

Request for Quotation (RFQ)

**Supply of Recycling Receptacles**

**Commencing: August 2020**

**Contract Term: 12 months**

**Please submit by: 11:00AM 27 July**

**Bidder: [Bidder to insert name]**

## Request for Quotation (RFQ)

## Supply of Recycling Receptacles

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# North Somerset Council Background Information

North Somerset Council is the local authority of North Somerset. It is a unitary authority, possessing the powers of both a non-metropolitan county and district council combined. There are two parliamentary constituencies in the North Somerset boundary the North Somerset constituency and the Weston-super-Mare constituency.

The main settlements are Weston-super-Mare and three smaller towns of Clevedon, Nailsea and Portishead.



North Somerset Council provides a full range of local government services including highways, social services, children services, planning, parks and open spaces, waste collection and disposal, property maintenance and the council is also a local education authority. It has a population of around 206,100. North Somerset borders the local government areas of Bristol, Bath and North East Somerset, Mendip and Sedgemoor.

As a contracting authority, we spend around £160 million per annum on various works, goods and services to bring benefits to the area and its residents. The council operates out of the Town Hall, Weston-super-Mare and Castlewood, Clevedon.

[www.n-somerset.gov.uk](http://www.n-somerset.gov.uk)

# Goods and Services Specification

* 1. North Somerset Council would like to invite you to quote for the supply and deliver of the following recycling receptacles.

|  |  |  |
| --- | --- | --- |
| **Container** | **Total quantity for tender** | **Indicative quantities per delivery.\*1** |
| Recycling Box | 22,000  (13200 Black / 8800 green) | 1,600  (ratio of black: green to be confirmed on each call-off) |
| 23L Food waste caddy | 5,000 | 1,200 |
| 5L Food waste caddy | 2500 | 800 |
| \*1 Actual delivery container numbers will be for the nearest full pallet number. Delivery requirements may be for individual container types or mixed loads depending on the council’s stock requirements at the time | | |

* 1. Contract Lots

The council requirements will be split into three lots.

* Lot 1 Supply and delivery of Recycling Boxes.
* Lot 2 Supply and delivery of Food Waste Caddies
* Lot 3 Supply and delivery of Recycling Boxes and Food Waste Caddies

The council may award one or two Lots.

* 1. Delivery arrangements

The delivery address will be within Weston super Mare, or North Somerset Council.

All deliveries must be on pallets. The council will arrange for a fork lift to be available to unload deliveries.

48 hrs notice must be given for all deliveries

* 1. Call off period

The council will make call offs from the total quantities during the period August 2020 to August 2021.

The first delivery to be within 4 weeks from award of contract. Future deliveries to be within 4 weeks of placing of call off order.

Orders within the call off period may be for different quantities and composition to those shown in the indicative delivery column and in consultation with the supplier actual delivery numbers may be adjusted to facilitate full pallets.

* 1. Contract extension

In addition to the quantities shown the council may order up to a further 25% of the total quantities shown, at the same unit price, for one or more of each container type.

* 1. Receptacle specifications

Recycling Boxes

|  |  |
| --- | --- |
| Size | 55L |
| Colour(s) | Box1 – standard green |
|  | Box2 - Black |
| Print | Box1 (attached) |
|  | Box2 (attached) |
| Essential requirements | * Stackable * UV stabilised * 100% recyclable * Minimum 2 years guarantee * Drain holes to aid drainage * Compatible with the Romaquip Kerbside Sort recycling vehicle hook system * Minimum 2 year guarantee |

23L Food waste caddy

|  |  |
| --- | --- |
| Size | 23L |
| Colour | Standard Brown |
| Print | Lid - attached |
|  | Front of body - attached |
| Body type | Solid |
| Lid Type | Solid |
| Essential requirements | * Stackable * Hinged locking lid * Resistant to chemical detergents and matter * Compatible with the Romaquip Kerbside Sort recycling vehicle hook system * Minimum 2 year guarantee |

5 L Food Caddy

|  |  |
| --- | --- |
| Size | 5L |
| Colour | Standard brown |
| Print | Front of body - attached |
| Body Type | Solid |
| Lid type | Solid |
| Essential requirements; | * Stackable * Resistant to chemical detergents and matter * Dishwasher safe * Minimum 2 year guarantee |

* 1. Payment

The council will pay for each delivered order, following delivery. Undisputed invoices will be paid within 28 days of receipt.

# RFQ Timetable

* 1. The table below outlines the indicative timetable for this procurement. The council reserves the right to change this timetable.

|  |  |
| --- | --- |
| STAGE | DEADLINE |
| RFQ Submission closing | 11:00 AM 27 July |
| RFQ Evaluation | 27-31 July |
| Award Notification | w/c 3 August |
| Contract Start Date | August 2020 |

# RFQ Submission

* 1. Submission of this document must be with the council no later than 11:00 AM 27 July and submitted via the portal www.supplyingthesouthwest.org.uk.
  2. If you are new to using this portal, please take the time to familiarise yourself with it.
  3. 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.
  4. 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 bidders control, however this will be permitted only at the discretion of North Somerset Council and their decision on this will be final.
  5. 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 bidder 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.

# Supplier Support

* 1. ProActis who provide our procurement portal also offer Bidder support. For all support issues Bidders should in the first instance log their query via the following e mail:

ProContractSuppliers@proactis.com

* 1. If the query is of a time sensitive nature they also have an Emergency Contact number 0330 0050352
  2. In the first instance Suppliers should log their call using the e mail address.

# Compliant Quotation

* 1. Before evaluating your quotation the council needs to satisfy itself that you meet its minimum requirements.
  2. Please answer all of 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.

|  |  |  |
| --- | --- | --- |
| Questions 5.1 – 5.9 are a Pass / Fail requirement | | Please reply using “Yes” or “No” |
| 5.1 | **Acceptance of the Terms and Conditions** - Has your quotation been submitted according to North Somerset Council’s Terms and Conditions? |  |
| 5.2 | **Acceptance of the Goods and/or Services Specification –** Has your quotation been submitted in accordance with the specification? |  |
| 5.3 | **Insurance -** Will your organisation have Public Liability Insurance not less than £5 million in place before any contract is signed? |  |
| 5.4 | **Insurance -** Will your organisation have Employer Liability Insurance not less than £5 million in place before any contract is signed? |  |
| 5.5 | **Insurance -** Will your organisation have Product Liability Insurance not less than £5 million in place before any contract is signed? |  |
| 5.6 | **Collusive tendering** – Have you discussed and/or agreed your quote with any other bidders or 3rd party? |  |
| 5.7 | **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? |  |
| 5.8 | **Health and Safety** - Does your organisation have a Health and Safety Policy? |  |
| 5.9 | **Equality and Diversity** - Does your organisation have an Equality and Diversity Policy? Please also confirm that you shall comply with all legislation, official guidance and codes of practice relating to equal opportunities, including but not limited to The Equality Act 2010. |  |

# Evaluation criteria

* 1. The council will evaluate tenders on the basis of the lowest overall price to the council. The council may award one or two Lots.

# 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 in Appendix A. Any variations on this format will not be accepted.
  4. We shall not be bound to accept any quotation and reserve the right to accept all or any part.
  5. We shall not be responsible for any expenses or losses incurred in the preparation of this quotation.
  6. The prices in the schedule shall be fixed for the duration of the contract term.

# Samples

* 1. The council may require the winning bidder to provide samples of the receptacles to be provided before final confirmation of contract award.

# Bidder Details

* 1. Please complete the table below with details of your company.

|  |  |
| --- | --- |
| Question | Response |
| Full name of the potential supplier submitting the information |  |
| E Mail address |  |
| Contact Numbers |  |
| Registered office address (if applicable) |  |
| Registered website address (if applicable) |  |
| Trading status  a) public limited company  b) limited company  c) limited liability partnership  d) other partnership  e) sole trader  f) third sector  g) other (please specify your trading status) |  |
| Company registration number (if applicable) |  |
| Charity registration number (if applicable) |  |
| Registered VAT number |  |
| Trading name(s) that will be used if successful in this procurement |  |
| Relevant classifications (state whether you fall within one of these, and if so which one)  a) Voluntary Community Social Enterprise (VCSE)  b) Sheltered Workshop  c) Public service mutual |  |
| Are you a Small, Medium or Micro Enterprise (SME)[[1]](#footnote-1)? | Yes ☐  No ☐ |

# Appendix A – Pricing Schedule

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **Lot 1** | | **Lot 2** | | **Lot 3** | |
| **Container type.**  **Meeting all requirements set out in Section 1.**  **Inc. of delivery.** | **Quantity** | **Unit price**  **(£)** | **Total**  **(Unit price X Quantity)** | **Unit price**  **(£)** | **Total**  **(Unit price X Quantity)** | **Unit price**  **(£)** | **Total**  **(Unit price X Quantity)** |
| 55 l Recycling box -Black | 13,200 | £ | £ |  |  | £ | £ |
| 55 l Recycling box -Green | 8,800 | £ | £ |  |  | £ | £ |
| 23 l Food Waste Caddy - Brown | 5,000 |  |  | £ | £ | £ | £ |
| 5 l Food Caddy - Brown | 2,500 |  |  | £ | £ | £ | £ |
| **Totals** | | **Lot 1** | **£** | **Lot 2** | **£** | **Lot 3** | £ |

Please complete the schedule for the Lot or Lots that you are bidding for. Prices must be inclusive of delivery and be net of VAT.

1. See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-1)