**GOSPORT BOROUGH COUNCIL (The Council)**

**INVITATION TO QUOTE (ITQ)**

**PUBLISHED: 29th January 2024, FOR:**

**SUPPLY & DELIVERY OF BEDFRAMES & MATTRESSES**

**RESPONSE DEADLINE: 21st February 2024 12:00pm**

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Schedule 1 – Goods Contract

Schedule 2 – Price Variation Document

Schedule 3 – ITQ Response Document

# Introduction

Gosport Borough Council (The Council) is inviting quotations for the supply and delivery of bedframes & mattresses for the hostels (emergency accommodation) at Agnew House Family Centre (56 rooms) & Barclay House (28 rooms) as detailed in this ITQ.

Hostels are used for emergency accommodation that generate a high turnaround of residents that cannot be planned in advance. The units/rooms vary in size and furniture is often moved and stored. Given the nature of the hostels the furniture must be robust and safe. Therefore, the requirements are very specific to meet these needs.

# Specification / Requirements

**2.1 Lotting**

This invitation to quote is divided into 2 lots. The Contractor may quote for one or both lots, if desired. It is for the Contractor to determine which lot(s) they wish to submit a quote for. The Contractor will specify the lot to be used within their returned quotation.

**Lot 1 – Bedframes**

The Council require single size, good quality, steel metal bedframes, that can withstand weights of up to 200kg, with collapsible folding legs, which should lock when the bed is in use, a metal mesh base & rounded at the corners, so that they can be easily transported around the hostels and stored on site. When the bedframes are not in use, the legs will need to fold easily underneath the bed and lock in place in order to maximise the limited storage space at the hostels.

Measurements required:

Width: 92cm x Length: 191cm x Height: 35cm

The Council also require single size, good quality, steel metal framed bunk beds that can withstand weights of up to 200kg, with a robust metal mesh base/slates.
Approximate measurements:

Length 201cm x Width 99cm x Height 163cm.

**Lot 2 – Mattresses**

The Council require single size, water resistant, coil sprung mattresses to enable quick cleaning during the turnaround time between residents.

Measurements required:

Length: 190cm x Width: 90cm x Depth: 15cm

**2.2 Quantities/Volume**

The lots specify the goods that The Council anticipate ordering throughout the duration of the supply period (36 months). For illustration purposes only the figures below provides the approximate quantities of bedframes and mattresses that were ordered between the 1 April 2020 to the 31st March 2023, as well as quantity/amount typically ordered each time. These quantities are not guaranteed in any way for future orders.

|  |  |  |
| --- | --- | --- |
| Product | Number Ordered between 1 April 2020 – 31st March 2023 | Average number per order |
| Bedframes | 25 | 2-3 |
| Mattresses | 150 | 10 |

For the avoidance of doubt, the Council will not guarantee the commissioning of any volume of goods through this supply period.

Any change in the quoted product during the supply period, must be made in consultation with the Council and on a like for like basis.

**2.3 Standards**

The goods will be in accordance with statutory requirements, 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 loaded and secured so as to reach their destination in good condition and at the agreed time/date.

All furniture must comply with UK fire and furnishing (fire safety) regulations 1988/1989, 1993 and 2010 or equivalent (link below, A), as well as the national bed federation code of practice, BS 7177 or equivalent (link below, B).

A: [Furniture and Furnishings (Fire Safety) Regulations 1988/1989, 1993 and 2010 : Firesafe.org.uk](https://www.firesafe.org.uk/furniture-and-furnishings-fire-safety-regulations-19881989-and-1993/)

B: [Code of Practice - The National Bed Federation](https://www.bedfed.org.uk/resources/code-of-practice/)

**2.4 Pricing**

When submitting your commercial response (pricing), please ensure you include your delivery costs and any considerations that may be applicable

Prices shall remain fixed and not be subject to revision for the first year (12 months) of the contract. With effect from the start of the second year of the contract, prices may be revised each Contract anniversary year, at the request of either party and sent in writing no later than three months prior to that date. The party requesting the revision must do so by completing and submitting a Price Variation request (found at Schedule 2), including relevant supporting evidence to be considered.

**2.5 Sites and delivery**

The Council has 2 hostels located at the following addresses:

Site 1:

Agnew Family Centre

St Vincent Road

Gosport

PO12 4FR

Site 2:

Barclay House East

Trinity Green

Gosport

PO12 1HW

Site 1 consists of 56 units/rooms varying in size.

Site 2 consists of 28 units/rooms also varying in size, therefore some rooms require more than 1 bedframe and mattress.

Delivery will be made to the designated storage facility at each site (Site 1 has a garden shed and Site 2 has a garage to the side of the building). The delivery address will be stated on each purchase order.

Delivery is required within 10 working days of a purchase order being submitted (via email) and must be delivered within the working hours of the hostel staff, which are Monday to Friday 09:00 – 16:00

To arrange delivery the Contractor must contact the relevant office to arrange a suitable time and date. Contact information will be provided to the successful bidder following award. Each site uses a door intercom; the Contractor will need to press the ‘Manager’ button to access the building.

Both sites have street parking only, no car park.

# Health and Safety

Ensure all Health and Safety requirements are in place during delivery and that delivery personnel are educated with regards to safety and manual handling.

The Government regulations and guidance for living safely with respiratory infections, including coronavirus COVID-19 are to be adhered to – Details can be found on the Governments website at https://www.gov.uk/guidance/living-safely-with-respiratory-infections-including-covid-19

All delivery personnel must be provided with and use / wear appropriate Personal Protective Equipment (PPE) if required by law or if there is a local outbreak & the hostel staff have implemented this for the date of delivery. All PPE shall be to relevant British Standard or equivalent. On occasion, the duty team at each hostel site, may advise the wearing of additional PPE based on current circumstances.

All delivery personnel shall be equipped with safety wear during the delivery process.

# Insurance

The Contractor 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 the council.

|  |  |
| --- | --- |
| **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 | 29th January 2024 |
| Deadline for clarifications | 7th February 2024 |
| Deadline for receipt of quotes | 21st February 2024 12:00pm |
| Evaluation completed by | 5th March 2024 |
| Notification of award decision | 6th March 2024 |
| Commencement date | 1st April 2024 |
| Completion date | 31st March 2027 |

# Instructions on submitting a response

Please return quotes through the South East Business Portal also known as Proactis: <https://sebp.due-north.com/> and submitted no later than the time and date specified in the procurement timetable.

Please use the ITQ response document (schedule 3) to return your quotation. Please identify the relevant lot number and provide product images, description, product code, any restrictions such as a weight limit, Fire Safety Information and Price per unit.

Please break the quote down to show all of the following; the cost per item, delivery cost, any considerations for delivery charges and include details such as weight restriction and product images for reference, full description (including confirmation the mattresses are resistant), and product code. This must be your full and final price and must be held for 12 months.

Within the Quote also confirm the lead times, this should be no longer the 10 working days from Purchase Order being sent.

Please also provide evidence that the quoted products comply with the UK fire and furnishing (fire safety) regulations 1988/1989, 1993 and 2010 or equivalent, as well as the national bed federation code of practice, BS 7177 or equivalent, as specified above.

The Contractor must offer open lines of communication via phone and email for the Council staff to receive advice and discuss requirements. This must be available Monday to Friday from 9am until 4pm.

Within your returned quotation please include your contact information (name, email address and telephone number) which will be used following award for the duration of the supply period.

# 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 Contractor expresses that the question is confidential and the Council agrees that it is, then the response will be sent only to the potential Contractor raising the question. If the council disagrees, they will inform the potential Contractor and allow them to withdraw their question.

Contractors may be required to clarify their submission. Requests for clarification will be issued via the messaging function on the Proactis portal. Contractors 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 per lot, providing the requirements stated in this ITQ have been met, including the required delivery time scale (should be no more than 10 working days from purchase order).

# Award

The award decision will be notified via the Proactis portal after the deadline for responses has passed and the quotes have been evaluated.

The Council reserve the right to decline to make an award, or to abandon or cancel the procurement process. The Council will not be responsible for any costs or expenses incurred as a result of following this course of action.

Any costs incurred by the Contractor in responding to this ITQ or in support of activities associated with the response to this ITQ are to be borne by the Contractor and are not reimbursable by the Council .

Following award and contract completion, the Council shall order goods 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 successful delivery of the goods. The contractor shall provide the Council with an invoice within 30 days of 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 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 Contractors do so on the conditions set out in the Council’s Goods Contract, which is attached to this invitation (schedule 1). In the event of any breach of the conditions, the Council shall be entitled to terminate any arrangement made as a result of such procurement

# Conduct and Conflicts of interest

The Contractor 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.

Contractor 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.

Contractor 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.

Contractor are responsible for ensuring that no conflicts of interest exist between the Contractor and its advisors and the Council and its advisors. Any Contractor 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.