



GOSPORT BOROUGH COUNCIL (GBC)

INVITATION TO QUOTE (ITQ)

PUBLISHED: 10th JULY 2024 FOR:

THE SUPPLY AND DELIVERY OF METAL SHEDS

RESPONSE DEADLINE: 24th JULY 2024 11:00am

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1. Introduction

Gosport Borough Council (GBC) is inviting quotations for the supply and delivery of 10 no. metal sheds as detailed in this ITQ.

2. Specification / Requirements

Supply and deliver 10 metal sheds with the following specification;

- Height – no more than 2.0 m
- Roof style – any
- Footprint – 1.5 m (5 ft) x 0.9 m (3 ft)
- Door – lockable hinged swing door (with keys if the door has a mortice lock).
- Colour - Any
- Windows – none.
- Floor fixings – concrete floor carriage bolts.
- Interior shelving – none required

All materials and use of materials must conform to British Standards or equivalent.

Delivery must be on or before the 6th August 2024.

Delivery address;

Gosport Borough Council Depot
Grange Farm
Little Woodham Lane
Gosport
PO13 8AB

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.

3. Procurement Timetable

Event	Indicative Date
Invitation to Quote published	10 th July 2024
Deadline for receipt of quotes	24 th July 2024 at 11:00 Hrs
Evaluation completed by	24 th July 2024
Notification of award decision	24 th July 2024
Commencement date	24 th July 2024
Deliver By	6 th August 2024

4. Instructions on submitting a response

Responses/quotes must be uploaded via the Proactis portal, also known as the South East Business Portal: <https://sebp.due-north.com/>, and submitted no later than the time and date specified in the procurement timetable.

Your quote must include and itemized cost per shed and the cost of delivery together with total cost for all sheds and delivery.

5. Evaluation

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

6. 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 Supplier 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.

Following award, the Council shall order goods via purchase order which is sent electronically via email. This document will include a unique reference number, which must be stated on associated documentation, such as delivery notes and invoices.

The Council pay all invoices in arrears following completion of the successful delivery of the goods. The contractor shall provide the Council with an invoice within 30 days of service completion/goods delivered. Invoices must detail:

- The name and address of the Council (as displayed on the purchase order)
- The Contractor name and address
- The Contractor bank details
- The relevant Council Purchase Order number
- A unique invoice number
- Full breakdown of the goods provided
- All costs, VAT charged and VAT number (if applicable)

Invoice can be submitted via post or electronically via email, the email address will be displayed on the purchase order.

7. Terms and Conditions

In submitting a response to this Invitation to Quote, potential Suppliers 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.

8. Conduct and Conflicts of interest

The supplier shall not, before the date and time specified for return of the quote, communicate to any person the amount or approximate amount of the quote or proposed quote, except where the disclosure in confidence of the approximate amount of quote is necessary to obtain insurance cover.

The quote shall be a bona-fide quote and shall not be fixed or adjusted by, under, or in accordance with any agreement or arrangement with any other person.

Suppliers shall not enter into any agreement or arrangement with any other person with the intent that the other person shall refrain from submitting a quote.

Suppliers must not, in connection with the proposed quote:

- offer any inducement, fee or reward to any member or officer of the Authority/Council
- do anything which would constitute a breach of the Bribery Act 2010 or the Section 117 (2) Local Government Act 1972, or
- canvass any of the persons referred to above in connection with the provision;
 - or contact, any member or officer of the Authority/Council or any person acting as an advisor to the Authority/Council (except as authorised by this Invitation to Quote for the purpose of asking genuine questions about the process or the provision) about any aspect of the proposed provision or for soliciting information in connection therewith.

Suppliers are responsible for ensuring that no conflicts of interest exist between the Supplier and its advisors and the Council and its advisors. Any Supplier who fails to comply with this requirement may be disqualified from the procurement process at the discretion of the Council. Any conflicts of interests must be declared to the Council at the earliest opportunity.