



**INVITATION TO QUOTE  
Open Procedure  
for the supply and fit of  
aluminium windows and doors  
for Sladebrook Road  
Development**

Date of release: 12.05.2020

Version No: 1

## **INDEX**

### **Section 1 – THE REQUIREMENT**

- 1.1 Introduction
- 1.2 Overview
- 1.3 Specification
- 1.4 Term of Contract
- 1.5 Contract Value

### **Section 2 – INSTRUCTIONS TO SUPPLIERS**

- 2.1 E-Quote System
- 2.2 Register Intent or Opt Out
- 2.3 Preparation of Quote
- 2.4 Price Schedules
- 2.5 Other Documents or Supporting Evidence
- 2.6 Submission Deadline
- 2.7 Quote Validity
- 2.8 Communication
- 2.9 Confidentiality
- 2.10 Disclaimer
- 2.11 Freedom of Information Act
- 2.12 Transparency
- 2.13 Payments to Sub-Contractors
- 2.14 Procurement Timetable
- 2.15 Required Documents

### **Section 3 – QUESTIONNAIRE**

- A Notes for Completion
- B Questionnaire (to be completed and returned)

### **Section 4 – COMMERCIAL SCHEDULE**

- 4.1 Pricing

### **Section 5 – EVALUATION AND AWARD**

- 5.1 Evaluation
- 5.2 Recommendation
- 5.3 Contract Award

### **Section 6 – APPENDICES**

- Appendix 1 – Non-Collusion Certificate
- Appendix 2 & 3 – Window drawings and schedule
- Appendix 4 – Supplier Questionnaire
- Appendix 5 – Scoring Methodology spreadsheet

## **SECTION 1 – THE REQUIREMENT**

### **1.1 Introduction**

Aequus Construction Ltd (ACL) is constructing a development of 9 No houses at Sladebrook Road Bath BA2 1LR. The development will comprise of 6 No semi- detached houses and 3 No detached houses.

### **1.2 Overview/Background**

Aequus wishes to establish a Contract for the supply and installation of windows and doors in accordance with the defined specification.

This is a contract for goods and services.

### **1.3 Specification**

Specification to be as stated in the attached documentation in appendix 2 and 3 and as follows;

- Supply and fit of doors and windows
- Supply and fit of sills
- EPDM to be fitted for air tightness
- Dual coloured; RAL 7039 Quartz grey matt externally, white internally
- Door and low-level glazing to be glazed with safety glass in accordance with BS6262 & 6206
- Obscured glass from standard pattern range
- Ironmongery from standard chrome range
- Trickle vents are **not** required
- Entrance doors please provide options of colour matched composite or timber

The windows and doors are to achieve U Value no worse than 1.4 W / m2K.

### **1.4 Term of Contract/Required Delivery Date**

The goods/services are expected to be delivered in accordance with the construction programme currently commencing autumn 2020

## **SECTION 2 – INSTRUCTIONS TO TENDER**

### **2.1 Preparation of Quote**

Organisations must obtain for themselves all information necessary for the preparation of their Tender response and all costs, expenses and liabilities incurred by the Tender in connection with the preparation and submission of the Tender shall be borne by the Bidder, whether or not their offer is successful.

Information supplied to the Bidder by ACL staff or contained in ACL publications is supplied only for general guidance in the preparation of the Tender. It shall remain the property of ACL and shall be used only for the purpose of this procurement exercise.

Bidders must satisfy themselves as to the accuracy of any such information and no responsibility is accepted by ACL for any loss or damage of whatever kind and howsoever caused arising from the use by Bidders of such information.

Responses to each Tender question should be written concisely and clearly answer the question posed in English.

### **2.2 Price Schedule/s**

Aequus requires suppliers to complete and return Price Schedule(s) where requested to do so.

All prices shall be in Pounds Sterling.

### **2.3 Other Documents or Supporting Evidence**

If instructed to do so within the e-procurement system, the supplier must complete and upload other documentation that may be provided with this Invitation to Quote, or upload evidence to support their submission.

Documentation: Do not include any macro enabled spreadsheets or embedded documents. Acceptable file formats are: *txt, rtf, mpp, vsd, dwg, rar, msg, ics, html, gif, jpg, png, jpeg, tiff, tif, zip, pdf, doc, xls, ppt, docx, xlsx, pptx, mp3, mov, m4a, swf, wmv, mpg, mpeg, avi, wav, odt, odp, ods, numbers and pages*. If you are uploading multiple documents, it is recommended that you zip them using WinZip or WinRAR

Quotes must not be qualified or conditional. Only Quotes submitted without qualification will be accepted for consideration. If a Quote is excluded from consideration, the supplier will be notified.

#### **2.4 Submission deadline**

Suppliers are required to submit their Quote to via the e-tender system by **19<sup>th</sup> June 2020** and should allow sufficient time to complete questions and return documentation where requested to do so. Quotes received after the closing date will not be considered and will result in Aequus rejecting the Quote as a Fail / Non-compliant Quote. Emailed or hard copy Tenders will not be accepted.

Aequus is under no obligation to consider partial or late submissions.

If Aequus issues an amendment to the original Quote and if it regards that amendment as significant, an extension of the closing date may, at the discretion of Aequus, be given to all Organisations.

Aequus expressly reserves the right to require a supplier to provide additional information supplementing or clarifying any of the information provided in response to the requests set out in the Quote. However, Aequus is not obliged to make such requests.

Suppliers shall accept and acknowledge that by issuing this ITQ, Aequus shall not be bound to accept any Quote and reserves the right not to conclude a Contract for some or all of the goods and services/works for which Quotes are invited.

#### **2.5 Quote Validity**

The Quote should remain open for acceptance for a period of 60 days. A Quote valid for a shorter period may be rejected.

#### **2.6 Communication**

All contact and communication during this procurement should be submitted in writing to the e-tender system including any clarification questions in sufficient time before the closing date, to enable to Aequus to respond to all suppliers.

#### **2.7 Confidentiality**

The supplier must keep confidential and will not disclose to any third parties any information contained within their bid. They shall not release details other than on an 'In Confidence' basis to those whom they need to consult for the

purpose of preparing the Quote response, such as professional advisors or joint bidders.

The Quote shall not be canvassed for acceptance or discussed with the media, any other Organisation, member/officer of Bath & North East Somerset Aequus, or their representatives. Any supplier trying to exert any undue influence during the tender process could be excluded from the process.

## **2.8 Disclaimer**

Aequus, [nor any relevant Other Contracting Bodies], nor their advisors, respective directors, officers, members, partners, employees, other staff or agents:

- make any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the ITQ; or
- accepts any responsibility for the information contained in the ITQ or for their fairness, accuracy or completeness of that information nor shall any of them be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance on such information or any subsequent communication.

Any resulting Contract shall be governed by English law.

## **2.9 Freedom of Information Act**

Suppliers should note that Aequus is subject to the 'Freedom of Information Act 2000'. Suppliers are requested to state which part, if any, of the information supplied with their Quote is confidential or commercially sensitive or should not be disclosed in response to a request for information and why. Suppliers' statements will be considered however Aequus is unable to give any guarantee that the information in question will not be disclosed.

## **2.10 Transparency**

Suppliers and those organisations who bid should be aware that if they are awarded a contract, the resulting contract between the supplier and Aequus will be published under the government transparency policy. To view details of what we MUST publish, see the Local Government Transparency Code 2015 at [Local Government Transparency code 2015](#)

Aequus is required to publish details of all expenditure over £500 made to its suppliers and all contracts and framework agreements over £5000.

## **2.11 Payment to Sub-Contractors**

Suppliers should be aware that where they will enter into a sub-contract with a supplier or contractor for the purpose of performing its obligations under the Contract, it shall ensure that a provision is included in such a sub-contract which requires payment to be made of all sums due by the supplier to the sub-

contractor within a specified period not exceeding 30 days from the receipt of a valid invoice.

## 2.12 Procurement Timetable

The indicative timetable for this procurement is set out below. This is intended as a guide and, whilst Aequus does not intend to depart from the timetable, it reserves the right to do so at any time.

Date or Target Date	Activity
12 <sup>th</sup> May 2020	ITQ issued to potential suppliers
19 <sup>th</sup> June 2020	Closing date and time for receipt of Quotes
20 <sup>th</sup> June – 3 <sup>rd</sup> July 2020	Evaluation of the ITQ responses by panel
w/c 6 July 2020	Award decision made and award letter issued
w/c 6 July 2020	Contract award concluded
September 2020	Commencement Date of Contract

## 2.13 Required documents

Within this process suppliers have been provided with the following documentation. Where indicated these are required to be completed and returned as part of your tender submission to [ProContractsuppliers@Proactis.com](mailto:ProContractsuppliers@Proactis.com)

DOCUMENT TITLE	COMPLETE AND UPLOAD
Section 1 – The Requirement including Specification	x
Section 2 – Instructions to Suppliers	x
Section 3 – Questionnaire – <i>must be completed and returned</i>	✓
Section 4 – Pricing Schedule – <i>must provide a clear pricing schedule</i>	✓
Section 5 – Evaluation and Award	x
Appendix 1 – Non-Collusion Certificate - – <i>must be completed and returned</i>	✓
Appendix 2 & 3 – PV Specifications	x
Appendix 4 – Supplier Questionnaire ( <i>must be returned</i> )	✓
Appendix 5 - Scoring Methodology spreadsheet	x

Please Note: The completion and electronic return of all the documents ticked above is mandatory

### **SECTION 3 – QUESTIONNAIRE MUST BE COMPLETED AND RETURNED AS PART OF TENDER**

3.1 See appendix 4

### **SECTION 4 – PRICING SCHEDULE**

#### **4.1 Pricing**

Tenderers must provide a clear pricing schedule with all the proposed charges/prices to provide the requirement(s) as well as any supplementary spreadsheets to provide transparency of the metrics used for calculating fixed minimum and variable charges.

All charges/prices must be in pounds sterling and should be exclusive of VAT. All pricing information will form the basis of any resulting framework or contract.



## SECTION 5 – EVALUATION AND AWARD

### 5.1 Evaluation

Quotes will be evaluated to find the most suitable supplier who can meet the Specification and provide competitiveness of price. The award will be based on the evaluation criteria as outlined in the table below.

Upon acceptance of the Quote, the Contract shall be formed and become binding on both parties. Suppliers must not undertake work without written notification that they have been awarded a Contract and are required to start work.

Suppliers should note that Aequus reserves the right to terminate this procedure without any decision to award and will not be liable for any costs incurred by suppliers in developing their quote.

Suppliers should also note that, should they be successful Aequus reserves the right to terminate the Contract, if at any time it is discovered that the supplier made any material misrepresentation and/or have not notified to Aequus about any material changes in relation to the information provided in the Quote.

AWARD CRITERIA & WEIGHTINGS		
Price	80 %	Suppliers must return a clear pricing schedule.
Supplier Questionnaire	5%	Suppliers response to questions 1 to 7 of the questionnaire
Quality Questions	Scored question 8.1 & 8.2 15 %	Question 8.1 – 45% Health & Safety Policy – 10% Questions 8.2 – 45%

### 5.2 Recommendation

An evaluation will be produced by the panel and recommendation made to award to the winning Contractor.

### 5.3 Contract Award

The approval of the award will be made by the appropriate Aequus representative. The Contract award process is completed, and the procurer will debrief all suppliers in writing.

## **SECTION 6 - APPENDICES**

### **Appendices**

1. Non-Collusion Certificate
2. Window elevations and type schedule
3. Window schedule
4. Supplier Questionnaire
5. Scoring Methodology spreadsheet