**GOSPORT BOROUGH COUNCIL (GBC)**

**INVITATION TO QUOTE (ITQ)**

**PUBLISHED: 7th August 2024, FOR:**

**WORK TO INSTALL REPLACEMENT AIR-CONDITIONING UNITS TO THE COUNCIL CHAMBERS AT GOSPORT TOWN HALL**

**PO12 1EB.**

**RESPONSE DEADLINE 23rd August 2024 at** **12:00pm**

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1. Introduction

Gosport Borough Council (GBC) invites you to quote for carrying out the necessary works to supply and install replacement air-conditioning to the Council Chamber located on the first floor at Gosport Borough Council.

1. Specification / Requirements

The works to the council chamber consists of making allowance to reclaiming the refrigerant from the four systems and issue reclaim certificate for our records. The present installation consisting of four internal wall mounted units would be taken out of service and left in their present location. The four external condensing units would be disconnected and removed from site and disposed of safely in line with current F Gas regulations by the successful contractor. We are asking for you to supply and install two x 12.5kw Inverter driven heat-pump [heating/cooling] standard ceiling cassettes positioned centrally within the existing suspended ceiling the locations to be confirmed on site by the contractor. The required services would be routed across the ceiling and exit through the existing aperture. The required services where on show would be encased in PVC Trunking. Once connected the system would be pressure tested with OFN to prove containment. After a successful pressure test the system would be evacuated and charged with virgin R32 ozone friendly refrigerant as required.

1. Health and Safety

All works will be subject to all necessary risk assessments and method statements for completing the work. As above, refer to the Specification in order to fulfil for works in order to comply with this.

Being a working office environment, there will be a number personnel in this location who are regularly accessing the communal areas around the council chamber, therefore will be in the close vicinity of the work area. Consideration will be required about operative welfare including regular communication about how works are completed. The contractor must ensure that all measures are in place and clearly demonstrated prior to any works commencing.

Part of the quotation is to include any evidence that similar projects have been undertaken and to include any accreditations applicable to demonstrate your ability to complete the works.

1. Insurance

Ensure all Health and Safety requirements are in place. Ensure that a minimum of £10m public liability and £5m Professional Indemnity insurance cover is in place at the time of the works.

1. Procurement Timetable

|  |  |
| --- | --- |
| **Event** | **Indicative Date** |
| Invitation to Quote published | Wednesday 7th August 2024 |
| Opportunity to complete site visit for up to 1 hour during that allocated day. Too be arranged via the Proactis portal | Wednesday 14th August 2024 |
| Deadline for clarifications | Monday 19th August 2024 |
| Deadline for receipt of quotes | 12.00pm Friday 23rd August 2024 |
| Notification of award decision (following review of bids and approval by insurer) | Monday 26th August 2024 |
| Works commencement by: | Earliest Date TBA by contractor |
| Completion date by: | Earliest Date TBA by contractor |

1. Instructions on submitting a response

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 above.

Please provide your full and final cost including any provisional sums to complete the works, as detailed in this ITQ and supporting documents.

Please also include evidence of any accreditations applicable and evidence of similar projects have been undertaken to demonstrate your ability to complete the works.

1. 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 Gosport Borough Council 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.

1. Evaluation

Quotes received on time will be evaluated on best total price as stated in this ITQ.

1. 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 services 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 service. The contractor shall provide the Council with an invoice within 30 days of service completion. 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 service 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.

1. 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.

1. 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.