**GOSPORT BOROUGH COUNCIL (GBC) INVITATION TO QUOTE (ITQ) PUBLISHED: 21st August 2024**

**FOR:**

**THE RPII ANNUAL PLAY AREA INSPECTION 2024.**

**RESPONSE DEADLINE: 27th September 2024 12 Noon**

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**Appendix A – List of Play Areas to be inspected**

# Introduction

Gosport Borough Council invites quotations for the annual inspection of play areas by an independent, RPII accredited inspector in accordance with industry and safety recommendations at the locations provided in Appendix A.

# Specification / Requirements

The inspection will meet the requirements of the British and European safety standard BS EN1176 or equivalent.

The inspection will be supported by the submission of a PDF detailed report submitted by the Proactis Portal or via email for each play area that includes;

* + The date each play area was inspected
	+ A photograph of each item of play equipment, surfacing and furnishings including fences and entrances
	+ Details and photographs of any noted defects
	+ Risk ratings for all noted defects
	+ Estimate of longevity of each item of equipment in years

The play areas are located within the Borough of Gosport as detailed in Appendix A. The inspection report is to be returned by 30th November 2024.

# Health and Safety

All operations must be conducted in accordance with the Health and Safety at Work Act 1974. All operatives must be provided with and use/wear appropriate Personal Protective Equipment (PPE) All PPE shall be to relevant British Standard or equivalent. All operatives shall wear safety footwear and Hi-Visibility waistcoat or jacket of the appropriate class at all times for the duration of working on site.

# 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 |

# Procurement Timetable

|  |  |
| --- | --- |
| **Event** | **Indicative Date** |
| Invitation to Quote published | 21st August 2024 |
| Deadline for clarifications | 13th September 2024 – 17:00 hrs. |
| Deadline for receipt of quotes | 27th September 2024 – 12:00 hrs. |
| Evaluation completed by | 30th September 2024 |
| Notification of award decision | 30th September 2024 |
| Commencement date | 1st October 2024 |
| Completion date | 30th November 2024 |

# 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 include your full and final price to inspect and provide a report of the locations listed in Appendix A and evidence of RPII accreditation of the play area inspector that will be undertaking the inspection.

# 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 full and final 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. 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 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 Council. Any conflicts of interests must be declared to the Council at the earliest opportunity.