

**GOSPORT BOROUGH COUNCIL (GBC)**

**INVITATION TO QUOTE (ITQ)**

**PUBLISHED: THURSDAY 2<sup>ND</sup> MARCH, FOR:**

**COMMEMORATIVE BENCH PLAQUES AND COMMEMORATIVE TREE  
PLAQUES**

**RESPONSE DEADLINE: 12 NOON, FRIDAY 31<sup>ST</sup> MARCH 2023**

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## **1. Introduction**

Gosport Borough Council (GBC) is seeking to engage a suitable Supplier capable of supplying and delivery commemorative bench plaques and commemorative tree plaques, for installation by the Authority, in coastal conditions within Gosport, Hampshire.

The Contract will be established for an initial period of 1 year with an option to extend for a further period of up to 2 years, in 12 month increments, taking the Contract term to a maximum of 3 years. The Supplier shall be required to demonstrate improvements and/or price reductions to assist in considering an extension. Discussions with the Supplier shall be conducted in advance of the Contract expiry date to arrive at an agreed position. Any extension(s) to the Contract will be agreed between GBC and the Supplier. The Contract is intended to start following contract award decision or as otherwise agreed.

## **2. Specification / Requirements**

The goods will be of satisfactory quality, meet any description concerning them and be fit for purposes as per the Sale of Goods Act 2015.

All goods must be correctly packaged and secured so as to reach their destination in good condition and at the agreed time/date.

The supplier must offer open lines of communication via phone and email for GBC staff to receive advice and discuss requirements. This must be available Monday to Friday from 9am until 5pm.

## **2.1 Lotting**

This invitation to quote is divided into 2 lots. The supplier may quote for any individual or both lots, if desired. It is for the supplier to determine which lot(s) they wish to submit a quote for. The supplier will specify the lot within their quote return.

### **Lot 1 - Commemorative Bench Plaques**

GBC require the following:

- Plaques to be made of stainless steel and be able to withstand coastal conditions without resulting in excessive tarnishing.
- Plaques to be produced with rounded corners and 8.1mm countersunk fixing holes in each corner to accommodate 4 in number Countersunk A2 Stainless Steel self-tapping screws measuring 8 x 3/4"
- The lettering is to be laser engraved in a black font (not coloured with enamel paint).
- Plaques to accommodate a minimum of 4 lines and a minimum of 36 characters per line including spaces.
- Please provide prices for each standard graphic on the Suppliers file and for each customised graphic supplied by client

The above plaque (Lot 1) may be required in the following measurements:

- 150mm x 50mm (maximum thickness of 2mm)
- 150mm x 40mm (maximum thickness of 2mm)
- 220mm x 50mm (maximum thickness of 2mm)

**Example photos of Lot 1 plaques can be found at Appendix 1.**

## **Lot 2 - Commemorative Tree Plaques**

GBC require the following:

- Tree plaques to be made of Corian slate effect material, UV stable and fade proof.
- Tree plaques to be produced with bevelled edges and fixing holes in each corner complete with fixings to attach to black Perspex backing and ground stake.
- Screw caps to be provided in slate grey to match slate effect plaque.
- Black Perspex backing to match the size of the slate effect plaque.
- Ground stake to measure 23" high and be made of galvanised metal powder coated in black.
- Tree Plaques to accommodate a minimum of 4 lines and a minimum of 36 characters per line including spaces.
- The Lettering is to be engraved in white, gold, silver or black
- Please provide prices for each standard artwork on the Suppliers file and for each customised artwork supplied by client.
- Please provide prices for scalloped border artwork and double scalloped border artwork.

The above plaque may be required in the following measurements:

- 400mm x 300mm (A3), (thickness 12mm)
- 300mm x 200mm (A4) (thickness 12mm)
- 250mm x 200mm (thickness 12mm)
- 200mm x 150mm (thickness 12mm)

**Example photos of Lot 2 plaques can be found at Appendix 2**

## **2.2 Quantities/Volume**

The plaques specified in 2.1, are the goods that GBC anticipate ordering throughout the duration of the supply period. For illustration purposes, the figures below provides the approximate quantities of Commemorative Bench Plaques and Commemorative Tree Plaques that were ordered between the 1 April 2021 to the 31 March 2022 and 1 April 2022 to the 15 February 2023. These quantities are not guaranteed in any way for future orders.

Product	Number of Orders between 1 April 2021 – 31 March 2022	Number of Orders between 1 April 2022 – 15 February 2023
Commemorative Bench Plaque	61	41
Commemorative Tree Plaque	6	12

For the avoidance of doubt, the Council will not guarantee the commissioning of any volume of goods through this supply period.

Any change in the quoted product during the supply period, must be made in consultation with GBC and on a like for like basis.

## **2.3 Pricing**

When submitting your commercial response, please ensure you include your delivery costs and any considerations that may be applicable.

Prices shall remain fixed and not be subject to revision for the first year of the contract. With effect from the start of the second year of the contract, prices may be revised each Contract anniversary year, at the request of either party and sent in writing no later than three months prior to that date. The party requesting the revision must do so by completing and submitting a Price Variation request, including relevant supporting evidence.

## **2.4 Orders/Invoices**

The goods will be ordered electronically via a purchase order with a unique number, this number must be shown on each delivery note, which must accompany each delivery. Each invoice must also contain the correct unique number to correspond with the goods delivered. After a purchase order has been issued a proof of the plaque must be supplied in PDF format via email within 10 working days.

Delivery of the plaque(s) is required within 15 working days of the proof being approved and must be delivered within the working hours of GBC, which are Monday to Friday 09:00 – 17:00, to the address below:

Gosport Borough Council  
Town Hall  
High Street  
Gosport  
Hampshire  
PO12 1EB

## **3. Health and Safety**

It is the supplier's responsibility to follow relevant health and safety standards, including risk assessments and method statements (RAMS), for the production and delivery of the goods.

## **4. Insurance**

The successful supplier shall hold and continue to hold valid insurance, such as public, product and employee liability, throughout the supply period. The supplier must provide evidence of cover to the Council at any time when requested by the GBC. See GBC standard terms and conditions, 'indemnity and insurance' clause.

## 5. Timetable

Event	Indicative Date
Invitation to Quote published	Thursday 2 <sup>nd</sup> March 2023
Deadline for clarifications	Friday 17 <sup>th</sup> March 2023
Deadline for receipt of quotes	12 noon, Friday 31 <sup>st</sup> March 2023
Evaluation completed by	Friday 7 <sup>th</sup> April 2023
Notification of award decision	Friday 14 <sup>th</sup> April 2023
Commencement date	Friday 21 <sup>st</sup> April 2023
Supply period end date	Thursday 30 <sup>th</sup> April 2026

## 6. Instructions on submitting a response

Your submission must include a completed Pricing Schedule (Schedule 1), which must be submitted through the South East Business Portal, also known as Proactis, no later than **12 noon Friday 31<sup>st</sup> March 2023** as per the above timetable.

All cells must be completed in the pricing schedule for the lot/lots you wish to quote for, the cells include:

- cost per item
- cost per standard artwork on the Suppliers file
- cost per customised artwork supplied by client
- cost for scalloped border artwork and double scalloped border artwork (commemorative tree plaques only)
- delivery charge per item

In addition to the completed pricing schedule you must include photo examples of plaques to support your bid.

For the avoidance of doubt please refer to section 2.3 within this ITQ for pricing details.

Within your returned pricing schedule please include the contact information of the proposed contract manager, (name, email address and telephone number) to be used following award of the successful supplier, for the duration of the supply period.

## **7. Clarifications**

All requests for clarification should be submitted no later than the date specified in the Procurement timetable, using the messaging facility on the Proactis procurement portal.

Questions received after the deadline date may not be answered. If the potential provider expresses that the question is confidential and GBC agrees that it is, then the response will be sent only to the potential provider raising the question. If GBC disagrees, they will inform the potential provider and allow them to withdraw their question.

Suppliers may be required to clarify their submission. Requests for clarification will be issued via the messaging function on the Proactis portal. Suppliers are required to respond to requests for clarification as requested and, no later than within 3 working days.

## **8. Evaluation**

Quotes received on time will be evaluated on best price per lot, providing the quote meets the requirements stated in this ITQ.



## **9. Award**

The award decision will be notified via the Proactis portal after the deadline for responses has passed and the quotes have been evaluated.

GBC reserve the right to decline to make an award, or to abandon or cancel the procurement process. GBC will not be responsible for any costs or expenses incurred as a result of following this course of action.

Any costs incurred by the service provider in responding to this ITQ or in support of activities associated with the response to this ITQ are to be borne by the service provider and are not reimbursable by GBC.

## **10. Terms and Conditions**

In submitting a response to this Invitation to Quote, potential providers do so on the conditions set out in GBC's standard Terms and Conditions, which are attached to this invitation. In the event of any breach of the conditions, GBC shall be entitled to terminate any arrangement made as a result of such procurement.