**GOSPORT BOROUGH COUNCIL (GBC)**

**INVITATION TO QUOTE (ITQ)**

**PUBLISHED: 30th May 2023, FOR:**

**SUPPLY OF PCN TICKET ROLLS**

**RESPONSE DEADLINE: 16th June 2023**

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# Introduction

Gosport Borough Council (GBC) is inviting quotations for the supply of PCN ticket rolls

# Specification / Requirements

**PCN ROLLS x 50 TO FIT ZEBRA ZQ520 PRINTER AS PER SAMPLE ARTWORK AT APENDIX 1. (Please note GBC logo on artwork will require updating)**

* 111mm x 254mm
* White Thermal 80gsm Uncoated
* Black to the Front & Reverse Only
* 19mm Core, Wound Face Outwards & Red Roll Reminders
* Perforation at the Counterfoil (approx. 98 Tickets per Roll)
* The price to include Artwork, Plates & Delivery.

The goods will be of satisfactory quality, meet any description concerning them and be fit for purposes as per the Sale of Goods Act 2015.

All goods must be correctly packaged and secured so as to reach their destination in good condition and at the agreed time/date.

# Procurement Timetable

|  |  |
| --- | --- |
| **Event** | **Indicative Date** |
| Invitation to Quote published | 30th May 2023 |
| Deadline for receipt of quotes | 12:00pm, Friday 16th June |
| Preferred delivery date | By Friday 30th June |

# Instructions on submitting a response

Please return your quote through the South East Business Portal, also known as Proactis, no later than the time and date specified in the above timetable.

Please provide your quotation as an attachment with a quotation reference; this must be your full and final price. Please can you include in your quote if you can meet the preferred delivery date of 30th June as we require a quick turnaround where possible.

# 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 service provider 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.

# Terms and Conditions

In submitting a response to this Invitation to Quote, potential providers 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.

# Appendix 1:

