



REQUEST FOR QUOTATION

For the design, supply and installation of an **Outdoor Cross Training Multi Use Fitness Sports Pitch**. The new facility will be located at Wootton Community & Sports Centre, Curtlee Hill, Wootton, Northampton NN4 6ED.

On behalf of Wootton Parish Council, Wootton Community & Sports Centre, Curtlee Hill, Wootton, Northampton, NN4 6ED. Tel 01604 705055

www.woottonparishcouncil.gov.uk

Issue Date	17 th January 2019
Return Date	12 noon, 11 th February 2019
Address	Wootton Parish Council, Wootton Community & Sports Centre, Curtlee Hill, Wootton, Northampton, NN4 6ED
Tel	01604 705055
Email	clerk@woottonparishcouncil.gov.uk

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SECTION 1: INTRODUCTION

PART A: GENERAL REQUIREMENTS

The design, supply and installation of an **Outdoor Cross Training Multi Use Fitness Sports Pitch**. The new facility will be located at Wootton Community & Sports Centre, Curtlee Hill, Wootton, Northampton NN4 6ED

Written tenders are to be received by 12 noon on the 11th February 2019 and be sent to: Wootton Parish Council, at the above address.

Prospective companies and businesses are prohibited from contacting councillors or staff to encourage or support their tender.

Tenders are to be submitted in writing in a **sealed, marked envelope**, addressed to Mrs T Charteress, Wootton Parish Clerk, at the aforementioned address.

For further details please email: clerk@woottonparishcouncil.gov.uk

The Parish Council's detailed requirements are defined in Part 2 - Specification.

Please take care in reading this document in particular the Specification; In the event of any questions or queries in relation to this Request for Quotation (RFQ), please contact the named person above.

The Parish Council reserves the right to carry out due diligence checks on the awarded provider.

The Parish Council also reserves the right to:

- abandon the procurement process at any stage without any liability to the Parish Council; and or
- require the Potential Provider to clarify its quotation in writing and if the Potential Provider fails to respond satisfactorily, this may result in the Potential Provider not being selected.

PART B: BACKGROUND

Wootton Parish Council was created in May 2015 following a Community Governance review which split Wootton and East Hunsbury Parish Council into two new councils.

The Parish Council consists of 12 Councillors and owns various pieces of land throughout the Parish; it provides services to 6200 electorate and has a precept of £187,315. Wootton Community & Sports Centre is owned by the Parish Council and currently employs 7 part-time members of staff which are managed by the Parish Clerk. The Community Centre is hired out to many regular users and is used for functions including weddings and birthday parties. The Centre is situated on a large piece of land which is marked out for football pitches and a cricket square; it also houses a MUGA containing two tennis courts/basketball & a 5 a side football pitch.

Wootton Library is currently housed in a mobile building adjacent to the Community Centre.

Wootton Parish Council are keen to promote health and wellbeing throughout the community. With this in mind the Council wish to create an active area with a variety of apparatus.

PART C: PROCUREMENT TIMETABLE

Request for Quotation Issued	17 th January 2019
Deadline for Quotation Responses	12noon on the 11 th February 2019
Quotation Evaluation	20 th February 2019
Tender Contract Awarded	25 th February 2019

PART D: CLARIFICATION QUESTIONS

Any queries about this document, the procurement process, or the proposed contract itself, should be referred to:

Name	Mrs Tina Charteress CiLCA
Job Title	Parish Clerk
Telephone	01604 705055
Email	clerk@woottonparishcouncil.gov.uk

PART E: QUOTATION RESPONSES

Should you wish to take part in the selection process please complete this RFQ and return in a sealed marked envelope to:

Name	Mrs Tina Charteress CiLCA
Job Title	Parish Clerk
Telephone	01604 705055
Email	clerk@woottonparishcouncil.gov.uk
Respond by Date	11 th February 2019
Respond by Time	12:00 noon

PART F: EVALUATION OF QUOTATIONS

Any bids not compliant or completed fully will be discarded. Based on the information provided by organisations, each compliant submission will be evaluated based on the following criteria:

Evaluation Method : Weighted combination of Quality and Price
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Quality Questions at "70%" + Pricing at "30"% = 100%

a. Quality Questions (Part 3 Section B)

Quality Score % will be calculated as follows:

Total sum of (question score × weighting of question)

= Potential Provider Quality Score

(Potential Provider Quality Score ÷ Max Quality Score Available) × "X"

= Potential Provider Quality 70%

E.g.:

Bid	Potential Provider Quality Score	Max Quality Score Available	Score % (If "X" = 70)
Bid 1	140	150	65
Bid 2	120	150	56
Bid 3	90	150	42

The Quality Questions will be scored using the following scale:

Score	Criteria to Award Score
5	The Potential Provider's response enables the evaluator to have a comprehensive understanding of how the requirement will be met. The evaluator can clearly identify comprehensive evidence that the response given will deliver all stated requirements. The response also demonstrates how relevant added value will be provided.
4	The Potential Provider's response enables the evaluator to have a comprehensive understanding of how the requirement will be met. The evaluator can clearly identify comprehensive evidence that the response given will deliver all stated requirements.
3	The Potential Provider's response enables the evaluator to have an understanding of how the requirement will be met. The evaluator can identify evidence that the response given will deliver all stated requirements. OR The Potential Provider's response enables the evaluator to have an understanding of how the requirement will be met. The evaluator can identify sufficient evidence that the response given will deliver most of the stated requirements, but the solution offers added value.
2	The Potential Provider's response enables the evaluator to have an understanding of how the requirement will be met. The evaluator can identify sufficient evidence that the response given will deliver most of the stated requirements. The response may have raised one significant concern or one or more smaller issues.
1	The Potential Provider's response does not enable the evaluator to have a clear understanding of how most of the requirement will be met. The evaluator cannot clearly identify that the response given will deliver all stated requirements due to insufficient evidence, the Potential Provider's limited understanding and/ or omissions.
0	The evaluator believes that Potential Provider has failed to either answer the question or provide a relevant response.

b. Pricing

Pricing % will be calculated as follows:

(Lowest compliant bid price ÷ Potential Provider's price) × "Y"

e.g.

Bid	Lowest Compliant Bid Price (£)	Potential Providers Price (£)	Score % (If "Y" = 30)
Bid 1	£45,000	£45,000	30
Bid 2	£45,000	£50,000	27
Bid 3	£45,000	£55,000	25

Total score:

Bid	Quality Score (%)	Price Score (%)	Total (%)
Bid 1	65	30	95
Bid 2	56	27	83
Bid 3	42	25	67

Evaluation will be marked on a basis of 70% quality and 30% price. Note that a Minimum Quality Standard of 30% must be achieved, any submission not reaching 30% may result in the tender being disqualified.

Potential Providers must pass all pass questions in SECTION 3:PART B: in order to be considered. Bids not meeting the minimum standards will be discarded. Price will make up 30% of the evaluation.

SECTION 2: SPECIFICATION

Wootton Parish Council is keen to promote health and wellbeing throughout the community. With this in mind the Council wish to create an active area with a variety of apparatus.

Invitation to Tender applications are invited to tender for the design, supply and installation of an **Outdoor Cross Training Multi Use Fitness Sports Pitch**. The new facility will be located at Wootton Community & Sports Centre, Curtlee Hill, Wootton, Northampton NN4 6ED.

Monies for this project are available from an S106 agreement and total circa £100,000. The Fitness Pitch will be housed on a “wet pour surface” or similar option and will be fenced and gated.

Equipment may include but not be excluded to:

- Multi-purpose fitness frames
- Outdoor gym equipment
- Low impact equipment
- Running track or lanes
- Obstacle course

Additional information is available

- Site plan

Please note that prior to any formal instruction the preferred or a shortlisted selection of consultants may be required to attend a meeting to discuss and or clarify any or all of the offers received.

All proposals will be considered based on both the quality and price of the submission.

SECTION 3: SUPPORTING INFORMATION

Note to Potential Providers – You may adjust the size of the following text boxes to suit your response.

PART A: Organisation and Contact Details

A-1 Name of your organisation	
A-2 Registered office (if applicable)	
A-3 Trading address (if different from registered office)	
A-4 Organisation Registration Number (if applicable)	

A-5 Is your organisation a:	
<ul style="list-style-type: none"> ▪ Sole Trader ▪ Partnership ▪ Public Limited Company ▪ Private Ltd Company ▪ Voluntary & Community Sector ▪ Charity ▪ SME (Small and Medium Enterprise) ▪ Other 	
If you selected other, please specify	
A-6 What, if any, local connections do you have with Wootton Parish and Northampton?	
A-7 If the Company is a member of a group of companies, please give the name and address of the ultimate holding company	
A-8 Name of person to whom any queries relating to this quote should be addressed	
A-9 Telephone	
A-10 Email	
A-11 Address (if different to the Address above)	

PART B: Questions

Please see section 6 for details on the weighting and scoring criteria.

Question Number	Question	Weighting (1 = Low, 3 =Med, 5= High)
1	Potential suppliers are required to detail the arrangements they will have in place to provide adequate staff cover for the out of hours requirements of the contract.	2
Potential Provider's Response		

2	The Council(s) is required to achieve value for money. Please suggest how you would work with the Council(s) to achieve this.	5
Potential Provider's Response		
3	Potential suppliers are required to detail the key steps that they will put in place in order to support the timely implementation of this contract.	3
Potential Provider's Response		
4	Please provide 3 examples of similar Projects undertaken within the last 3 years - identify timescale of project, value and client details.	5
Potential Provider's Response		
5	The level of insurance required is For the duration of the Contract, the Supplier shall maintain in force, with a reputable insurance company, such policies of insurance as are necessary to cover any liability of the Supplier in respect of loss of or damage to property and personal injury to, or death of, any person arising out of or in the course of or caused by the Supplier's carrying out or failing to carry out its obligations under the Contract or for which it may become liable to the Customer under clause 10, all statutory required insurance(s) including: (a) employers liability insurance shall be in the minimum sum of £10,000,000.00 in respect of one incident and the number of incidents covered shall be unlimited; (b) public liability insurance cover shall be in the minimum sum of £5,000,000.00 in respect of any one incident and the number of incidents covered shall be unlimited; (c) directors and officers liability, trustee's liability, professional indemnity or similar as appropriate to the Suppliers circumstances shall be in the minimum sum of £2,000,000.00 in respect of any one incident and the number of incidents	PASS/FAIL question. Potential Providers who answer 'No' - have not got cover and won't provide Authority's level of cover' will fail the RFQ process.

covered shall be unlimited which should also be in place for a 6 year period following the termination of the Contract; Can you confirm that your organisation has the required level of cover or is prepared to obtain the level of cover prior to award?

Potential Provider's Response

Yes - have levels of cover already and will continue to for this contract

No - but will provide the Parish Council's level of cover requested if awarded contract

No - have not got cover and won't provide Parish Council's level of cover

6

The Parish Council wishes to ensure that within your business or in its supply chain there is no servitude or forced labour, slavery human trafficking, arranging or facilitating the travel of another person with a view that a person is being exploited or conducting any activities that contain violation of human rights. Please confirm that your supply chain with regards to this quotation response complies with the Modern Slavery Act 2015.

PASS/FAIL question. Potential Providers who answer 'No - will fail the RFQ process.

Potential Provider's Response

Yes—in response to this quotation our supply chain complies with the Modern Slavery Act 2015

No—in response to this quotation our supply chain does not comply with the Modern Slavery Act 2015

SECTION 4: – PRICING SHEET

Please insert your costs in the table below. The costs should be broken down into components with a full description of each component and it's cost.

The pricing and cost proposal should include all relevant components to deliver this project to completion and handover to the Parish Council.

Component	Component description	Comment	Costs (£)
	Total Costs (£):		

SECTION 5: FREEDOM OF INFORMATION

Information in relation to this RFQ may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000 ("The Act") and your organisation details will be disclosed where the expenditure is over £500 as per the Government Transparency agenda. Details of all contracts worth £25,000 or more in total value will also be published on the Council's website.

Organisations should state if any of the information supplied by them is confidential and commercially sensitive or should not be disclosed in response for the Information under the Act. Organisations should state why they consider the information to be confidential or commercially sensitive.

Please state here any specific information in this RFQ that you do not wish to be disclosed under Freedom of information Act. This will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in the Act.

Insert specific Information here if applicable

SECTION 6: – SIGNATURE AND DATE

Request for Quotation for tender for the design, supply and installation of an **Outdoor Cross Training Multi Use Fitness Sports Pitch**. to Wootton Community & Sports Centre, Curtlee Hill, Wootton, Northampton NN4 6ED.

I, the hereby, declare by marking an X in the box:	
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- (I). that the information provided is complete and accurate;
- (II). that the price in Part 4 is our best offer;
- (III). that no collusion with other organisations has taken place in order to fix the price;
- (IV). to be subjected to the terms and conditions set out in a conditions of contract to be agreed
- (V). that no works/goods/supplies/services will be delivered or undertaken until both parties have executed a formal contract documentation and an instruction to proceed
- (VI). has been given by the Parish Council in writing.

Name	
Position Held	
Date	