

**Weston-super-Mare Shop Front Enhancement Scheme DPS**

**Example Request to Quote**

**Weston-super-Mare Shop Front Enhancement DPS (Dynamic Purchasing Solution)**

**Example Request to Quote**

**For the** [insert name of opportunity]

**Commencing:** [insert start date]

**Contract Term:** [insert term]

**Please submit by:** [insert deadline [time and date]]

**Contractor:** [Contractor to insert name]

**North Somerset Council reference: DN453830**

**Commencing: February 2020**

**DPS Duration Contract Term: To March 2024**

**EXAMPLE DOCUMENT ONLY – SPECIFIC “REQUESTS FOR QUOTATION DOCUMENTS” WILL BE ISSUED FOR EACH CONTRACT LET UNDER THE DPS.**

**Contents**

[1. Goods and Services Specification 3](#_Toc27398445)

[2. RFQ Timetable 3](#_Toc27398446)

[*3.* RFQ Submission 3](#_Toc27398447)

[4. Contractor Support 4](#_Toc27398448)

[5. Compliant Quotation 4](#_Toc27398449)

[6. Evaluation criteria 5](#_Toc27398450)

[7. Quality Evaluation 6](#_Toc27398451)

[8. Price Submission 7](#_Toc27398452)

[9. Quotation contact information: 8](#_Toc27398453)

1. Goods and Services Specification
   1. As a contractor on the Weston-super-Mare Shop Front Enhancement Scheme DPS North Somerset Council would like to invite you to quote for [brief description of the goods/services required].

[Detailed Specification of required works]

1. RFQ Timetable
   1. The table below outlines the indicative timetable for this procurement. The council reserves the right to change this timetable. [normally at least 14 days will be given for the receipting of quotations from the issue, but this may reduce to 10 days for urgent works].

|  |  |
| --- | --- |
| **STAGE** | **DEADLINE** |
| RFQ Submission closing |  |
| RFQ Evaluation |  |
| Award Notification |  |
| Contract Start Date |  |

1. RFQ Submission
   1. Submission of this document must be with the council no later than 11:00 AM on xx/xx/xxxx and submitted via the portal [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk).
   2. If you have any queries regarding this request for quote please use the messaging section on the portal [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk) to log your query. We will only respond to queries using this method.
   3. Any RFQs received after the specified deadline will not be considered unless the closing date for receipt of RFQs is formally extended by the council and communicated. Submissions received after the closing date may be considered in exceptional cases where submission is not possible for reasons outside of the contractor’s control, however this will be permitted only at the discretion of North Somerset Council and their decision on this will be final.
   4. If the council considers a Tender to be abnormally low priced and it suspects that the quoted price is not sustainable, it reserves the right to challenge how the contractor can deliver the expected quality at that price. If the council is satisfied that the quoted price is indeed unsustainable, then it is at liberty to reject the tender.
2. Contractor Support
   1. ProActis who provide our procurement portal also offer contractor support. For all support issues contractor’s should in the first instance log their query via the following e mail:

[ProContractSuppliers@proactis.com](mailto:ProContractSuppliers@proactis.com)

* 1. If the matter is of a time sensitive nature, they also have an Emergency Contact number:

0330 0050352

* 1. In the first instance contractor’s should log their call using the e mail address.

1. Compliant Quotation
   1. Before evaluating your quotation, the council needs to satisfy itself that you meet its minimum requirements.
   2. Please answer all the following questions and provide evidence if requested. Failure to answer any of the questions below will automatically disqualify your bid. In addition, should a contract be awarded, and it is subsequently discovered that these questions were not answered accurately it could render the contract void.

|  |  |  |
| --- | --- | --- |
| **The following questions are a Pass / Fail requirement unless otherwise stated** | | **Please reply using “Yes” or “No”** |
|  | **Has there been any changes to the information provided in the Selection Questionnaire you submitted when you applied to enter the DPS?**  If yes, the council will require further information in order to reassess your suitability to undertake the contract. |  |
|  | **Acceptance of the Terms and Conditions** - Has your quotation been submitted according to  [NEC Contract Suite/ North Somerset Council standard form of contract/Standard form of contract widely used in the sector. To be specified for individual contract lets]? |  |
|  | **Acceptance of the Specification –** Has your quotation been submitted in accordance with the specification? |  |
|  | **Insurance -** Will your organisation have Public Liability Insurance not less than £5 million in place before any contract is signed? |  |
|  | **Insurance -** Will your organisation have Employer Liability Insurance not less than £5 million in place before any contract is signed? |  |
|  | **Collusive tendering** – Have you discussed and/or agreed your quote with any other contractors or 3rd party? |  |
|  | **Canvassing** – Has any person employed by your organisation canvassed any member, employee, agent or contractor of NSC in connection with the award of this contract? |  |
|  | **[Health and Safety** – Project specific H&S questions.] |  |
|  | **Sub-contracting** - You must state in your quote if you propose to sub-let any of the work and the proposed sub-contractors. You will still be required to apply in writing to the council for permission to sub-let and the fact that this declaration is completed in no way implies the automatic approval or the granting of permission to sub-let the listed works. | For Information |

1. Evaluation criteria
   1. The council will evaluate tenders based on what is the most economically advantageous to it. It proposes to take into account both quality and price. Quotes will be evaluated according to quality and price at the following ratio

|  |  |
| --- | --- |
| Element | Weighting |
| Price | X%  [a percentage figure in the region of 50-90% will be provided, depending on the nature of the contract] |
| Quality | y%  [a percentage figure in the region of 10-50 % will be provided, depending on the nature of the contract] |

* 1. The submission with the lowest price score will be awarded x%. All other contractors will lose 1% of x% for every 1% that they are higher than the lowest price.
  2. For example, only. If the price weighting for the quation was 70% and the lowest bid submitted was £10,000, that contractor would have a price score of 70. A 2nd contractor submitting a price of £12,000 would have a price score of 56. (£12k is 20% higher than the lowest bid of £10k. The maximum price score 70 less 20% is 56).
  3. The price and quality evaluation scores will be added together, the contractor providing the most economically advantageous submission (highest overall scoring) will be identified as the preferred contractor.

1. Quality Evaluation
   1. Please respond to each of the questions below in the table provided.
   2. If a word count has been included, please ensure that you keep to this level and provide a total word count at the end of each response.
   3. The weighting of each question is indicated in the table below.

|  |  |  |
| --- | --- | --- |
| **Question** | | **Weighting %** |
| **1** | [Project specific questions will be provided and may include areas such as   * Project specific experience * Mobilisation time * Proposed working methods |  |
|  | [Contractor response] |  |
| **2** | [Social Value benefits that will be delivered as part of the scheme, and may include   * training/ work experience opportunities offered during the deliverability of the work. * Development of employee skills and experience * Local employment and supply * Environmental benefits |  |
|  | [Contractor response] |  |
| **3** |  |  |
|  |  |  |
| **4** |  |  |
|  |  |  |
|  | **Total** | **Y%** |

**NB** - Please answer all of the questions. Failure to do so will usually mean that you will not be successful as we will be unable to fully assess your suitability.

* 1. The quality evaluation will be scored using the following matrix:

|  |  |  |
| --- | --- | --- |
| **Score** | **Classification** | **Award Criteria** |
| 5 | Excellent | A response that inspires confidence; specification is fully met and is robustly and clearly demonstrated and evidenced. Full evidence as to how the contract will be fulfilled either by demonstrating past experience or through a clear process of implementation. |
| 4 | Good | A response supported by good evidence/examples of the contractors’ relevant ability and/or gives the council a good level of confidence in the contractors’ ability. All requirements are met and evidence is provided to support the answers demonstrating sufficiency, compliance and either actual experience or a process of implementation. |
| 3 | Satisfactory | A response that is acceptable and meets the minimum requirement but remains limited and could have been expanded upon. |
| 2 | Weak | A response only partially satisfying the requirement with deficiencies apparent.  Not supported by sufficient breadth or sufficient quality of evidence/examples and provides the council a limited level of confidence in the contractors’ ability to deliver the specification. |
| 1 | Inadequate | A response that has material omissions not supported by sufficient breadth and sufficient quality of evidence/examples. Overall the response provides the council with a very low level of confidence in the contractors’ ability to deliver the specification. |
| 0 | Unsatisfactory | No response or response does not provide any relevant information and does not answer the question. |

1. Price Submission
   1. All quotations must be held open for a period of [60] days from the date of submission.
   2. Prices must be inclusive of all expenses (including delivery) but exclusive of VAT.
   3. Please complete the pricing schedule at Appendix x [project specific costing table will be provided].
   4. You must provide all the information requested failure to do so may disqualify your quotation.
   5. We shall not be bound to accept any quotation and reserve the right to accept all or any part.
   6. We shall not be responsible for any expenses or losses incurred in the preparation of this quotation.
   7. The price indicated within your submission shall be fixed for the duration of the contract term
2. Quotation contact information:

|  |  |
| --- | --- |
| **Question** | **Response** |
| Contractor’s Company name |  |
| Contact name and job title |  |
| E Mail address |  |
| Contact Telephone Numbers |  |