



RYDE TOWN COUNCIL

**QUOTATION DOCUMENTATION
TOWN MAP AND EVENTS POSTER**

November 2017

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INTRODUCTION

Ryde Town Council undertakes a number of projects aimed at marketing Ryde as an attractive place to live and visit. The Ryde Town Map provides a free illustrated guide to the town, including shopping areas, visitor attractions, and information about the history of Ryde, event listings and travel information. Whilst the general layout of the Map remains the same every year the design theme and information are updated annually. The Map is distributed separately to a wide number of Island and mainland outlets. The Ryde Events Poster promotes a wide range of events that take place in and around the town between Easter and October and is displayed in ferry terminals, tourist information points, places of interest and businesses across the Island. The annual design theme for the Events Poster reflects the design chosen by the Town Council for the Map.

Quotations are being invited from suitably qualified and experienced Contractors to undertake the production (design, printing and finishing) of the Ryde Town Map and Ryde Events Poster for a **period of 4 years** commencing in **March 2018**, with the potential to extend the contract by up to a further **12 months** at the discretion of the Town Council. The continuation of the contract during this period will be subject to the contractors' satisfactory performance

The quotation is broken into two components – Town Map and Events Poster. Each contractor can submit quotations for either the Map or Poster elements or submit a quotation for both elements. The contract may be awarded as a combined contract or as individual contracts. This is at the discretion of the Town Council. If the contract is awarded as separate contracts it will be expected that both contractors liaise with one another to ensure that design themes of both are complementary.

It is to be noted that the Council is not bound to accept the lowest tender and if no tenders are received or if the assessment of the tenders of all tenders based on the above criteria are equal, then the Council may make such alternative arrangements for procuring the goods or services or executing the works as it thinks fit.

TOWN MAP

There are two versions of the Town Map produced annually, of which 50,000 are produced of version 1 and 20,000 of version 2. Details of the very minor differences between each version will be provided to the successful contractor. When unfolded the map is A2 in size, is printed on both sides in a 115gm gloss finish and tri folded to measure 210mm by 99mm. The Map is designed to be displayed in leaflet holders with an eye catching cover page. A digital version of the basic map and layout will be provided to the successful contractor and will remain the same each year. Any required alterations to the map overlay and the information on the map will be provided annually by the Town Council to the successful contractor. The Town Council will also provide the successful contractor with a design brief each year. This is usually based on events of note that may be happening in Ryde during that particular year. **The completed maps (both versions) will be required to be fully ready for distribution by the Monday before Easter each year.** Contractors must

clearly demonstrate that they will be able to meet this production deadline. Additional print runs of each version of the Map may be required each year and contractors should also provide rates for additional print runs and finish of 1,000 and 5,000 maps.

The successful contractor should also quote for the provision of digital versions of both versions of the Town Map that can be used by the Town Council on web and other digitally based platforms.

EVENTS POSTER

There is one version of the Events Poster produced each year and the tender must quote the cost of both designing, printing and finishing the poster in a range of sizes and finishes, including double crown, A1, A3 and A4. The Town Council will confirm the size and amount of posters that will be required, but for the purposes of this quotation estimated values have been entered into the pricing schedule in **Appendix 1**. The Town Council will provide the successful contractor with a design brief each year, which will reflect the design brief for the Town Map. This is usually based on events of note that may be happening in Ryde during that particular year. **The completed Posters will be required for distribution by the Monday before Easter each year.** Contractors must clearly demonstrate that they will be able to meet this production deadline. Printing of the poster in different sizes and finishes may be required throughout the year. The cost of any additional printing should be in accordance with the rates entered in the bills of quantities in **Appendix 1**. There may also be a need to print other posters from previous years and the cost of this should also be in accordance with the rates entered in the bills of quantities in **Appendix 1**.

The successful contractor should also quote for the provision of a digital version of the Events Poster that can be used by the Town Council on web and other digitally based platforms.

A Town Council representative will liaise with the successful contractor around the design and production of the Map and Poster each year. This discussion will commence in early January each year.

CONDITIONS OF CONTRACT

INSURANCE

It is a requirement that the contractor is adequately insured, with a minimum of £10m public liability cover. A copy of your current insurance certificate must be included in the tender response.

ATTENDANCE

The Contractor(s) will be required to appoint a representative who will be the first point of contact with RTC officers.

It is expected that the Contractors' representative will be able to liaise closely on all aspects of the contract(s).

MEDIA

The Contractor(s) will be required to seek the Town Council's agreement to any contact that the Contractor wishes to undertake about any aspect of the services provided with the media

INVOICING

Town Map: A single VAT invoice for the design, printing and production of 50,000 version 1 and 20,000 version 2 are to be submitted in accordance with the rates entered in the bills of quantities in **Appendix 1**, following satisfactory completion and the publication of the Map. Any further printing undertaken to be invoiced in the same way.

Events Poster: A single VAT invoice for the design and printing of as many posters as are required is to be submitted in accordance with the rates entered in the bills of quantities in **Appendix 1**, following satisfactory completion of the publication of the Poster. Any further printing undertaken to be invoiced in the same way.

THE CONTRACT

The contract will be with Ryde Town Council. No sub letting of the contract to a third party is allowed without prior permission.

The initial term of the contract will be for **4 years commencing on 1 March 2018** with summer planting. The contract may be extended by up to a further 12 months at the sole discretion of RTC. A minimum of three months notice will be given to the contractor prior to the end of the initial 4-year contract period.

The initial agreed contract price shall rise each year on the anniversary of the contract award in accordance with the Governments CPI Index (Consumer Price Index)

VARIATIONS

Any variations to the contract will be notified to the Contractor by the Town Clerk and agreed in writing between the two parties. The value of any variations made will be based on the rates entered by the contractor in the Bills of Quantities, or used as the basis of the valuation if no appropriate rate exists.

CANVASSING AND DISCLOSURE

Canvassing of members of the Town Council or its staff, directly or indirectly, for a tender of the Council will disqualify the applicant for such tender.

If an employee of the Contractor is related to any Councilor, or to any officer of the Council, this shall be disclosed in writing to the Town Clerk. If the Contractor fails to do so shall be disqualified, and, if awarded the contract(s), may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee any such disclosure.

TERMINATION OF THE CONTRACT

Should, in the opinion of the Council, the service provision be deemed to be of an unsatisfactory standard or any other contravention of these contract terms occurs you will be deemed to be in breach of contract and the contract will be terminated with immediate effect. However, the Contractor will be given notice by the Council of unsatisfactory standards being achieved and will be given an opportunity to improve standards within an agreed timescale. Failure to do so will result in termination of the contract. Should the Contractor wish to terminate this contract, a minimum of three months notice must be given prior to the commencement of each contract year.

QUOTATION SUBMISSION

Your tender submission should comprise the completion of the pricing schedule at **Appendix 1** together with a copy of your current public indemnity insurance certificate. An accompanying signed letter must also give the following details:

- Outline your understanding of the specification
- Confirm acceptance of the requirements outlined in this quotation document
- Provide examples of similar contracts undertaken
- Provide details of at least two persons / organisations who can comment on your ability to carry out this type of work.

One completed and signed copy of the quotation document should be returned in the enclosed envelope. The envelope shall not bear any distinguishing marks to identify the tenderer. Please remember to ensure the correct postage is used. Ryde Town Council cannot be held responsible for non-delivery. The sealed envelope can be hand delivered to the office during the normal RTC office hours (9.00 - 14.00 weekdays).

The quotation must be returned to Ryde Town Council at the address given in the Form of Tender by:

12.00 Noon on Friday, 2 February 2018

The two Town Clerks, in the presence of the Councils Procurement Adviser, will open all quotations at the same time. Incomplete or qualified quotations will be rejected, in addition to those that have not been returned in accordance with these conditions. Late quotations will not be considered and will be opened only to return them to the sender.

Quotations will be checked for numerical accuracy and also assessed on the information provided in the accompanying letter as required above. References will be taken up prior to award of any contract. However, the Council is not bound to accept any quotation.

Any queries relating to this quotation must be raised in writing with the Clerk to the Council by no later than **12.00 Noon on Friday, 05 January 2018**. No queries will

be entertained beyond this date. The results of any queries will be issued to all contractors quoting for the services to which the query / queries relate where this is deemed appropriate, although the identity of the contractor(s) who raised the queries will not be made known.

It will be expected that the Contractor, prior to submitting his quotation will have satisfied himself of all of the requirements of the services including all necessary information and that the quotation is fully inclusive of all costs. Please also refer to the preamble to Bills of Quantities.

It is expected that the award of the contract(s) will be made during the week commencing **Monday, 19 February 2018**.

PREAMBLE TO BILLS OF QUANTITIES

Attention is directed to all of the sections comprised in this quotation document and these are to be read in conjunction with the following Bills of Quantities. The contractor should satisfy himself as to the local conditions, the full extent and character of the operations, the supply and conditions affecting labour and all other factors which could affect the execution of the contract generally as no claims on the grounds of want of knowledge will be entertained.

All services provided under this contract will be subject to regular quality inspections.

Each item shall be priced separately in the Bills of Quantities. Bracketing of items and the terms 'inclusive' and 'included' will not be acceptable and may result in the tender being rejected.

The tenderer is to allow in his prices for meeting the cost of providing manpower, offices, depots, all necessary plant and equipment, any associated charges, and every item of work necessary to make a complete job to the reasonable satisfaction of the Council.

The Council will not entertain any claim arising from the contractor's omission of any cost or charge and the quotation figure will be deemed to include all costs required to provide a complete service as defined in the specifications, conditions of contract and any other associated documents.

The quantities of the works and frequencies of repetition specified in the specifications and other quotation documents represent the standard service required by the Council. However, the Council reserves the right to increase or decrease the service standards.

The rates entered in the Bills of Quantities shall be the full inclusive value of the work described under the several items, including all costs and expenses, labour, plant and equipment and all other matters which may be required to provide the services in accordance with the contract, together with all general risks, liabilities and obligations set forth or implied as necessary to comply with the conditions of contract, the specifications and all other documents forming part of the contract.

Before pricing any item in the Bills of Quantities, the contractor should pay particular attention to the differing factors affecting each part of the service. The rates entered in the Bills of Quantities will be deemed to reflect these factors.

There is no Preliminaries Bill included within these documents and therefore all administration charges and overheads, costs of insurance as identified must be included within the rates for the various items of work included in the Bills of Quantities etc.

APPENDIX 1 – PRICING SCHEDULE / BILLS OF QUANTITIES

TOWN MAP

Item No	DESCRIPTION	QUANTITY	UNIT	RATE (£)	TOTAL COST (£)
1	Design of Town Map – Version 1	1	Item		
2	Design of Town Map – Version 2	1	Item		
3	Printing, Production and Finish of Town Map – Version 1	50,000	Per 50,000		
4	Printing, Production and Finish of Town Map – Version 2	20,000	Per 20,000		
5	Extra Over item 3 for additional 5,000 copies	5,000	Per 5,000		Rate Only
6	Extra Over item 3 for additional 1,000 copies	1,000	Per 1,000		Rate Only
7	Extra Over item 4 for additional 5,000 copies	5,000	Per 5,000		Rate Only
8	Extra Over item 4 for additional 1,000 copies	1,000	Per 1,000		Rate Only
8	Delivery of Town Map Version 1 to two identified Island Addresses	1	Item		

9	Delivery of Town Map Version 2 to two identified Island Addresses	1	Item		
10	Production and Supply of Digital Town Map – Version 1	1	Item		
11	Production and Supply of Digital Town Map – Version 2	1	Item		
Total for Town Map carried forward to Grand Summary					

EVENTS POSTER

ITEM No	DESCRIPTION	QUANTITY	UNIT	RATE (£)	TOTAL COST (£)
1	Design of Events Poster	1	Item		
2	Printing, Production and Finish of Events Poster – Double Crown	20	Per Poster		
3	Printing, Production and Finish of Events Poster – A1	20	Per Poster		Rate Only
4	Printing, Production and Finish of Events Poster – A3	20	Per Poster		Rate Only

5	Printing, Production and Finish of Events Poster – A4	20	Per Poster		Rate Only
6	Delivery of Events Posters to two identified Island Addresses	1	Item		
7	Printing of Old Versions of the Events Poster – To be supplied by RTC	20	Per Item		Rate Only
8	Production and Supply of a Digital Events Poster	1	Item		
Total for Events Poster carried forward to Grand Summary					

GRAND SUMMARY – TOWN MAP AND POSTER - ANNUAL COST

Total for Town Map brought forward to Grand Summary	£
Total for Events Poster brought forward to Grand Summary	£
Grand Total – Town Map and Events Poster	£