**GOSPORT BOROUGH COUNCIL**

**QUOTATION RESPONSE DOCUMENT**

**PROCUREMENT AND MANANGEMENT OF THE LIFT CONTRACT AND ASSOCIATED WORKS**

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1. **SUPPLIER INFORMATION**

Please answer the following questions in full.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1.1.1 | Full name of the potential supplier submitting the information, insert response below | | | |
|  | | | |
| 1.1.2 | Registered office address (if applicable), insert response below | | | |
|  | | | |
| 1.1.3 | Registered website address (if applicable), insert response below | | | |
|  | | | |
| 1.1.4 | Trading status (please delete all classifications that are not applicable)   1. public limited company 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector 7. other (please provide information on your trading status below) | | | |
|  | | | |
| 1.1.5 | Date of registration in country of origin | |  | |
| 1.1.6 | Company registration number (if applicable) | |  | |
| 1.1.7 | Charity registration number (if applicable) | |  | |
| 1.1.8 | Head office DUNS number (if applicable) | |  | |
| 1.1.9 | Registered VAT number | |  | |
| 1.1.10 | Provide trading name(s) that will be used if successful in this procurement below. | | | |
|  | | | |
| 1.1.11 | Relevant classifications (state whether you fall within one of these, and if so which one)   1. Voluntary Community Social Enterprise (VCSE) 2. Sheltered Workshop 3. Public service mutual | | | |
|  | | | |
| 1.1.12 | Are you a Small, Medium or Micro Enterprise (SME)[[1]](#footnote-1)? |  | | |
| 1.1.13 | Provide details of immediate parent company below:    - Full name of the immediate parent company  - Registered office address (if applicable)  - Company registration number (if applicable)  (Please enter N/A if not applicable) | | | |
|  | | | |
| 1.2 | Are you able to provide a copy of your audited accounts for the last full year, if requested?  Suppliers are also required to provide the details set out in section A. Alternatively where suppliers cannot provide the details outlined in section A, the Council will require the information outlined in section B or C below - | | | Yes  No |
| (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | | | Yes  No |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | | | Yes  No |
| (c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | | | Yes  No |
| 1.3 | Has your organisation or any of its directors or executive officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last three years?  *If your answer to the this question is yes, please provide details in a separate appendix of* any enforcement/ remedial orders served and give details of any remedial action or changes to procedures you have made as a result.  *The Authority will not select suppliers that have been in receipt of enforcement/remedial action orders unless the supplier can demonstrate to the council's satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.* | | | Yes  No |

1. **Mandatory Requirements**

The section below sets out the Mandatory criteria that Providers must pass in order to qualify for consideration in the procurement process. All providers must complete MR 1 to MR 3.

|  |  |  |  |
| --- | --- | --- | --- |
| **General Mandatory Requirements** | | | |
| **Ref** | **Requirement** | **Please confirm compliance and insert (x) into the appropriate box** | |
| MR 1 | The Provider confirms acceptance of the Specification as set outlined in this ITQ document and Appendix A | YES  (PASS) |  |
| NO  (FAIL) |  |
| MR 2 | The Provider confirms capability to deploy specialist services and expertise to support the lift contract as outlined in this ITQ document and Appendix A | YES  (PASS) |  |
| NO  (FAIL) |  |
| MR 3 | The Provider accepts the Health and Safety and Insurance requirements as outlined in this ITQ document and provides copies of all associated accreditations to demonstrate suitability | YES  (PASS) |  |
| NO  (FAIL) |  |

1. **Executive Summary**

Please use the box below (expand as required) to provide an executive summary, which must include:

• An outline of the way in which the Council’s requirements are to be met by its proposal.

• A summary of all the services offered by the Respondent in response to the ITQ.

• An overview of the Respondent’s overall costs and proposals in relation to pricing.

• A clear statement of whether it is a consortium or a group of companies with one supplier.

• A clear statement of its commitment to meet the Council’s requirements and the pricing, payment and performance model.

• Confirmation that the quote will remain open for a period of 90 days.

If changes subsequently occur in relation to the statements set out in the executive summary, the applicable Respondent must promptly notify the Council of them. The Council reserves the right to disqualify any Respondent that fails to duly notify the Council.

|  |
| --- |
|  |

1. **Case Studies (20%)**

Please provide 2 case studies in the boxes below (expand as required) of recent works that are deemed similar to the consultancy that is requested within the ITQ.

Contact details are to be provided with each case study in order for references to be cross checked with the completed reference questionnaire (Appendix C)

Case Studies and References will be scored as part of the evaluation process described under paragraph 6.2 of the ITQ.

To support these case studies you must complete Section 1 of Appendix C and send the entire document (Appendix C) to your relevant referee. The referee must complete Section 2 and submit the completed document directly to the Council. Full instructions are included in the ITQ and Appendix C.

|  |  |  |
| --- | --- | --- |
| **Case Study 1** | | |
|  | | |
| **Contact Name** | **Company** | **Contact Details** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Case Study 2** | | |
|  | | |
| **Contact Name** | **Company** | **Contact Details** |
|  |  |  |

**5 – Costs (80%)**

Price will be awarded on the basis of the total price. The lowest priced response will receive the maximum available score for price. Respondents are required to provide pricing per year and the total price by completing the tables below:

Part A - Price to manage and deliver the procurement of the new 5 year Lift Contract to commence from 1st April 2023 for the Repairs, Servicing and associated works of 9no. Vertical lifts and 1no. Single stair lift as set out in Appendix B (Weighting 40%).

|  |  |
| --- | --- |
| **Cost of Procurement of Lift Contract (Part A)** | **£** |

Part B - Price of Consultancy per year, based on the assets provided in Appendix B for management and monitoring of the Contracts and respective Contractors. To include liaison with the outgoing Lift Contractor from 31st October 2022 up to 31st March 2023 and new Lift Contractor from 1st April 2023 to 31st March 2028 and any associated reactive duties arising from repairs or arising from any Insurers requirements as per table below (Weighting 20%).

|  |  |
| --- | --- |
| **Costs for Management and Monitoring of Lift Contracts (Part B)** | |
| **Year 1** | **£** |
| **Year 2** | **£** |
| **Year 3** | **£** |
| **Year 4** | **£** |
| **Year 5** | **£** |
| **Additional Year subject to approval** | **£** |
| **Total cost for 6 years** | **£** |

Part C - Price to complete an annual Condition Survey of each lift then submit in the form of a report, detailing any defects and recommendations for repairs and/ or planned refurbishment or replacement (Weighting 20%).

|  |  |
| --- | --- |
| **Costs for Condition Survey Lift Assets (Part C)** | |
| **Year 1** | **£** |
| **Year 2** | **£** |
| **Year 3** | **£** |
| **Year 4** | **£** |
| **Year 5** | **£** |
| **Additional Year subject to approval** | **£** |
| **Total cost over 6 years** | **£** |

* 1. Total Costs for Lift Consultancy (Part A, B and C)

Please use the box below to provide a total for the lift consultancy. This total will also need to be completed in the Form of Quote (Schedule 3)

|  |  |
| --- | --- |
| **Total Costs for Lift Consultancy**  **(Part A, B and C)** | **£** |

**SCHEDULE 2**

**COMMERCIALLY SENSITIVE INFORMATION**

Commercially sensitive information

I declare that I wish the following information to be designated as commercially sensitive

|  |
| --- |
|  |

The reason(s) it is considered that this information should be exempt under FOIA is:

|  |
| --- |
|  |

The period of time for which it is considered this information should be exempt is [until award of Contract OR during the period of the contract OR for a period of [NUMBER] years until [MONTH], [YEAR]].

|  |  |
| --- | --- |
| SIGNATURE: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| NAME (PRINT): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| POSITION: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| COMPANY: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| DATE: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**SCHEDULE 3**

**FORM OF QUOTE**

Respondents are to complete and include the Form of quote as part of their completed submission.

UNCONDITIONAL AND IRREVOCABLE OFFER TO GOSPORT BOROUGH COUNCIL

Re: Invitation to Quote dated 14th September 2022

Lift Consultancy- Procurement and Management of Lifts and Associated Works

Gosport Borough Council

Town Hall

Gosport

Hampshire

PO12 1EB

Having carefully examined and considered the Invitation to Quote including the schedules, appendices and terms and conditions without limitation the for the Procurement and Management of Lifts and Associated Works included in the Invitation to Quote and in consideration of you considering this Quotation Response:

1. We offer to supply and carry out the services specified and to complete the contract in accordance with the terms and conditions and our quotation response; we offer to execute and complete in accordance with the conditions of contract described for the sum of:

£…………………… (…………………………………………………….) plus VAT

2. We confirm we are able to carry out the works specified.

3. We agree that if errors in pricing or arithmetic are discovered in the Schedules etc. before this offer is accepted they will be dealt with in in writing between the two parties. This quote remains open for consideration for 12 weeks from the date fixed for submitting a quote.

4. We confirm that this offer is made in good faith and that the we have not fixed or adjusted the amount of the quote by or in accordance with any agreement or arrangement with any other person. We certify that we have not and will not:

a) Communicate to any person other than the person inviting these offers the amount or approximate amount of the offer, except where the disclosure, in confidence, of the amount or approximate amount of the offer was necessary to obtain professional advice and/or quotations required for the preparation of the offer or for insurance purposes; and

b) Enter into any arrangement or agreement with any other person that the other person shall refrain from making an offer or as to the amount of any offer to be submitted.

5. We understand that the paragraph below will be a term of the contract:

“The Council may terminate this contract and recover all its loss if the Contractor, its employees or anyone action on the Contractor’s behalf do or collude in any of the following things:

(a) offer, give or agree to give to anyone any inducement or reward in respect of this or any Council contract (even if the Contractor does not know what has been done), or

(b) commit an offence under the Prevention of Corruption Acts 1889 to 1916 or Section 117(2) Local Government Act 1972, or

(c) commit any fraud in connection with this or any other Council contract, whether alone or in conjunction with the Council members, contractors or employees.

Any clause limiting the Contractor’s liability shall not apply to this clause.”

6. We agree that in delivering the services under the Contract we shall at all times assist and co-operate with the Council in the compliance of its corporate requirements and statutory obligations namely: equality and diversity; and the processing of information pursuant to The Freedom of Information Act 2005, Environmental Information Regulations 2004, and Data Protection Act 1998.

7. We confirm that if our quote is accepted we will, upon demand:

a) produce evidence that all relevant insurances and compliance certificates with relevant legislation and policy are held and in force and will be retained in force throughout the contract period.

b) sign the Contract / formal documentation if required.

9. We confirm that the prices and charges offered are firm for the period of the Contract.

10. We agree that this quote shall constitute an irrevocable, unconditional offer which may not be withdrawn for a period of 90 days from this date.

11. Unless and until a formal Contract is prepared and executed this quote, together with your written acceptance thereof, shall constitute a binding contract between us.

We understand the Council is not required to accept any quote it receives.

Authorised Signatory: ……………………… Date: ……………………………

Name: …………………………………………………………………. *(Capitals)*

Position in Firm or Company: ………………………………………………………...

Authorised Signatory: ……………………… Date: ……………………………

Name: …………………………………………………………………. *(Capitals)*

Position in Firm or Company: ……………………………………………………

Name and Address of Firm or Company:

…………………………………………………………………………………………...

1. [↑](#footnote-ref-1)