

Invitation to Quote (PCR 2015)

NAME OF COUNCIL: Gosport Borough Council
INVITATION TO QUOTE FOR: Provision of Electrical Services in respect of Christmas Lights
INVITATION TO QUOTE RETURN DATE AND TIME (DEADLINE): Noon, 10th July 2019

1. INTRODUCTION AND BACKGROUND

1.1 Contents of the ITQ

This invitation to quote (ITQ) comprises:

- Quote completion requirements, evaluation model, specification and schedules.
- Draft contract and schedules.
- Details of service provision

1.2 Introduction to the Council

The Council is conducting the ITQ to consider quotes for the contract and is seeking responses in relation to the technical capacity, professional ability, and the economic and financial standing of Respondents.

This ITQ contains further information about the procurement process, the Services, and assessment questions for Respondents to complete. Each Respondent's response (Quote) should be detailed enough to allow the Council to make an informed selection of the most appropriate solution.

The Council

Gosport is a large urban town located within the South Hampshire sub region serving a population of over 84,000 and comprises a main retail centre, with secondary retail comprising Lee on the Solent and Stokes Road, plus smaller district centres.

Since 2013, the Council has contracted with a specialist supplier for the design, installation, maintenance, removal and storage of its Christmas light displays, under a lease contract, that terminated at the end of December 2018.

Christmas lights decorate the town centre and outlying areas for the Christmas period, extending from 'switch-on' - which normally takes places in November - through to 6th January each year.

The Council now wishes to procure electrical and ancillary services in respect of the installation, maintenance, removal and storage of the Christmas lights for the displays at the various sites in the Borough of Gosport.

The proposed scheme specification is attached as separate schedules for information. Under a separate contract, the Council is finalising with a specialist supplier a number of 'themed' displays which can be rotated across the various specified Borough locations on an annual basis, with details of the light displays attached as a schedule..

The Respondent must ascertain the nature of the town centre and outlying locations, plus all local conditions and restrictions – in particular the regulations specified by Hampshire County Council and its contractor SSE relating to installation of Christmas lighting - to affect the execution of the works before submitting a bid – ([HCC Christmas Lighting letter 2019.pdf](#))

The Respondent will be deemed to have visited the Borough and acquainted itself fully with the sites and requirements for the works and no claims by The Respondent for additional payment will be allowed on the grounds of misunderstanding or lack of knowledge of the site or of these requirements.

The Council is committed to delivering high quality services which balances the performance, quality and value to the client with the cost of the provision and as a consequence, **the Council wishes in particular to receive Quotes from local suppliers employing staff already qualified/able to secure HERS qualifications (<http://downloads.thehea.org.uk/index.php/hers/hers>) in time for 2019 installation, maintenance, removal and storage of the Christmas light displays.**

Where Respondent contractor staff do not currently hold HERS qualifications, the Council is still willing to receive Quotes, subject to the successful Respondent undertaking to secure HERS compliance for all staff working on this Contract in time to undertake the work in November 2019. **Details on the qualifications process are available from the Highway Electrical Association on 01903 705140**

1.3 Scope of the Project

The Council wishes to procure electrical and ancillary services in respect of the installation, maintenance, removal and storage of the Christmas lights for the displays at the various sites in the Borough of Gosport, namely:

- High Street/Waterfront
- Stoke Road
- Lee on the Solent
- Alverstoke (Christmas tree lights only)

The Council will require the Respondent to have the capability to provide a full maintenance service for the lighting products which will have a limited lifespan and that repairs/replacements may be periodically required and sought under a 3 year time-limited Contract.

1.4 Value of the contract

The anticipated value of the Services is £15,000 maximum in 2019

Details of current expenditure or potential future uptake are given in good faith as a guide to past purchasing and current planning to assist you in submitting your Quote. They should not be interpreted as an undertaking to purchase any goods or services to any particular value and do not form part of the Contract.

Bids exceeding the specified limit above will be deemed non-compliant and will be rejected.

1.5 Contract term

The Council proposes to enter into a Contract for a maximum period of 3 years with the successful Respondent

The anticipated service commencement date is 31st July 2019

Insurance Requirements:	Professional Indemnity:	£5 million(<i>for the life of the contract plus 12 years</i>)
	Employer's Liability:	£10 million
	Public Liability:	£10 million
	Product Liability:	£5 million

1.6 Purpose and scope of this ITQ

This ITQ:

- Asks Respondents to submit their Quotes in accordance with the instructions set out in the remainder of this ITQ.
- Sets out the overall timetable and process for the procurement to Respondents.
- Provides Respondents with sufficient information to enable them to submit a compliant Quote (including providing templates where relevant).
- Sets out the Award Criteria and the Quotation Evaluation Model that will be used to evaluate the Quotes.
- Explains the administrative arrangements for the receipt of Quotes

1.7 Clarifications about the Services or ITQ

Any clarifications relating to this ITQ must be submitted to the procuring officer Andrew Sugden andrew.sugden@gosport.gov.uk tel 02392 54 5647

The Council will respond to all reasonable clarifications as soon as possible in writing or via e-mail. If a Respondent wishes the Council to treat a clarification as confidential and not issue the response to all Respondents, it must state this when submitting the clarification. If, in the opinion of the Council, the clarification is not confidential, the Council will inform the Respondent and it will have an opportunity to withdraw it. If the clarification is not withdrawn, the response will be issued to all Respondents.

The deadline for receipt of clarifications relating to the Services or this ITQ is set out at 2.1 below.

Respondents are advised not to rely on communications from the Council in respect of the Services or ITQ unless they are made in accordance with these instructions.

1.8 Clarifications about the contents of the Quote

The Council reserves the right (but is not obliged) to seek clarification of any aspect of a Respondent's quote during the evaluation phase where necessary for the purposes of carrying out a fair evaluation. Respondents are asked to respond to such requests promptly. Vague or ambiguous answers are likely to score poorly or render the Quote non-compliant.

2. TIMETABLE

2.1 Key dates

This procurement will follow a clear, structured and transparent process to ensure a fair and level playing field is maintained at all times, and that all Respondents are treated equally.

The key dates for this procurement (**Timetable**) are currently anticipated to be as follows:

Event	Date
Issue Invitation to Quote	19 th June 2019
Deadline for receipt of clarifications	26 th June 2019
Deadline for receipt of Quotes	10th July 2019
Evaluation of Quotes	12th July 2019
Presentations	Town Hall Gosport BC, 16th July 2019
Notification of contract award decision	19 th July 2019
Confirm contract award	22nd July 2019
Target service commencement date	31st July 2019

Any changes to the procurement Timetable shall be notified to all Respondents as soon as practicable.

2.2 Deadline for receipt of Quotes

Responses to this ITQ must arrive at the address and in the manner prescribed under Paragraph 3.1 no later than the Deadline, noon on 10th July 2019.

Any Quote received after the Deadline shall not be opened or considered. The Council may, however, in its own absolute discretion extend the Deadline and in such circumstances the Council will notify all Respondents of any change.

2.3 References

Respondents are requested to supply 2 references. References will be used to verify the technical proposals put forward in the Quote and will not be scored.

2.4 Presentations

Respondents will be invited to deliver a presentation to representatives of the Council in support of their Quotes, as set out in the Timetable. You should keep this date free in case you are asked to attend.

The names and positions of those attending from the Council will be notified to all Respondents in advance of the presentation.

2.5 Contract award

The Council may award Contract(s) on the basis of a Quote submitted in accordance with the instructions below.

Contract award is subject to the formal approval process of the Council. Until all necessary approvals are obtained no Contract will be entered into.

Once the Council has reached a decision in respect of a contract award, it will notify all bidders of that decision and before entering into any Contract(s).

2.6 Debrief

The contract award notification will be sent to each Respondent. The Council will inform all unsuccessful Respondents of the identity and relative advantages and characteristics of the successful Quote as compared with the addressee's Quote.

3. QUOTE COMPLETION INFORMATION

3.1 Formalities

All documents comprising the Quote must be completed in hard copy format and placed in a sealed envelope marked – XMAS LIGHTS ELECTRICAL SERVICES QUOTE – DO NOT OPEN and addressed to The Borough Solicitor, Gosport Borough Council, Town Hall, High Street, Gosport.

The following requirements must be adhered to when submitting Quotes:

- The pages of the Quote documents must be numbered sequentially as "Page [x] of [xx]"
- Any additional pre-existing material which is necessary to support the Quote should be included as schedules with cross-references to this material in the main body of the Quote. Cross-references to this ITQ should also be included in the Quote whenever this is relevant.
- Where documents are embedded within other documents, Respondents must upload separate copies of the embedded documents.
- The Quote must be in English and drafted in accordance with the drafting guidance set out in this ITQ.
- Each Quote must be uniquely named or referenced.
- A table of contents must be provided.
- The Quote must be fully cross-referenced.
- A list of supporting material must be supplied.

The Quote must be clear, concise and complete. The Council reserves the right to mark a Respondent down or exclude them from the procurement if its Quote contains any ambiguities, caveats or lacks clarity. Respondents should submit only such information as is necessary to respond effectively to this ITQ. Quotes will be evaluated on the basis of information submitted by the Deadline.

The Respondent must download, complete and include a duly executed Form of Quote (Schedule 6)

Where the Respondent is a company, the Quote must be signed by a duly authorised representative of that company.

Where the Respondent is a consortium, the Quote must be signed by the lead authorised representative of the consortium, which organisation shall be responsible for the performance of the Contract. In the case of a partnership, all the partners should sign or, alternatively, one only may sign, in which case he must have and should state that he has Council to sign on behalf of the other partner(s). The names of all the partners should be given in full together with the trading name of the partnership. In the case of a sole trader, s/he should sign and give his/her name in full together with the name under which s/he is trading.

3.2 Executive Summary

Each Respondent must also provide an executive summary of its Quote. Each Respondent must include in its executive summary:

- An outline of the way in which the Council's requirements are to be met by its proposal.
- A summary of all the services offered by the Respondent in response to the ITQ.
- An overview of the Respondent's overall costs and proposals in relation to pricing.
- A clear statement of whether it is a consortium or a group of companies with one supplier.
- A clear statement of its commitment to meet the Council's requirements and the pricing, payment and performance model.
- Confirmation that the Quote(s) will remain open for a period of 90 days.

If changes subsequently occur in relation to the statements set out in the executive summary, the applicable Respondent must promptly notify the Council of them. The Council reserves the right to disqualify any Respondent that fails to duly notify the Council.

3.3 Submission of Quotes

Each Respondent:

- Must submit one Quote.

The Quote must meet the Council's minimum requirements, operate as a standalone bid and not be dependent on any other bid or any other factors external to the Quote itself. That is, the Quote must be capable of being accepted by the Council in its own right.

3.4 Contract terms

The draft Contract that the Council proposes to use is attached at Schedule 1. By submitting a Quote, Respondents are agreeing to be bound by the terms of this ITQ and the Contract without further negotiation or amendment.

If the terms of the Contract render the proposals in the Respondent's Quote unworkable, the Respondents should submit a clarification in accordance with Paragraph 18 and the Council will consider whether any amendment to the Contract is required.

Any amendments shall be published through the Clarifications Log and shall apply to all Respondents. Where both the amendment and the original drafting are acceptable and workable to the Council, the Council shall publish the amendment as an alternative to the original drafting. Respondents should indicate if they prefer the amendment; otherwise the original drafting shall apply. Any amendments which are proposed, but not approved by the Council through this process, will not be acceptable and may be construed as a rejection of the terms leading to the disqualification of the Quote.

3.5 Documents forming the contract

The following documents shall form part of the Contract between the Council and the Service Provider(s):

- Contract and its schedules.
- Quote Specification selected by Council
- Schedules (such as service levels, site plans, contracts list).
- A pricing model (as completed by the Service Provider).

3.6 Warnings and disclaimers

While the information contained in this ITQ is believed to be correct at the time of issue, neither the Council, its advisors, nor any other awarding authorities will accept any liability for its accuracy, adequacy or completeness, nor will any express or implied warranty be given. This exclusion extends to liability in relation to any statement, opinion or conclusion contained in or any omission from, this ITQ (including its appendices) and in respect of any other written or oral communication transmitted (or otherwise made available) to any Respondents. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of the Council.

If a Respondent proposes to enter into a Contract with the Council, it must rely on its own enquiries and on the terms and conditions set out in the Contract(s) (as and when finally executed), subject to the limitations and restrictions specified in it.

Neither the issue of this ITQ, nor any of the information presented in it, should be regarded as a commitment or representation on the part of the Council (or any other person) to enter into a contractual arrangement.

3.7 Confidentiality and Freedom of Information

This ITQ is made available on condition that its contents (including the fact that the Respondent has received this ITQ) is kept confidential by the Respondent and is not copied, reproduced, distributed or passed to any other person at any time, except for the purpose of enabling the Respondent to submit a Quote.

As a public body, the Council 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.

Respondents should be aware that, in compliance with its transparency obligations, the Council 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 Council shall treat all Respondents' 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 Council's transparency obligations.

Therefore, Respondents are responsible for ensuring that any confidential or commercially sensitive information, the disclosure of which would be likely to diminish the Respondents competitive edge, has been clearly identified to the Council in the template provided at Schedule 5.

3.8 Publicity

No publicity regarding the Services or the award of any Contract will be permitted unless and until the Council has given express written consent to the relevant communication. For example, no statements may be made to the media regarding the nature of any Quote, its contents or any proposals relating to it without the prior written consent of the Council.

3.9 Respondent conduct and conflicts of interest

Any attempt by Respondents or their advisors to influence the contract award process in any way may result in the Respondent being disqualified. Specifically, Respondents shall not directly or indirectly at any time:

- Devise or amend the content of their Quote in accordance with any agreement or arrangement with any other person, other than in good faith with a person who is a proposed partner, supplier, or provider of finance.
- Enter into any agreement or arrangement with any other person as to the form or content of any other Quote, or offer to pay any sum of money or valuable consideration to any person to effect changes to the form or content of any other Quote.
- Enter into any agreement or arrangement with any other person that has the effect of prohibiting or excluding that person from submitting a Quote.
- Canvass the Council or any employees or agents of the Council in relation to this procurement.
- Attempt to obtain information from any of the employees or agents of the Council or their advisors concerning another Respondent or Quote.

Respondents are responsible for ensuring that no conflicts of interest exist between the Respondent and its advisers, and the Council and its advisors. Any Respondent who fails to comply with this requirement may be disqualified from the procurement at the discretion of the Council.

3.10 Council's rights

The Council reserves the right to:

- Waive or change the requirements of this ITQ from time to time without prior (or any) notice being given by the Council.
- Seek clarification or documents in respect of a Respondent's submission.
- Disqualify any Respondent that does not submit a compliant Quote in accordance with the instructions in this ITQ.
- Disqualify any Respondent that is guilty of serious misrepresentation in relation to its Quote, expression of interest, or the Invitation to Quote process.
- Withdraw this ITQ at any time, or to re-invite Quotations on the same or any alternative basis.
- Choose not to award any Contract as a result of the current procurement process.

Make whatever changes it sees fit to the Timetable, structure or content of the procurement process, depending on approvals processes or for any other reason

3.11 Bid costs

The Council will not be liable for any bid costs, expenditure, work or effort incurred by a Respondent in proceeding with or participating in this procurement, including if the procurement process is terminated or amended by the Council.

4. QUOTE EVALUATION MODEL

4.1 Award Criteria and Evaluation Criteria

Any Contract(s) awarded as a result of this procurement will be awarded on the basis of the offer that is the most economically advantageous to the Council. The Award Criteria are:

- 60% technical or quality.
- 40% cost.

Scores are arrived at following the application of the Evaluation Criteria (Evaluation **Criteria**) set out below to the Respondent's Quote.

Respondents are required to submit a Quote strictly in accordance with the requirements set out in this ITQ, to ensure the Council has the correct information to make the evaluation. Evasive, unclear or hedged Quotes may be discounted in evaluation and may, at the Council's discretion, be taken as a rejection by the Respondent of the terms set out in this ITQ.

The Quote Evaluation Model showing the Evaluation Criteria and the maximum scores attributable to them is set out below.

Criteria	Weighting
<p>1 Methodology:</p> <p><i>Quotes will be evaluated in accordance with the scoring model set out at Section 4 of the ITQ as to the proposed method for delivery of the Contract in accordance with this ITQ including:</i></p> <ul style="list-style-type: none"> • <i>Overall approach proposed for providing the Contract including methods of working</i> • <i>Proposed arrangements for managing working relationships in providing the Contract</i> • <i>Proposed method for monitoring of performance and quality assurance</i> 	<p>30%</p>

Information required from Respondents:	
(a)	<i>Details of how you intend to satisfy the council's requirements in accordance with the Contract, including: electrical design proposals; specification of proposed electrical services and servicing the lighting throughout the festive period (12%)</i>
(b)	<i>Project team organisational structure, indicating lines of communication and a summary of the way in which you propose to ensure a sound working relationship throughout your team and with the Employer and its agents or contractors who are tasked with the installation of the lighting in accordance with the design and dismantling it at the end of the festive period (12%)</i>
(c)	<i>Details of how you propose to manage and monitor performance and quality throughout the project including any proposed KPIs. (6%)</i>

Criteria	Weighting
2 Health and Safety <i>Quotes will be evaluated in accordance with the scoring model set out at Section 4 of the ITQ as to measures put in place to ensure the health and safety of the public, Council staff and the Respondents workforce both during installation/removal of lighting and throughout the period of installation via:</i> <ul style="list-style-type: none"> • design proposals • emergency callouts 	30%

Information required from Quote Respondents:	
(a)	<i>Details of how you would utilise your skills and experience to provide maximum safety of the public within the overall design, providing examples that would be incorporated in to the design and included within the Quote sum. (15 %)</i>
(b)	<i>Details of how you would utilise your skills and experience to maintain the lighting over the contract period providing examples that would be incorporated in to this scheme and included within the Quote sum. (10 %)</i>
(c)	<i>Details of any enhancements not included within your Quote that could be incorporated in to the scheme. Demonstrating the benefits to be gained and the affect on the: project cost, ongoing maintenance costs and programme. (5%)</i>

Criteria	Weighting
3 Quote Sum <i>All prices shall be stated in pounds sterling and exclusive of VAT</i> <i>Quote sum will be evaluated by the application of the formula in Section 4 of the ITQ</i>	40%

Information required from Respondents:	
(a)	<i>Completed Form of Quote</i>
(b)	<i>Detailed pricing schedule (not subject to evaluation)</i>

Criteria	Weighting
<p>4 Equality & Diversity:</p> <ul style="list-style-type: none"> • Respondents need to demonstrate that they have a policy that complies with the Councils requirements as set out in Section 5 of the ITQ. 	<p>Pass/fail</p>
Information required from Respondents:	
<p>(a)</p>	<p>Equality and Diversity policy.</p> <p>Failure to demonstrate this requirement will result in the Quote being rejected.</p>

4.2 Information Required

4.2.1 Equality and Diversity

4.2.1.1 The Council is Committed to:

Providing its services in a way that promotes equality of opportunity at every possibility. It is expected that the successful Respondent will be equally committed to equality and diversity in its employment practices and service provision, and will ensure compliance with all anti-discrimination legislation.

4.2.1.2 Expectation of the Respondent:

Respondents should note that the successful Respondent will be asked to contract with the Council to ensure that they adhere to these obligations. The Council will, if appropriate, monitor the successful Respondents compliance throughout the Contract Period.

4.2.1.3 Compliance with Equality Legislation:

The Council requires service providers to demonstrate that they comply with equality in employment legislation. The levels of compliance become more demanding depending on the number of employees employed by the organisation. Organisations employing less than 5 employees face minimum requirements, whilst organisations employing 50 or more employees need to meet more comprehensive criteria. During the Contract Period the Council may work with contractors, who at present do not fully comply, to help them put in place policies and practices to do so.

LEVEL 1 (LESS THAN 5 EMPLOYEES)

Organisations with fewer than 5 directly employed persons will be expected to meet the appropriate level of compliance for the delivery of the Contract. Should recruitment increase the size of the organisation to 5 or more employees the organisation will be expected to meet the appropriate level of compliance.

LEVEL 2 (5 TO 49 EMPLOYEES)

All organisations with between 5 and 49 employees must achieve criteria 1 – 4 listed below.

1. All organisations must have an equality policy in respect of race, gender, disability, age, sexual orientation and religion/belief that covers at least:
 - (a) recruitment, selection, training, promotion, discipline, grievance and dismissal.
 - (b) discrimination, harassment, and victimisation, making it clear that these are disciplinary offences within the firm.
 - (c) identification of the senior position with responsibility for the policy and its effective implementation.
 - (d) how you communicate the policy to your employees.
2. Effective implementation of the policy in the organisation's recruitment practices, to include open recruitment methods such as the use of job centres, careers service or press advertisements.
3. The policy should either be reviewed to reflect changes in legislation or within a three-year period whichever occurs first.
4. To monitor the gender, disability and ethnicity of job applicants. We would also encourage organisations to monitor in respect of age, sexual orientation and religion/belief.

LEVEL 3 (50 OR MORE EMPLOYEES)

All organisations with 50 or more employees must achieve criteria 1-4 in level 2 and the additional criteria 5-10 listed below:

5. Provide written instructions to managers and supervisors on equality in recruitment, selection, training, promotion, discipline, grievance and dismissal of employees.
6. Provide equality training for managers and any employees responsible for recruitment and selection.

7. In addition to criterion 4 (Level 2) carry out monitoring on the number of employees from different gender, disability and ethnic groups by grade when:
 - (a) in post
 - (b) applying for posts
 - (c) taking up training and development opportunities
 - (d) promoted
 - (e) transferred
 - (f) disciplined and dismissed
 - (g) a grievance is raised
 - (h) leaving employment

The Council would also encourage organisations to monitor in respect of age, sexual orientation and religion/belief.

8. If the above monitoring reveals inequalities, organisations will be expected to take steps to address imbalances.
9. In respect of 7 and 8 above, annual monitoring and reporting is required regarding equality issues within the workforce.
10. Organisation's recruitment advertisements and publicity literature should state that equal opportunities practices are in place.

5. Evaluation process

Technical or quality evaluation

The technical evaluation will be scored in accordance with the table below.

SCORING MODELS

Methodology & Innovations

The answers provided for methodology and innovation will be awarded a score out of 20, as per the scoring model below. This score will have the weighting applied using the formula: $\text{allocated score} / 20 \times \text{weighting} = \text{aggregated score}$.

(see example below).

Assessment	Allocated Score
Very Poor – [completely fails to demonstrate that it will meet the criteria]	0
Poor – [some, but very limited evidence of that it will meet the criteria]	1-5
Satisfactory – [provides evidence that it will meet the criteria sufficiently]	6-10
Good – [shows attributes in a number of areas that are in excess of the criteria]	11-15
Very good – [in excess of the criteria in <u>all</u> areas]	16-20

Scoring Model for Quote Sum

All Prices shall be stated in pounds sterling and exclusive of VAT.

The following formula will be applied: lowest price/bidder's price x 40 = score

7.3 Worked example

Bidder A - £20,000

Bidder B - £25,000

Bidder C - £24,000

Bidder D - £23,000

The Quote sum would be

Bidder A – 40/40

Bidder B – .32/40

Bidder C – 33/40

Bidder D – 35/40

Question	Score/20	Weighting	Aggregated Score
Methodology a.	15	12	9
Methodology b.	12	12	7.2
Methodology c.	17	6	5.1
Health and Safety a.	14	15	10.5
Health and Safety b.	10	10	5
Health and Safety c.	12	5	3
TOTAL			39.8%

Invitation to Quote

Totals	
Methodology & Health and Safety	39.8
Quote Price	40
TOTAL QUOTE SCORE	79.8

Note: Failure to demonstrate the criteria in 4 (Equality and Diversity), or, 5 (Data Protection, or, 6 (Freedom of Information and Environmental Information) will result in the Quote being rejected.

SCHEDULE 1
DRAFT CONTRACT

[Contract \(PCR 2015\) Provision of Electrical Services in respect of Christmas Lights 2019 Final.pdf](#)

SCHEDULE 2

SPECIFICATION

Christmas Lights Purchase

Via a separate process, the Council has sought specialist advice for display improvements identifying the most appropriate mix of column motif, string, tree and ancillary lighting, plus developing a number of 'themed' displays which can be rotated across the various specified Borough locations on an annual basis.

This list of products to be procured is attached as a Schedule with the successful contractor for this Quote being required to install, maintain, remove, repair and store these units as part of the Contract

Specification of this Quote

Under a separate contract, the Council is developing with a specialist supplier a number of 'themed' displays which can be rotated across the various specified Borough locations on an annual basis.

The Council wishes to procure electrical and ancillary services in respect of the installation, maintenance, removal and storage of the Christmas lights for the displays procured under the separate procurement contract, at the various sites in the Borough of Gosport.

The Respondent must ascertain the nature of the town centre and outlying locations, plus all local conditions and restrictions – in particular the regulations specified by Hampshire County Council and its contractor SSE relating to installation of Christmas lighting - to affect the execution of the works before submitting a bid.

The Council is committed to delivering high quality services which balance the performance, quality and value to the client with the cost of the provision and as a consequence, the Council wishes in particular to receive Quotes from local suppliers employing staff already qualified/able to secure HERS qualifications (<http://downloads.thehea.org.uk/index.php/hers/hers>) in time for 2019 installation, maintenance, removal and storage of the Christmas light displays.

Where Respondent staff do not currently hold HERS qualifications, the Council is still willing to receive Quotes, subject to the successful Respondent undertaking to secure HERS compliance for all staff working on this Contract in time to undertake the work in November 2019. Details on the qualifications process are available from the Highway Electrical Association on 01903 705140

The Respondent will be deemed to have visited the Borough and acquainted itself fully with the sites and requirements for the works and no claims by the Respondent for additional payment will be allowed on the grounds of misunderstanding or lack of knowledge of the site or of these requirements.

The Council wishes to procure installation of Christmas Lights and electrical services lights at various sites in the Borough of Gosport, namely:

- High Street/Waterfront
- Stoke Road
- Lee on the Solent
- Alverstoke (Christmas tree only)

The Council recognises that by going down the procurement route under separate contract (copy attached below) for the lights themselves, that the Respondent must have the capability to provide a full maintenance service for the lighting products which will have a limited lifespan and that repairs/replacements may be periodically required

SCHEDULE 3

INFORMATION ABOUT THE SERVICE REQUIRED

The scheme in 2019 will provide for:

High Street

- 14 x column motifs
- 18 LED Boa Light Strings
- 1 x Wall Motif
- 1 x 10m Real Tree (light fitting only): 30X10m light strings
- 1 x 4m Artificial Christmas Tree (Ferry Port)

Stoke Road

- 18 column motifs
- 19 LED Boa Light Strings
- 4m Artificial Christmas Tree (Church Yard)

Lee-on-the-Solent

- 12 LED Boa Light Strings
- 12 Column Motifs
- 4m Artificial Christmas Tree (High Street)

Alverstoke

- Tree lights: 18XString Lights

SCHEDULE 5

COMMERCIALLY SENSITIVE INFORMATION.

Commercially sensitive information

I declare that I wish the following information to be designated as commercially sensitive

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]].

SIGNATURE:

NAME (PRINT):

POSITION:

COMPANY:

DATE:

SCHEDULE 6

FORM OF QUOTE

Respondents are to complete and include the attached Form of Quote to their completed Quote submission.

FORM OF QUOTE

UNCONDITIONAL AND IRREVOCABLE OFFER TO GOSPORT BOROUGH COUNCIL

Re: Invitation to Quote dated 19th June 2019 for requirements for the Purchase of Electrical services in respect of Christmas Lights

Gosport Borough Council
Town Hall
Gosport
Hampshire
PO12 1EB

Having carefully examined and considered the Invitation to Quote including without limitation the Instructions to Respondents, Form of Quote, Contract Documents and Employers requirements for the Purchase of Christmas Lights and Ancillary services included in the Invitation to Quote and in consideration of you considering this Quote:

1. We offer to supply and carry out the ancillary services specified and to complete the contract in accordance with the Contract Documents and our Quote; we offer to execute and complete in accordance with the conditions of contract described for the sum of:

£..... (.....) plus VAT

2. We confirm we are able to carry out the works specified.
3. We agree that if errors in pricing or arithmetic are discovered in the schedules etc. before this offer is accepted they will be dealt with in accordance with Alternative 1 (or 2) under Section 6 of the NJCC Code of Procedure for Single Stage selective Tendering. This Quote remains open for consideration for 6 weeks from the date fixed for submitting Quotes

4. We confirm that this offer is made in good faith and that we have not fixed or adjusted the amount of the Quote by or in accordance with any agreement or arrangement with any other person. We certify that we have not and will not:
 - a) communicate to any person other than the person inviting these offers the amount or approximate amount of the offer, except where the disclosure, in confidence, of the amount or approximate amount of the offer was necessary to obtain professional advice and/or quotations required for the preparation of the offer or for insurance purposes; and
 - b) enter into any arrangement or agreement with any other person that the other person shall refrain from making an offer or as to the amount of any offer to be submitted.
5. We understand that the paragraph below will be a term of the contract:

“The Council may terminate this contract and recover all its loss if the Contractor, its employees or anyone acting on the Contractor’s behalf do or collude in any of the following things:

- (a) offer, give or agree to give to anyone any inducement or reward in respect of this or any Council contract (even if the Contractor does not know what has been done), or
- (b) commit an offence under the Prevention of Corruption Acts 1889 to 1916 or Section 117(2) Local Government Act 1972, or
- (c) commit any fraud in connection with this or any other Council contract, whether alone or in conjunction with the Council members, contractors or employees.

Any clause limiting the Contractor’s liability shall not apply to this clause.”

6. We agree that in delivering the services under the Contract we shall at all times assist and co-operate with the Council in the compliance of its corporate requirements and statutory obligations namely: equality and diversity; and the processing of information pursuant to The Freedom of Information Act 2005, Environmental Information Regulations 2004, and Data Protection Act 1998.
7. We confirm that if our Quote is accepted we will, upon demand:
 - a) produce evidence that all relevant insurances and compliance certificates with relevant legislation and policy are held and in force; and
 - b) sign the Contract / formal documentation if required.
8. We acknowledge that given the tight timescales for gaining planning permission we will be required to enter into a design licence as set out in the ITQ.
9. We confirm that the prices and charges offered are firm for the period of the Contract.
10. We agree that this Quote shall constitute an irrevocable, unconditional offer which may not be withdrawn for a period of 90 days from this date.

11. Unless and until a formal Contract is prepared and executed this Quote, together with your written acceptance thereof, shall constitute a binding contract between us.

We understand the Council is not required to accept any Quote it receives.

Authorised Signatory: Date:

Name: (*Capitals*)

Position in Firm or Company:

Authorised Signatory: Date:

Name: (*Capitals*)

Position in Firm or Company:.....

Name and Address of Firm or Company:

.....

.....

END OF DOCUMENT
