**GOSPORT BOROUGH COUNCIL (GBC)**

**INVITATION TO QUOTE (ITQ)**

**PUBLISHED: 05/07/2024 FOR:**

Decant all belongings from 5 Beryton Close, Gosport PO12 4RY to 4 Acorn Close, Gosport PO13 0DA

**RESPONSE DEADLINE: 12:00pm, 22/07/2024**

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# Introduction

Gosport Borough Council (GBC) is a small local government authority located in Gosport and is conducting this procurement to support our tenants to decant from their home temporarily while repairs are carried out.

GBC is inviting quotations for the decanting of all belongings from 5 Beryton Close Gosport PO12 4RY to 4 Acorn Close Gosport PO13 0DA as further detailed below

# Specification / Requirements

The tenants are being decanted in order for maintenance works to be completed at 5 Beryton Close - which is estimated to take 12 Weeks. The supplier will be able to respond flexibly. The property is a one-bedroom ground floor flat, consisting of lounge, bedroom, bathroom, kitchen, hallway and shed). All contents, including furniture, clothing, household items and typical household belongings will need to be packed and moved. All of the contents of the property need to be moved from 5 Beryton Close Gosport PO12 4RY to 4 Acorn Close Gosport PO13 0DA (a one-bedroom bungalow consisting of lounge, bedroom, bathroom, kitchen and hallway) and unpack.

Once the work has been completed at 5 Beryton Close, the Council will inform the supplier the customer is ready to return to 5 Beryton Close. A mutually agreeable date will be arranged for the customer’s belongings to be returned from 4 Acorn Close to 5 Beryton Close and placed in the original positions. The supplier will pack and unpack all belongings for both moves and they will need to supply packing materials.

The Council requires the supplier to visit the property prior to submitting a quote to ensure that the quote is informed. Access to inspect prior to quote must be arranged via the Proactis messaging facility. Site visits are to be booked on 09/07/2024 between 09.30 and 14.30 and confirmed. Site visits must be arranged by request no later than 15:00 on 08/07/2024 using the messaging facility on the Proactis procurement portal.

Please provide your quote by 12.00 midday on 19/07/2024.

The successful Supplier must offer a customer service facility to GBC Monday to Friday from 9am until 5pm.

# Health and Safety

* Please provide risk assessments and method statements (RAMS) for the transport of all belongings from 5 Beryton Close Gosport PO12 3RY to 4 Acorn Close Gosport PO13 0DA and to return at a date to be confirmed once works are completed

# Insurance

The successful supplier shall hold and continue to hold valid insurance, such as public and employee liability and professional indemnity, throughout the service provision. The service provider must provide evidence of cover to the Council at any time when requested by GBC. See GBC standard terms and conditions, ‘indemnity and insurance’ clause.

# Procurement Timetable

|  |  |
| --- | --- |
| **Event** | **Indicative Date** |
| Invitation to Quote published | 05/07/2024  |
| Site Visit  | 09/07/2024 between 09.30 and 14.30 |
| Deadline for clarifications | 19/07/2024 |
| Deadline for receipt of quotes | 12:00pm, 22/07/2024 |
| Evaluation completed by | 23/07/2024 |
| Notification of award decision | 23/07/2024 |
| Commencement date | To be agreed with Neighbourhood Manager (NM) /Neighbourhood Housing Officer (NHO) but ASAP after quote accepted |
| Completion date | To be agreed with NM/NHO |

# Instructions on submitting a response

Responses/quotes/risk assessments and method statements (RAMS) for the transport of all belongings 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.

Please provide risk assessments and method statements (RAMS) for the transport of all belongings from 5 Beryton Close Gosport PO12 4RY to 4 Acorn Close Gosport PO13 0DA and to return at a date to be confirmed once works are completed.

# Clarifications

All requests for clarification should be submitted to the Proactis portal, also known as the South East Business Portal: <https://sebp.due-north.com/>,

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 total 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 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 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 Representative (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.

# 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.

# Conduct and Conflicts of interest

The supplier shall not, before the date and time specified for return of the tender, 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 Customer. Any conflicts of interests must be declared to the Council at the earliest opportunity.