

**Request for Quotation (RFQ)**

**For the** [Food WorksSW Dairy Piloting facility]

**Commencing:** 15th December 2021

**Contract Term:** [12 weeks]

**Please submit by:** [09:00 8th December 2020]

**Bidder:** [Bidder to insert name]

**North Somerset Council Background Information**

North Somerset Council is the local authority of North Somerset. It is a unitary authority, possessing the powers of both a non-metropolitan county and district council combined. There are two parliamentary constituencies in the North Somerset boundary the North Somerset constituency and the Weston-super-Mare constituency.

The main settlements are Weston-super-Mare and three smaller towns of Clevedon, Nailsea and Portishead.



North Somerset Council provides a full range of local government services including highways, social services, children services, planning, parks and open spaces, waste collection and disposal, property maintenance and the council is also a local education authority. It has a population of around 206,100. North Somerset borders the local government areas of Bristol, Bath and North East Somerset, Mendip and Sedgemoor.

As a contracting authority, we spend around £160 million per annum on various works, goods and services to bring benefits to the area and its residents. The council operates out of the Town Hall, Weston-super-Mare and Castlewood, Clevedon. [www.n-somerset.gov.uk](http://www.n-somerset.gov.uk)

**Food WorksSW Food and Drink Innovation Centre – background information.**

The creation of a regional food and drink innovation centre (The Food WorksSW) is aimed at providing a catalyst for the development of a high value food and drink manufacturing cluster in the Food Enterprise Zone at Weston-super-Mare. The Centre provides food and drink businesses, of all sizes, with the facilities and support to help them innovate and develop their products and businesses.

The Food WorksSW comprises a business hub, product development facilities and twelve food-grade business units.

A key element of the Centre is the product development facilities that are unique to the South West in providing space, equipment and technical support to aid development, trial and scale up of products by businesses, from start-ups through to large established companies, across a range of food and drink products.

One development room is already complete as a commercial kitchen for general use, a bakery development room is currently being fitted out and now, following industry input and research, the next room to be enabled is a dairy piloting facility.

Quotes are now being sought for the design, supply, installation and commissioning of equipment to provide a fully operational dairy piloting facility

The Food WorksSW is owned by North Somerset Council and operated on our behalf by the Food and Drink Forum.

**1. Goods and Services Specification**

* 1. North Somerset Council are inviting quotes for the design and installation of a Dairy Piloting plant into one of the Product Development Rooms at The Food WorksSW forming one of the critical parts of the Food Innovation Centre. This will require the design, supply, installation and commissioning of equipment that will form a specialism for this Regional Centre.

**Detailed descriptions of products or services**

The supplier will be required to design the layout and equipment needed for the fitting out of **Development Kitchen 1** that will provide a fully equipped processing area with entry level industry processing equipment to facilitate all aspects of the commercial processing of dairy and non-dairy products including: cheese, yoghurt, ice-cream and butter. The technical facility is designed to allow food producers to trial and manufacture products on a small industrial scale.

The range and scale of equipment should be suitable for and enable the:

* Trialling and developing of new products.
* Improvement of existing business products.
* Scaling up of products.
* Ability to carry out small batch runs.

It will be used on a short-term hire basis by the half day, day or week with or without technical support by:

* Start-up businesses
* Micro business
* Medium sized business
* Larger companies

The design should include all necessary ancillary equipment to meet the purpose and all equipment must be fully compliant with current UK legislation. Further information and specification is included in Appendix A Goods and Services Specification.

Designs should:

* Detail the specific pieces of equipment that will meet the required aims and uses.
* Identify and include any adaptations or additions to the existing M&E serving **Product Development Kitchen 1** (See Appendix C for the room plan) that will be needed to complete the installation and commissioning of the dairy equipment. The preferred contractor needs to be satisfied that the existing M&E, including the hot water supply, is adequate for their proposals and if not what will be included as part of this work. Any costs must be included in the tendered sum.
* Take into account existing air handling equipment.
* Ensure the use of space is maximised without compromising production, people and workflows.
* Take into consideration the location of floor drainage and the ability to move equipment so the room can be effectively cleaned.
* Take into account there is no steam generation currently on site.

Consideration should also be given to:

* Equipment can be connected to existing power points and other utility outlets.
* All or any additional new utilities to be fitted as part of the works and installation.
* No forklift access will be permitted directly on the resin floors.
* Any openings to existing externally cladded walls will need to be carried out by the original installers to safeguard the guarantee.

The tender should include design concepts, itemised equipment specifications and costs that the bidders consider meet the brief and requirements to enable a full assessment of the tender to be carried out.

* **Volumes/Quantities**

200 litre facility, further information is included in Appendix A Goods and Services Specification.

* **Quality levels or standards to be met with Equipment and Specifications**
* A key requirement for this contract is that all equipment supplied must be manufactured to high quality, shall be suitable for heavy-duty commercial use and provide the longest operational lifespan in order to reduce the need for ongoing repairs and maintenance.
* All equipment supplied to us shall be constructed so as to comply with the relevant European and/or British Standards. All equipment shall comply with the relevant EN standards and, where appropriate, all equipment shall carry the CE mark awarded by an appropriate Notified Body. We have provided a guidance document under Appendix B Regulatory Compliance Guide, but the applicant is fully responsible for ensuring all regulations are followed for equipment and installation.
* Further information is provided in Appendix A Goods and Services Specification.
* External extraction canopies and any ceiling mounted equipment will require review by a structural engineer as these will need to be fixed to the main building structure. Again, please refer to Appendix A Goods and Services Specification.
* **Tendered Sum**
* The submitted tender sum must cover **all** costs associated with completing **all** the required work to ensure the Piloting facility is fully functioning and operational.
* It is essential that interested parties visit and inspect the site before submitting their final quote, particularly to ensure all building and engineering works are understood and all costs included in the quote. Quotes will not be considered if all costs are not included.
* All costs relating to work for any alterations and or additions to the existing building M&E, fabric and structure that is needed to deliver the design and complete the installation and commissioning of all equipment, whether external to or within Development Room 1 need to be detailed and included in the submission.
* The fit out should allow for and include costings for all rubbish and waste removal to an approved facility.
* Any additional extraction and fire suppression equipment if required under regulations must be included with costs.
* The quote should include for provision for commissioning, final plans, Operating and Maintenance Manuals and staff training.
* Site visits can be arranged through The Food WorksSW Centre team.
* **Installation**
* The nominated supplier should ensure that all equipment shall be installed by a competent person in accordance with the relevant statutory requirements.
* All building work related to the fit out, whether in or outside the room must be carried out by a competent person and ensure activity does not affect the existing building and equipment warranties.
* The nominated supplier must complete the installation of equipment within 12 weeks of starting and all work and invoices must be completed by 31st March 2021.
  + **Aftercare**
  + Aftercare support is required for a minimum 12 months after the installation of equipment. It is important that all regulatory requirements for servicing are conducted within the defined timeframes and conducted by trained and competent people.
  + **Assessment of the submitted tenders will consider:**
* Warranties – provided by the original equipment manufacturer and/or extended warranties offered by the supplier for the equipment and/or the installation of equipment. These should be in the name of North Somerset Council.
* Training and support to be provided – ensuring best practise on equipment use, cleaning techniques as well as maintenance and servicing.
* Maintenance and Servicing – offered by the supplier.
* Contract Start date/ delivery date
  + **Start date** 15th December 2020
* Contract length
  + **Contract Term:** [12 weeks]
* Delivery requirements
  + All items and installation to be to Food WorksSW, 8 Whirlwind Road, Weston-super-Mare, BS24 8EF.
* Payment terms
  + As attached in North Somerset Council Terms and Conditions. No other terms and conditions will be accepted.
  + The Food and Drink Forum is operating Food WorksSW on behalf of North Somerset Council. The Contract for this work will be between the preferred bidder and North Somerset Council, with The Food and Drink Forum acting as the Contract Manager on behalf of the Council. The Purchase Order will be provided by the Council for payment of all work so that the selected supplier will invoice directly at agreed stages.
* Reporting requirements
  + Internal inspection of equipment and installation at handover.
  + Provision of serial numbers for asset register.
  + Provision of Operating and Maintenance Manuals.
  + Provision of equipment warranty documentation.
  + Aftersales care and servicing.
* **Social Value**
  + Food WorksSW has been established to support food and drink manufacturing businesses. Additionally, Food WorksSW has a requirement to support the local community and the disadvantaged. Consequently, suggestions from potential suppliers are welcome that will support this agenda and provides improved value-for-money.
* **Personnel skills or competencies**
  + All personnel undertaking work related to the existing building, including new connections must be a competent person as registered under relevant certification and to enable works meet and required building standards and regulations. This is also to ensure existing building warranties and guarantees are not affected by any work.

**2. RFQ Timetable**

2.1 The table below outlines the indicative timetable for this procurement. The council reserves the right to change this timetable.

|  |  |
| --- | --- |
| **STAGE** | **DEADLINE** |
| RFQ Open | 23rd November 2020 |
| Question deadline | 2nd December 2020 |
| RFQ Submission closing | 8th December 2020 |
| RFQ Evaluation | 8th – 11th December 2020 |
| Interview if required | 11th December 2020 |
| Award Notification | 14th December 2020 |
| Contract Start Date | 15th December 2020 |

**3. RFQ Submission**

The maximum budget for this tender is £99,999.Any amounts over £99,999 will not be considered. Evaluation of bids will give consideration to the costs and other factors in awarding the tender to the preferred bidder. Any discounts offered must be clear and easy to understand.

3.1 Submission of this document must be with the council no later than 09:00 on 8/12/2020. Please submit your RFQ using the following e mail address:

Submission of this document must be with the council no later than 09:00 on 8/12/2020. and submitted via the portal www.supplyingthesouthwest.org.uk.

If you are new to using this portal, please take the time to familiarise yourself with it.

If you have any queries regarding this request for quote please use the messaging section on the portal [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk) to log your query. We will only respond to queries using this method.

3.2 Any RFQs received after the specified deadline will not be considered unless the closing date for receipt of RFQs is formally extended by the Council and communicated. Submissions received after the closing date may be considered in exceptional cases where submission is not possible for reasons outside of the bidders control, however this will be permitted only at the discretion of the Council and their decision on this will be final.

3.3 If the Council and the Food and Drink Forum considers a Tender to be abnormally low priced and suspect the quoted price is not sustainable, they reserve the right to challenge how the bidder can deliver the expected quality at that price. If the Council and the Food and Drink Forum are satisfied that the quoted price is indeed unsustainable, then they are at liberty to reject the tender.

**4. Compliant Quotation**

4.1 Before evaluating your quotation the Council needs to satisfy itself that you meet its minimum requirements.

4.2 Please answer all of the following questions, do not submit paperwork with this application. Evidence will be requested of the preferred supplier when notified of intention to award the contract. Failure to answer any of the questions below will automatically disqualify your bid. In addition, should a contract be awarded and it is subsequently discovered that these questions were not answered accurately, or information is not available, it could render the contract void.

|  |  |  |  |
| --- | --- | --- | --- |
| **Questions 4.1 – 4.13 are a Pass / Fail requirement unless otherwise stated** | | **Please reply using “Yes” or “No”** | **Score** |
| 4.1 | **Acceptance of the Terms and Conditions** - Has your quotation been submitted according to North Somerset Council’s Terms and Conditions? |  | Yes Pass  No Fail |
| 4.2 | **Acceptance of the Goods and/or Services Specification –** Has your quotation been submitted in accordance with the Goods and /or Services specification/scope? |  | Yes Pass  No Fail |
| 4.3 | **Insurance -** Will your organisation have Public Liability Insurance not less than £5 million in place before any contract is signed? |  | Yes Pass  No Fail |
| 4.4 | **Insurance -** Will your organisation have Employer Liability Insurance not less than £5 million in place before any contract is signed? |  | Yes Pass  No Fail |
| 4.5 | **Insurance -** Will your organisation have Product Liability Insurance not less than £5 million in place before any contract is signed? |  | Yes Pass  No Fail |
| 4.6 | **Insurance -** Will your organisation have Professional Indemnity Insurance not less than £3 million in place before any contract is signed? |  | Yes Pass  No Fail |
| 4.7 | **Collusive tendering** – Have you discussed and/or agreed your quote with any other bidders or 3rd party? |  | Yes Fail  No Pass |
| 4.8 | **Canvassing** – Has any person employed by your organisation canvassed any member, employee, agent or contractor of NSC in connection with the award of this contract? |  | Yes Fail  No Pass |
| 4.9 | **Health and Safety** - Does your organisation have a Health and Safety Policy? |  | Yes Pass  No Fail |
| 4.10 | **Equality and Diversity -** Does your organisation have an Equality and Diversity Policy? Please also confirm that you shall comply with all legislation, official guidance and codes of practice relating to equal opportunities, including but not limited to The Equality Act 2010. |  | Yes Pass  No Fail |
| 4.11 | **References** – Are you able to provide the names of at least two of your recent customers who are willing to provide references for your organisation? (See 10. References) |  | Yes Pass  No Fail |
| 4.12 | **Sub-contracting** - You must state in your quote if you propose to sub-let any of the work and the proposed sub-contractors. You will still be required to apply in writing to the Purchaser for permission to sub-let and the fact that this declaration is completed in no way implies the automatic approval or the granting of permission to sub-let the listed works. |  | Yes  No  (For information only). |
| 4.13 | **Sustainability** - Does your company have a Sustainability Policy or hold an environment management system e.g. ISO 14001 or Eco Management and Audit Scheme or equivalent standard? |  | Yes Pass  No Fail |

**5. Evaluation criteria**

5.1 The tenders will be evaluated on the basis of what is the most economically advantageous to North Somerset Council as well as meeting the required performance. It proposes to take into account both quality and price. Quotes will be evaluated according to quality and price at the following ratio: 80% quality/ 20% price.

**6. Quality Evaluation**

6.1 Please respond to each of the questions below in the table provided.

6.2 If a word count has been included, please ensure that you keep to this level and also provide a total word count at the end of each response.

6.3 The weighting of each question is indicated in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Question** | | **Score** | **Weighting %** |
| **1** | **Experience of similar work:** |  |  |
|  | Previous experience, knowledge and delivery of projects and services in line with the proposal. | **0-5** | **20** |
| **2** | **Understanding of the work required:** |  |  |
|  | Fit to the brief, suitability of proposal and ability to meet the required specification, suitability of equipment, technical specifications, aftercare provision. | **0-5** | **30** |
| **3** | **Time Frame/Deadline:** |  |  |
|  | Ability to deliver the work in the given timeframe to the standard required, draft programme of work submitted. | **0-5** | **25** |
| **4** | **Added Value:** |  |  |
|  | Evidence of added and Social Value within the delivery of the work and or service including any impact or outcomes there would be for the local area. | **0-5** | **5** |
|  | **Total** |  | **80%** |

**NB** - Please answer all of the questions. Failure to do so will usually mean that you will not be successful as we will be unable to fully assess your suitability.

6.4 The quality evaluation will be scored using the following matrix:

|  |  |  |
| --- | --- | --- |
| **Score** | **Classification** | **Award Criteria** |
| 5 | Excellent | A response that inspires confidence; specification is fully met and is robustly and clearly demonstrated and evidenced. Full evidence as to how the contract will be fulfilled either by demonstrating past experience or through a clear process of implementation. |
| 4 | Good | A response supported by good evidence/examples of the Bidders’ relevant ability and/or gives the council a good level of confidence in the Bidders’ ability. All requirements are met and evidence is provided to support the answers demonstrating sufficiency, compliance and either actual experience or a process of implementation. |
| 3 | Satisfactory | A response that is acceptable and meets the minimum requirement but remains limited and could have been expanded upon. |
| 2 | Weak | A response only partially satisfying the requirement with deficiencies apparent.  Not supported by sufficient breadth or sufficient quality of evidence/examples and provides the council a limited level of confidence in the Bidders’ ability to deliver the specification. |
| 1 | Inadequate | A response that has material omissions not supported by sufficient breadth and sufficient quality of evidence/examples. Overall the response provides the council with a very low level of confidence in the Bidders’ ability to deliver the specification. |
| 0 | Unsatisfactory | No response or response does not provide any relevant information and does not answer the question. |

* 1. This tender will be assessed based on cost and quality of the proposals submitted.
  2. There is an opportunity for interested parties to submit questions for clarification by the identified date to provide time to complete the submission.
  3. A review team made up of North Somerset Council and the Food and Drink Forum will carry out the assessment of all submissions.
  4. Before the quality and price of an RFQ is evaluated, checks of the pass/fail criteria as laid out in the RFQ (Section 4) will be carried out first. Any bidders who fail at this stage will not be evaluated further.
  5. All RFQs will be assessed as identified in Sections 6 and 7.
  6. If required, an interview will be held to provide an opportunity for the Council and the Food and Drink Forum to clarify any issues or information submitted.
  7. Following these stages, the preferred bidder will be notified and at this point will be required to submit all policies and insurance details as identified in Section 4.
  8. Once these policies and details have been reviewed and approved, the Director Decision has been signed by North Somerset Council the contract award letter will be completed for signing by all parties.

**7. Price Submission**

7.1 All quotations must be held open for a period of 60 days from the date of submission.

7.2 Prices must be inclusive of all expenses (including delivery) but exclusive of VAT. 20% of the overall scores will be allocated to price. 80% will be given to quality. Overall the score will be marked out of 100%.

7.3 Please complete the pricing schedule in the format shown below. Any variations on this format will not be accepted. Submissions of price received in any other format will not be accepted and will render your quotation void.

7.4 You must provide a breakdown of the information requested in the table below, failure to do so may disqualify your quotation.

|  |  |  |  |
| --- | --- | --- | --- |
| **Description of Goods/Service/Works** | **Duration** | **Value** | **Total amount** |
| Design and contract management |  |  |  |
| Engineering and building work |  |  |  |
| Equipment (itemised and unit costs) |  |  |  |
| Installation & Commissioning |  |  |  |
| Waste disposal & Cleaning of Equipment |  |  |  |
| Warranties and Operating and maintenance manuals |  |  |  |
| Other (add if required |  |  |  |
| Other (add if required) |  |  |  |
| Other (add if required) |  |  |  |
| Other (add if required) |  |  |  |
| Other (add if required) |  |  |  |
| **Total amount** |  |  |  |

7.5 We shall not be bound to accept any quotation and reserve the right to accept all or any part.

7.6 We shall not be responsible for any expenses or losses incurred in the preparation of this quotation.

7.7 The price indicated within the above table shall be fixed for the duration of the contract term.

**8. References**

8.1 Please complete the details of two references. These references should be relevant to the type of work that you are submitting a bid for.

8.2 Please ensure that the contact details are correct and each of the referees are made aware that they may be contacted by the council.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Customer’s name, Contact’s name, address, e-mail address and telephone number | Description of services provided, the annual value and length of the contract | Dates (from/to) |
| 1 |  |  |  |
| 2 |  |  |  |

**9. Quotation submitted by:**

|  |  |
| --- | --- |
| **Question** | **Response** |
| Full name of the potential supplier submitting the information |  |
| Name of the supplier lead (for correspondence) |  |
| E Mail address |  |
| Contact Numbers |  |
| Registered office address |  |
| Registered website address (if applicable) |  |
| Trading status  a) public limited company  b) limited company  c) limited liability partnership  d) other partnership  e) sole trader  f) third sector  g) other (please specify your trading status) |  |
| Company registration number |  |
| Charity registration number (if applicable) |  |
| Registered VAT number |  |
| Trading name(s) that will be used if successful in this procurement |  |
| Relevant classifications (state whether you fall within one of these, and if so which one)  a) Voluntary Community Social Enterprise (VCSE)  b) Sheltered Workshop  c) Public service mutual |  |
| Are you a Small, Medium or Micro Enterprise (SME)[[1]](#footnote-1)? | Yes ☐  No ☐ |

**ON THE FOLLOWING TABLE, PLEASE PROVIDE INFORMATION RELEVANT TO EACH QUESTION TO ENABLE AN ASSESSMENT OF YOUR RFQ TO BE MADE. PLEASE DO NOT SUBMIT ANY ADDITIONAL INFORMATION OR ATTACHEMENTS UNLESS INDICATED. Please limit your information to 1 page per question.**

|  |  |  |
| --- | --- | --- |
| **Question** | | **Weighting %** |
| **1** | **Experience of similar work:** |  |
|  | Previous experience, knowledge and delivery of projects and services in line with the proposal. | **20** |
|  |  |  |
| **2** | **Understanding of the work required:** |  |
|  | Fit to the brief, suitability of proposal and ability to meet the required specification, suitability of equipment, technical specifications, aftercare provision.  Please provide plans with itemised breakdown and costings for all work and particularly equipment. These can be as additional attachments. | **30** |
| **3** | **Time Frame/Deadline:** |  |
|  | Ability to deliver the work in the given timeframe to the standard required, draft programme of work submitted.  Please provide a draft programme. This should take account of any potential issues that may affect the proposed programme i.e. Brexit. | **25** |
| **4** | **Added Value:** |  |
|  | Evidence of added and Social Value within the delivery of the work and or service including any impact or outcomes there would be for the local area. | **5** |
|  | **Total** | **80%** |

**10 Health & Safety and Equalities & Diversity Evaluation**

**10.1 Health & Safety**

If you are required to provide a Health & Safety policy at 4.9, it must be of a standard to demonstrate competence and compliance with regards to H&S legislation and will be considered in relation to the nature of the procurement.  
  
The policy will need to cover all legislative requirements and responses will be evaluated to ensure that the information provided corresponds to the level of risk of the work or service activity specified within the tender.

**The pass mark for this is 3**

A score of less than **2** for any part will be considered to have failed and removed from the tender process. Where a policy is awarded a score of less than **2**, it will also be deemed to have failed and the next most economically advantageous tender will be assessed.

|  |  |
| --- | --- |
| Excellent Response, wholly compliant | 3 |
| Good response, the key information/standards are in place. Some minor omissions | 2 |
| Information submitted is inadequate | 1 |
| Significant omissions. Response wholly inadequate or no response. | 0 |

**10.2 Equalities & Diversity**

Your Equality and Diversity policy as requested at 4.10 will be assessed using the following criteria:

* Inclusion of all 9 protected characteristics specified in the Equality Act (age, disability, race, religion or belief, sexual orientation, pregnancy and maternity, marriage or civil partnership, sex, gender reassignment)
* A statement of acknowledgement of compliance with responsibilities under the Equality Act 2010
* A statement of how equality issues are being considered by the organisation in both employment and service delivery
* A statement of how equality issues are reviewed or monitored in the organisation, including the overall responsibility for the implementation of the policy
* An action plan on how equality issues are being improved across the organisation

A point will be awarded for each fulfilled criteria which is evident in your policy. **The pass mark for this is 3.**

1. See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-1)