

Request for Quotation

Title: Refurbishment of 40 Sally Port Contract Reference Number: 40SP 171120

Date of Issue: 11/12/17 Duration of Contract: 10 weeks

Deadline Date: 10/01/18 Deadline Time: 13:00

CIOS Contact: Sean Parsons

Phone: 07818 515400 Email: Works2@scilly.gov.uk

Requirement

Type: Works

Number of providers to be appointed: 1

Description: The Council of the Isles of Scilly needs to undertake works to 40 Sally Port, St Mary’s, Isles of Scilly. The works are time sensitive as the houses existing tenants will need to be relocated for the duration of the works at a cost to the Council. Therefore potential providers will be expected to conform to the contract duration stated below.

Attached with this quotation form is a Scope of Works & Pricing Schedule which sets out the required works to the property, in summary these include:

* Re-wiring of the property including opening up the building as required and making good after completion
* Supply and installation of new A-rated combination storage heaters with convectors and storage
* Removal of existing and supply and installation of new kitchen
* Adjustments to the bathroom including tiling works, flooring and new bathroom suite
* Removal and replacement of existing downstairs toilet
* Painting and decorating
* Install hardwired smoke alarms throughout the property

The contract requires aspects of electrical, building and plumbing trades. Providers may be capable of meeting all these requirements on their own, may choose to sub-contract some of the works to suitable tradespersons or bid as a consortia.

The works will need to be completed in accordance with all applicable legislation and regulation including but not limited to legislation and regulations in the areas of Health and Safety, Construction and Building/Construction.

Contractors should be aware that the work is not notifiable to the HSE for the purposes of the CDM Regulations 2015 but that the rest of these regulations apply to this contract. Contractors are required to discharge their duties under these regulations.

Response

In completing your quotation please provide the following:

1. A completed copy of the EoI Form (in the quotation pack) sent to [Works2@scilly.gov.uk](mailto:Works2@scilly.gov.uk) at the point at which the potential bidder decides they will submit a quotation.

2. A complete Annex 1 – Pricing Schedule. (100%)

This schedule must be completed with the number of hours, rate and total costs for labour for each activity listed. For parts and materials, potential providers must identify the total costs of parts and materials with a description outlining the parts to be used and the amount/number of each part. Smaller items (less than £10) that form part of a larger deliverable e.g. screws and fixings, should be grouped together as a single item with an approximate amount stated.

3. A programme for completing the works (Pass/Fail)

Providers must provide an outline programme demonstrating that they are able to deliver the works identified in the Pricing Schedule within the 10 week contract duration identified. Programmes that are not capable of being delivered within this 10 week period will be rejected.

4. All quotes must include the following information:

* Full company name and registered/main address
* Company status
* Company Registration Number (if applicable)
* Identification of whether or not you are an SME
* VAT number (if applicable)
* Proof of membership of an appropriate industry scheme for electrical and/or other regulated works
* Insurance certificates demonstrating as per the contract data.
* A copy of this quotation form

Quotations which do not follow the above response requirements may be rejected.

All submissions are to be submitted as a paper copy to: Chief Executive, Council of the Isles of Scilly, Town Hall, St Mary's, TR21 0LW. Quotations should be recieved prior to the deadline date identified on page 1 of this form. Envelopes should make reference to the name of the quotation opportunity and should be marked do not open automatically on receipt. Submissions should be written in Arial 11, be single line spaced and be submitted in English. Quotations are expected to be held for 60 Days from the deadline date.

Submissions received late will only be considered where there is irrefutable proof that the quotation was sent prior to the deadline date and time and with sufficient time to allow for delivery to the Isles of Scilly.

The Council reserves the right to conduct a search with a credit reference agency to determine the financial status of the preferred bidder.

Award

Phase 1 - Submissions will be checked for compliance with the response requirements. This includes the full completion of the pricing document as well as the documentation identified in the response section above.

Phase 2 – Compliant submissions will be checked to ensure that the programme is capable of meeting the timescales identified in this document. This assessment will take the basis of a pass or fail gateway.

Phase 3 – Submissions passing the phase 2 gateway will be evaluated to determine the quotation that offers the best value for money proposal as demonstrated by the lowest priced submission.

Contract

The contract form will be a NEC 3 Minor Works Contract. Contractors are advised to review the contract data document and the terms of the contract included with this quotation opportunity form.

This sum from the phase 3 analysis will be inserted into the contract documents and any changes to this sum will need to be considered as variations and be approved prior to expenditure being incurred. Quotations should be submitted without caveats.

If you feel that any of the scope of works attached with this RFQ is ambiguous please seek clarity by email to the named contact at the top of page 1 of this form.

Indicative Timeline

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| **Activity** | **Start** | **End** |
| Award of Contract | 12/01/18 | |
| Construction Phase Plans Received | 17/01/18 | |
| Delivery Period | 17/01/18 | 28/03/18 |
| Contract close out | 21/3/18 | 28/03/18 |
| Off-site activities including Health & Safety File (if applicable), manufacturers literature/guides and appropriate “as installed” plans | 28/03/18 | 18/04/18 |