

GOSPORT BOROUGH COUNCIL (GBC)

INVITATION TO QUOTE (ITQ)

PUBLISHED: 23rd MAY 2024 FOR:

WINTER SPORTS PITCH INITIAL MARKING

RESPONSE DEADLINE: 11:00 HRS 20TH JUNE 2024

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Appendix 1 – Plans and Dimensions.

1. Introduction

Gosport Borough Council (GBC) is inviting quotations for the initial marking of winter sports pitches in Gosport and Lee-on-the-Solent.

2. Specification / Requirements

This procurement is to supply operator, equipment and materials to initial mark rugby pitches, football pitches and training grids, with white linemarking fluid on natural grass surfaces, as listed in Table 1 on page 3 of this document.

The dimensions of each pitch are shown on the plans in Appendix 1 – Plans and Dimensions, and the pitch locations will be indicated at each site by the marking of two corners on each pitch.

The successful Contractor will ensure they are fully equipped to carry out each operation and provide operator/s for the entire works.

The Contractor will specify the materials to be used within their returned quotation. The specified materials are to be used as specified by the manufacturer or industry good practice to produce the required outcomes. All materials must conform to british standards or equivalent.

All materials are to be supplied by the contractor and should conform to relevant British Standards or that specified by the sports governing body.

All works are to be completed during the week commencing 12th August 2024.

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.

The works will be deemed to be complete when all pitches and grids have been inspected by a designated officer from GBC and any defects noted are rectified by the contractor.

There is an opportunity to visit the sites and ask questions starting at Brookers Field at 11:00 hrs on 28th May 2024.

Table 1

Quantity	Description / Location
	<u>Brookers Field - Rowner Road PO13 0QE</u>
5no	Senior Football pitch
1no	Junior football pitch 9 v 9

	<u>Privett Park – Privett Road PO12 3SX</u>
4no	Senior Football pitch
	<u>Elson Recreation Ground – Elson Road PO12 4AB</u>
2no	Senior Football pitch
	<u>Nobes Avenue Recreation Ground – PO13 0HS</u>
1no	Senior Football pitch
	<u>Howe Road Recreation Ground, Griffin Walk – PO13 8AX</u>
1no	Senior Football pitch
	<u>Lee-on-Solent Recreation Ground – PO13 9ET</u>
2no	Senior Football pitch
2no	Junior football pitch 9 V 9 (mark with blue paint)
1no	Junior football pitch 7 V 7
1no	Junior football pitch 5 V 5
	<u>Gosport Park – PO12 2HE</u>
4no	Senior Rugby Pitches
2no	Junior Rugby Pitches
3no	Training grids (40m x 30m) 5m touch line either end of grid and centre line.

3. **Health and Safety**

Please provide method Statement and Risk Assessment to carry out these works.

All equipment must be fit for purpose and serviced in accordance to the manufacturer's recommendations.

The machine operator and their assistance must wear appropriate PPE whilst on site. The minimum requirement for PPE: Steel toecap boots and Hi-Viz vest.

4. 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

5. Procurement Timetable

Event	Indicative Date
Invitation to Quote published	23 rd May 2024
Site Visit	30 th May 2024 11:00 hrs
Deadline for clarifications	6 th June 2024 17:00 hrs
Deadline for receipt of quotes	20 th June 2024 11:00 hrs
Evaluation completed by	24 th June 2024
Notification of award decision	24 th June 2024
Commencement date	12 th August 2024
Completion date	16 th August 2024

6. 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 specify the materials to be used, the total cost for the works and materials and a breakdown of cost of materials and labour.

7. 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.

8. Evaluation

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

9. 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 and/or 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/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 service/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.

10. 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.

11. 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.