

###### REQUEST FOR QUOTATION

**Quote URN Ref: AL1207**

**Title of Requirement: Water Coolers Supply, Servicing and Maintenance**

**Return Date: Friday 9th July 2021 – 12 noon**

**Quote Issued by: Courtney Borrows – Apprentice Category Specialist**

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**REQUEST FOR QUOTATION (RFQ)**

# SECTION 1: INSTRUCTIONS FOR COMPLETING QUOTATION

* 1. Wiltshire Council has a requirement for Servicing and Supply of Water Coolers within leisure centres.To satisfy this need we are seeking quotations from suitable suppliers.
  2. The RFQ should be returned fully completed and properly submitted through the Supplying the South West portal at www.supplyingthesouthwest.org.uk no later than **12:00hrs on Friday 9th July 2021**. **Documents received after the closing date, not properly completed or not returned through** [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk) **will not be accepted**.

**Please do not include general marketing or promotional material from your Organisation as answers to any of the questions unless specifically requested to do so.**

* 1. Any questions about the procurement should be submitted via the Supplying the South West portal – through the Discussions Forum section on [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk) All questions must be raised in the portal no later than **12:00hrs on Friday 25th June 2021** to allow a response to be provided and potential suppliers to assimilate the information provided in the response.

If the authority considers any question or request for clarification to be of material significance, both the question and the response will be communicated to all potential suppliers through the portal.

* 1. **English Fluency Requirements:**

The Government has introduced a fluent English requirement as a statutory requirement. It applies to people working in public service customer facing roles who have face to face conversations and / or telephone conversations with members of the public. This requirement does not extend, refer or apply to people with speech impediments or regional accents.

* 1. Your Quotation will remain open for 90 days from the submission date. The Council reserve the right to award the contract at such or at a later date, or not at all.

## Bid Rigging

The council reserves the right to utilise the [Competition and Marketing Authority’s (CMA) screening for Cartels tool](https://www.gov.uk/government/news/cma-launches-digital-tool-to-fight-bid-rigging).

## Disability Confident Employer Scheme

The council is committed to equality and inclusion in service delivery and employment matters. As part of this the council is a ‘Disability Confident’ employer under the government’s Disability Confident scheme which encourages and supports employers to employ and retain disabled people and those with health conditions. The council encourages its suppliers to demonstrate their commitment to being Disability Confident by signing up to the scheme. Further information is available on [government website](https://www.gov.uk/government/collections/disability-confident-campaign).

## Armed Forces Covenant

## The council is committed to the Armed Forces Covenant and encourages its suppliers to also add their support. Information can be accessed via: <https://www.gov.uk/government/collections/armed-forces-covenant-supporting-information>

## Confidentiality and Freedom of Information

This request for quotation is made available on condition that its contents are kept confidential and is not copied, reproduced, distributed or passed to any other person at any time, except for the purpose of enabling the bidder to submit a bid.

As a public body, the Authority is subject to the provisions of the Freedom of Information Act 2000 (FOIA) in respect of information it holds (including third-party information). Any member of the public or other interested party may make a request for information.

Bidders should be aware that, in compliance with its transparency obligations, the Authority routinely publishes details of its contract(s), including the contract values and the identities of its suppliers on its website without consulting the provider of that information.

The Authority shall treat all bidders' responses as confidential during the procurement process. Requests for information received following the procurement process shall be considered on a case-by-case basis, applying the principles of FOIA, which permits certain information to be withheld, for example where disclosure would be prejudicial to a party’s commercial interests, and in accordance with the Authority’s transparency obligations.

Therefore, bidders are responsible for ensuring that any confidential or commercially sensitive information, the disclosure of which would be likely to diminish the bidder’s competitive edge, has been clearly identified to the Authority in the template provided at **Section 10**.

**Failure to comply with these instructions will result in the quotation being disqualified.**

Should you experience a technical problem with the Supplying the South West portal please contact Proactis on 0844 334 5204 (lines open from 08:30 to 17:30 Monday to Friday, excluding English public holidays) or by Email: [swsupport@due-north.com](mailto:swsupport@due-north.com)

# SECTION 2: TERMS AND CONDITIONS OF CONTRACT

**The terms and conditions included within this RfQ constitute the Conditions of Contract.**

**Participation in the quotation process automatically signals that the bidder accepts these Conditions. The Council may reject non-compliant quotation responses. Quotation responses that are deemed by the Council to be fully compliant will proceed to evaluation.**

# SECTION 3: SPECIFICATION

Wiltshire Council has a requirement for the supply, 6 monthly servicing, including filter changes and maintenance of its water coolers within five facilities within Wiltshire Council.

The Supplier will be required to supply on a rental agreement, including servicing and maintenance to the following sites for a four year contract:

* Devizes Leisure Centre, Southbroom Road, Devizes, SN10 5AB
* Amesbury Sports Centre, Holders Road, Amesbury, SP4 7PW
* Durrington Swimming Pool, Recreation Road, Durrington, SP4 8HH
* Marlborough Leisure Centre, Barton Dene, Marlborough, SN8 1PB
* Warminster Sports Centre, Woodcock Road, Warminster, BA12 9DQ

Table 1 provides details of the water coolers currently within each site,

**Table 1:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Site** | **Type of Machine** | **Number** | **Owned / Rented** | |
| Devizes Leisure Centre | Fixed plumbed in water cooler | 1 | | Rented |
| Devizes Leisure Centre | Free standing plumbed in coolers | 3 | | Rented |
| Amesbury Sports Centre | Free standing plumbed in cooler | 1 | | Rented |
| Durrington Swimming Pool | Fixed plumbed in water cooler | 1 | | Rented |
| Marlborough Leisure Centre | Free standing plumbed in coolers | 3 | | Rented |
| Warminster Sports Centre | Free standing plumbed in cooler | 1 | | Owned |
| **TOTALS** | | **10** |  | |

The supplier will supply and install new units to Devizes, Amesbury, Durrington and Marlborough facilities by 1 October 2021, however prior to installation a site survey will take place. Warminster will only require ongoing servicing and maintenance to the existing machine which is owned. A service report will be carried out on each visit. Where possible a member of the site management team will sign this sheet to confirm that the services have been carried out. However, where this is not possible one will be sent with any invoice for approval.

Wiltshire Council may wish to increase and/or reduce the number of water coolers required at any other facilities within the council on the same pricing terms at any time during the contract. The council expects a standard price across all 4 years of the contract, with no annual increases.

# SECTION 4: TIMESCALES

**Set out below is the proposed timetable. This is intended as a guide and whilst the Council doesn’t intend to depart from the timetable it reserves the right to do so at any stage.**

|  |  |
| --- | --- |
| **Step** | **Date** |
| Request for Quotation (RFQ) released to Tenderers | 14th June 2021 |
| RFQ clarification questions deadline | 25th June 2021 |
| RFQ submission deadline | 9th July 2021 |
| Evaluation Schedule | 12th July - 16th July 2021 |
| Preferred supplier selected | w/c 19th July 2021 |
| Contract start date | 1st October 2021 |

**The Council reserves the right to cancel the procurement process at any point and is not liable for any costs resulting from any cancellation.**

# SECTION 5: EVALUATION CRITERIA

Mandatory criteria marked on a pass / fail basis

Evaluation criteria (weighted out of 100%)

|  |  |
| --- | --- |
| Criterion | % score |
| Price | **100** |

The evaluation of the proposal will comprise 1 stage:

1. **Price:** **100%** of the total score for your proposal will be calculated from the total price in your quote.

Wiltshire Council reserves the right to seek clarification on any part of the proposal. Wiltshire Council reserves the right to shortlist one or more providers for a presentation / interview before awarding a contract where that is stated as part of the evaluation process.

**To determine the successful bidder**:

1. The lowest figure for cost will determine the successful bidder.

**Please also provide a PDF brochure for your services for our review, outlining which units you would suggest for installation within our facilities.**

# SECTION 8: PRICING SCHEDULE

Please complete both tables

Table 1: Standard price of units

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Price per unit** | **Servicing/Maintenance Price** |
| Fixed Plumbed in Units | Standard |  |  |
| Stainless |  |  |
| High use |  |  |
| Free Standing Plumbed in Units | Standard |  |  |
| Stainless |  |  |
| High use |  |  |
| Servicing/Maintenance Cost only | | N/A |  |
| Installation Cost | |  | N/A |
| Delivery Cost | |  | N/A |

Table 2: Proposed installation at each facility

|  |  |  |  |
| --- | --- | --- | --- |
| **Site** | **Type of Unit** | **Number** | **Price (£)** |
| Devizes Leisure Centre |  |  |  |
| Devizes Leisure Centre |  |  |  |
| Devizes Leisure Centre |  |  |  |
| Devizes Leisure Centre |  |  |  |
| Durrington Pool |  |  |  |
| Amesbury Sports Centre |  |  |  |
| Warminster Sports Centre | N/A | 1 |  |
| Marlborough Leisure Centre |  |  |  |
| Marlborough Leisure Centre |  |  |  |
| Marlborough Leisure Centre |  |  |  |
| Installation Cost |  |  |  |
| Delivery Cost |  |  |  |
| **TOTAL** | |  |  |

# SECTION 9: CHECKLIST

When you have completed the document, please ensure that:

* You have fully answered all appropriate questions.
* You have enclosed all documents requested.
* You have read and signed the section below.

# SECTION 10: COMMERCIALLY SENSITIVE INFORMATION

**Commercially sensitive information**

I declare that I wish the following information to be designated as commercially sensitive and to be appended to the Contract at **Schedule 2**.

|  |
| --- |
|  |

The reason(s) it is considered that this information should be exempt under FOIA is:

|  |
| --- |
|  |

The period of time for which it is considered this information should be exempt is until award of Contract **OR** during the period of the contract **OR** for a period of [NUMBER] years until [MONTH], [YEAR].

|  |
| --- |
|  |

SECTION 11: FORM OF QUOTATION

To Wiltshire Council

I/We……………………………..of……………………………………………………………

………………………………………………………………………………………………….

(acting on behalf of ……………………………………………) ***delete if not applicable***

HEREBY OFFER unconditionally and AGREE on being notified of the acceptance of my/our quotation in whole or part, to carry out the fulfilment of the contract in accordance with the Council’s Terms and Conditions of Contract, Specification and all other requirements specified within the quotation documents (which I/ we have examined) for the Total Price stated below:

**QUOTATION RETURN**

|  |
| --- |
| **Total Price as identified in Schedule 8, Table 2:** |
| £ : |

If applicable:

The Guarantor will be (name)…………………………………………………………..

Of (organisation)………………………………………………………………………….

Company Number…………………………

Please note that in case the Quotation is successful any Letter of Acceptance should be sent to:

Name: …………………………..……………………………

Address: ………………………………………………………

Telephone: ……………………………………………….……

E-mail: …………………………………………………………

**This document must be signed by an authorised signatory on behalf of the organisation:**

Signed ……….………………………….….

Capacity of signatory ……….………………………….….

# 