**GOSPORT BOROUGH COUNCIL (GBC)**

**INVITATION TO QUOTE (ITQ)**

**PUBLISHED: 23 July 2024, FOR:**

**PA system for Remembrance Sunday**

**RESPONSE DEADLINE: NOON- 13th AUGUST 2024**

Contents

[1. Introduction 2](#_Toc142046285)

[2. Specification / Requirements 2](#_Toc142046286)

[3. Health and Safety 3](#_Toc142046287)

[4. Insurance 3](#_Toc142046288)

[5. Procurement Timetable 3](#_Toc142046289)

[6. Instructions on submitting a response 4](#_Toc142046290)

[7. Clarifications 4](#_Toc142046291)

[8. Evaluation 5](#_Toc142046292)

[9. Award 5](#_Toc142046293)

[10. Terms and Conditions 6](#_Toc142046294)

[11. Conduct and Conflicts of interest 6](#_Toc142046295)

Appendix 1- Site map/ layout

# Introduction

Gosport Borough Council (GBC) is inviting quotations for the supply and delivery of a PA system to facilitate Remembrance Sunday (10 November 2024)

GBC is a small local government authority located in Gosport, Hampshire and is conducting this procurement to achieve a successful Remembrance Parade for the local residents and community.

# Specification / Requirements

1. Site- Gosport War Memorial Hospital, Bury Road, Gosport, Hants, PO12 3PW
2. Times- Required from 0900 until 1300
3. To set up and dissemble the PA system. The surrounding roads will be closed from 0930, set up can be any time from 0800. The event will have concluded by 1230.
4. To be present throughout the ceremony/parade in case of any technical difficulties.
5. To be available for a site visit approximately 1 month prior to the event
6. 2x adjustable microphones along with speakers (number of speakers is to be decided by the provider based on the attendance and site layout)
7. Anticipated attendance for the public is 1000
8. Anticipated attendance for the parade and VIP’s is 500

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.

# Health and Safety

Risk assessment and method statement to be provided. All electrical equipment must be pat tested and labelled.

# Insurance

The Supplier will maintain the following insurance cover for the duration of the commission and provide evidence of cover to the Council at any time when requested by GBC.

|  |  |
| --- | --- |
| **Insurance:** | **Minimum value required** |
| Public Liability  | £10 million  |
| Employee Liability | £5 million |
| Professional Indemnity  | £1 million |

# Procurement Timetable

|  |  |
| --- | --- |
| **Event** | **Indicative Date** |
| Invitation to Quote published | 23.07.24 |
| Deadline for clarifications | 31.07.24 |
| Deadline for receipt of quotes | 13.08.24- Noon |
| Evaluation completed by | 06.09.24 |
| Notification of award decision | 27.09.24  |
| Commencement date | 10.11.23 |
| Completion date | 10.11.23 |

# 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 a breakdown of costs for equipment to hire and sight of your public liability insurance, risk assessment and method statement.

# 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.

# Evaluation

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

# 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/goods delivered. Invoices must detail:

* The name and address of the Council Representative (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.

# 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.

# Conduct and Conflicts of interest

The supplier shall not, before the date and time specified for return of the tender, 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.