Yes No
Does your company have any association (either directly or indirectly) with any member or employee?	Yes No
Have any of the senior members of the firm (for example a sole trader, partner, director or company secretary) been involved in any firm, which has been liquidated or gone into receivership?	Yes No

Financial information

Who will be the person responsible for financial matters during this contract?			
Name			
Telephone Number			
Please indicate the annual turnover of your organisation over the last three years. If your organisation is part of the group, please supply the figures for both your own organisation and the group.			
Annual Turnover	£	for the year ended	
Annual Turnover	£	for the year ended	
Annual Turnover	£	for the year ended	

Has your company met the terms of its banking facilities and loan agreements (if any) during the past year?	Yes	No
If "No" what were the reasons, and what has been done to put things right?		
Has your company met all its obligations to pay its creditors and staff during the past year?	Yes	No
If "No" please explain why not:		
What is the name and branch of your bankers (who could provide a reference)?	Name:	
	Branch:	
	Contact details:	
If successful you may be asked to provide one of the following, would you be able to provide:		
<i>A copy of your most recent audited accounts (for the last two years if this applies)</i>	Yes	No
<i>A statement of your turnover, profit & loss account and cash flow for the most recent year of trading</i>	Yes	No
<i>A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position</i>	Yes	No

Business Activities

What are the main business activities of your organisation.	
Please state the approximate number of employees currently employed:	

Insurance

Please give details of insurance cover currently in force as indicated below.

	Insurer	Policy Number	Extent of cover	Expiry Date
Employers Liability				
Public Liability				
Professional Indemnity				

Quality Assurance

Does your organisation hold a recognised quality management certification for example BS/EN/ISO 9000 or equivalent? Plus any associated standards.	Yes	No
If not, does your organisation have a quality management system?	Yes	No
If you do not have quality certification or a quality management system, please explain why:		

Health and Safety

Does your organisation have a written health and safety at work policy?	Yes	No
Does your organisation have a health and safety at work system?	Yes	No
If “No”, to either of the above please explain why:		

Equal Opportunities

Does your company have a written equal opportunities policy, to avoid discrimination?	Yes	No
---------------------------------------------------------------------------------------	-----	----

Environmental Matters

Does your company have a written environmental policy? If so, please enclose copies with this submission.	Yes	No
With effect from 2014 there is a legal requirement that any contractor that transports waste must be registered with the Environment Agency. Please confirm that you comply or if not applicable.	Yes / No / N/A Delete as appropriate	

Professional and Business Standing

Do any of the following apply to your organisation, or to (any of) the director(s) / partners / proprietor(s)?		
Is in a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, or subject to relevant proceedings	Yes	No
Has been convicted of a criminal offence related to business or professional conduct	Yes	No
Has committed an act of grave misconduct in the course of business	Yes	No
Has not fulfilled obligations related to payment of social security contributions	Yes	No
Has not fulfilled obligations related to payment of taxes	Yes	No
Is guilty of serious misrepresentation in supplying information	Yes	No
Is not in possession of relevant licences or membership of an appropriate organisation where required by law	Yes	No

if the answer to any of these is “**Yes**” please give brief details below, including what has been done to put things right.

Compliance with equality legislation

In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court?	Yes	No
In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors on grounds or alleged unlawful discrimination?	Yes	No
If you have answered ‘yes’ to one or both of the questioned in this section, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.		

Safeguarding

<p>Bolsover Town Council has a safeguarding policy to offer protection to children and vulnerable adults. Contractors must follow this policy which is available from our website. An exception can be made if a contractor has their own policy which has been recognised as an adequate substitute by the Council.</p> <p>Please confirm your acceptance of our policy or supply a copy if you are proposing to use your own policy.</p>	Yes	No
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----	----

Carbon Emissions

<p>We have a Carbon Reduction Plan published on our website, this includes;</p> <p>a signed declaration confirming the supplier’s commitment to achieving Net Zero by 2050 (at the latest)</p> <p>Details the supplier’s Greenhouse Gas emissions</p> <p>Details the environmental management measures that can be applied in the delivery of the contract.</p>	Yes	No	N/A
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----	----	-----

Criteria – Scored Questions: Pricing Evaluation

Tender prices will be scored on a comparative basis; with the lowest compliant Tender (excluding any Tenders that the Authority rejects as being abnormally low or non-compliant), receiving % of the available marks. All other Tenders will be compared against that lowest Tender using the formula:

$(A / B) \times \text{pricing \%}$

A = price of lowest compliant Tender

B = price of the Tender being scored

If it appears to the Authority that any Tender may be abnormally low then the Authority may ask the Bidder to explain its price or costs. If, following the Bidder's explanations, the Authority is not satisfied with the Bidder's account for the low level of price or cost in the Tender, the Authority may treat the Tender as non-compliant and reject it.

During the first year of the contract prices shall be fixed as per the tender submission and thereafter any reasonable increases in prices require prompt notice to the Council with a reason and details, and are subject to the Councils prior written approval. The Council will respond within 7 days after the receipt of the contractors notice. If the reasons and details are not to the satisfaction of the Council then the Council will enter into negotiation to rectify the issue failing this procedure then the Council will proceed with the termination of the contract at its own discretion issuing a notice of intent with immediate effect.

Criteria – Scored Questions: Quality Evaluation

The quality evaluation will be scored in accordance with the table below:

Assessment	Score	Interpretation
Excellent	5	Exceeds the requirement. Exceptional demonstration by the Bidder of the relevant ability, understanding, skills, resource & quality measures required to provide the supplies / services. Response identifies factors that will offer potential added value, with evidence to support the response.
Good	4	Satisfies the requirement with minor additional benefits. Above average demonstration by the Bidder of the relevant ability, understanding, skills, resource & quality measures required to provide the supplies / services. Response identifies factors that will offer potential added value, with evidence to support the response.
Acceptable	3	Satisfies the requirement. Demonstration by the Bidder of the relevant ability, understanding, skills, resource & quality measures required to provide the supplies / services, with evidence to support the response.
Minor Reservations	2	Satisfies the requirement with minor reservations. Some minor reservations of the Bidder's relevant ability, understanding, skills, resource & quality measures required to provide the supplies / services, with little or no evidence to support the response.
Serious Reservations	1	Satisfies the requirement with major reservations. Considerable reservations of the Bidder's relevant ability, understanding, skills, resource & quality measures required to provide the supplies / services, with little or no evidence to support the response.
Unacceptable	0	Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the Bidder has the ability, understanding, skills, resource & quality measures required to provide the supplies / services, with little or no evidence to support the response.

5 – FORM OF QUOTATION

To: Old Bolsover Town Council

Having examined carefully and understood the, Conditions of Quotation, the Specification and all other documentation issued by the Council in connection with the provision of Project Title: ...

Total value of the quotation:

£.....

We

Of

.....

hereby offer to supply the Services subject to the terms and conditions set out in such Conditions of Quotation, Specification and other documents (if any) at the prices and rates contained in the Pricing Schedule.

We understand you are not bound to accept the lowest or any Quotation you may receive and you will not pay any expenses incurred by us in connection with the preparation and submission of this Quotation.

Unless and until a formal Contract is prepared and executed this Quotation together with your written acceptance thereof shall constitute a binding Contract between us.

Signature

Duly authorised agent of the Bidder

Position held

Name and Address of Bidder

.....

.....

.....

Dated