



# **REQUEST FOR QUOTATION**

**WINDOW REPLACEMENT SCHEDULE FOR**

**SPIDERS ISLAND, ALDERBURY**

**AND NORFOLK ROAD, SALISBURY**



## TABLE OF CONTENTS

1	INTRODUCTION.....	1
2	SCHEDULE OF REQUIREMENTS .....	6
3	INSTRUCTIONS .....	5
	a. Request For Quotation.....	6
	b. Timetable .....	22
4	ORGANISATIONAL INFORMATION.....	23
	a. Organisation Identity .....	23
	b. Organisation Information.....	23
5	ECONOMIC & FINANCIAL INFORMATION.....	25
	a. Financial.....	25
	b. Insurance .....	26
6	SUPPLIER CAPACITY & CONFIDENCE .....	27
	a. Capacity .....	27
	b. Provision of Service .....	27
	c. Previous Contracts.....	28
7	POLICY COMPLIANCE .....	14
	a. Protection of Information .....	14
	b. Health & Safety Policy.....	14
	c. Quality Assurance .....	14
	d. Sustainability .....	14
	e. Environmental.....	14
	f. Equal Opportunities .....	15
8	TECHNICAL CAPABILITY.....	16
	a. Areas of Business .....	16
	b. Schedule of Requirements.....	16
	c. Professional References .....	17
9	COSTS .....	18
10	CERTIFICATION .....	34
	Appendix A. Contract .....	20



## 1 INTRODUCTION

Window replacement works for Spiders Island, Alderbury and Norfolk Road, Harnham. The objective of the project is to replace the aluminium window frames and windows with new PVCu window frames and double-glazed windows to comply with the Decent Homes Standards.

## 2 SCHEDULE OF REQUIREMENTS

See Contract Specification 0914, October 2009.

## 3 INSTRUCTIONS

This Request for Quotation (RFQ) must be completed and returned to:

Peter Bravery, Senior Contracts Manager, Contracts Division, Housing Management, 26 Endless Street, Salisbury, Wiltshire S1 1DR

Your completed RFQ must be received by **12 noon, Friday 13<sup>th</sup> November** - any quotations received after this date and time will not be considered.

Please include, where appropriate, any supporting documents marking clearly on all documents the name of your organisation, the RFQ reference (**RFQ0914**) and the number of the question to which you refer. You should provide an index of all documents referred to in the completed RFQ.

Suppliers must return 1 hard copy of the completed RFQ and any supporting documentation to the address above and email 1 copy to the email address quoted below. Wiltshire Council reserves the right to seek clarification regarding the information provided.

If there are any significant changes to the information supplied after submission the supplier must inform Wiltshire Council immediately.

Wiltshire Council reserves the right to discontinue the process at any time.

Any enquiries regarding this RFQ should be made in writing to:

ben.lawson@wiltshire.gov.uk

Please note that any clarification given by Wiltshire Council will be circulated to all suppliers who have expressed an interest in this procurement.

### Evaluation Criteria

Criteria	% Score
Price	50
Written Proposal	50

Suppliers provide their response to this RFQ at their own expense.

Failure to provide a satisfactory response to any of the questions may result in Wiltshire Council not proceeding further with your response to this RFQ. In addition

the response should be structured and numbered in the same way as the RFQ so that it is clear to which section each part of the response relates.

Prospective suppliers should note that additional information or clarification may be requested, and that false information contained within this RFQ submission, or any other document sent to Wiltshire Council, may result in disqualification from the selection process.

Where a potential supplier and one or more suppliers or sub-contractors intend to act together, the response to each question must cover each potential supplier and include any identified sub-contractors that the potential supplier wishes to be considered at this stage. Where a company or organisation is to be created for the purposes of securing this contract, a response to each question should, where possible, include relevant details about all the identified shareholders of the company and/or the management of the organisation.

Where prospective suppliers are intending to act jointly in securing this contract a single composite response should be submitted.

Wiltshire Council intends to accept applications for the whole of the contract. To enable Wiltshire Council to assess your organisation's suitability to become a prospective supplier (or a participant party in the ultimate supplier in the case of consortia), it requires all the information outlined in the application form.

#### **a. Request for Quotation**

Suppliers who have expressed an interest in the procurement will be invited to submit a fully costed proposal. Wiltshire Council reserves the right to request additional information from a supplier to clarify their proposal, which is to be supplied at the expense of the supplier. Wiltshire Council will then choose a preferred supplier who they wish to proceed to contract with. This choice will be based on who Wiltshire Council believes is best capable of providing the goods, service and/or works to meet the Council's requirements.

The award of this contract to the successful bidder will be subject to the Council's standard terms and conditions with specific terms covering the service being engaged by the Council.

Any amendments from the supplier will be considered but will need the written agreement of the Council to make them binding. These should be submitted as part of the proposal and annexed and cross referenced in the appropriate place.

The preferred supplier may be invited to negotiate contractual terms with the Council. Should agreement not be reached with this supplier, the Council reserve the right to choose an alternative supplier.

#### **b. Timetable**

The proposed procurement timetable below identifies stages up until the award of the contract.

<b>Activity</b>	<b>Due Date</b>
Dispatch Request For Quote to Organisations	28/10/2009
Organisations return proposals to the Council	13/11/2009
Council to appoint successful organisation	20/11/2009
Meet with successful organisation	27/11/2009

No extensions to any dates contained in the procurement timetable shall be granted to suppliers. Wiltshire Council reserves the right to amend these dates provided that by doing so the competitive process is not prejudiced.

## 4 ORGANISATIONAL INFORMATION

### a. Organisation Identity

Name of the organisation in whose name the quote would be submitted			
Contact			
Address			
Tel No			
Fax		E-mail	
Registration no		Date of registration:	
Registered address (if different from above)			

### b. Organisation Information

Is your organisation: (Please tick those that are applicable)	
• Public limited company	
• Limited company	
• Partnership	
• Sole trader	
Date of organisation's formation	
Date of incorporation in U.K. if different	
VAT registration number	

Is your organisation registered under the Data Protection Act 1998? If the answer is yes, what is your DPA registration number? YES / NO

Has your organisation or any director of your organisation or any other person who has powers of representation, decision or control of the organisation been convicted of any of the offences listed at Regulation 23 YES / NO

(1) (a) – (f) of the Public Contracts Regulations 2006? If the answer is yes, Wiltshire Council may require further information.

Do one or more of the grounds listed at Regulation 23 (4) (a) – (j) of the Public Contracts Regulations 2006 apply to your organisation? If the answer is yes, Wiltshire Council may require further information. YES / NO

Are there any court actions and/or tribunal hearings outstanding against your organisation which relate to the provision of this contract (including but not limited to negligence claims, discrimination cases, infringement of intellectual property rights, infringement of data protection legislation)? If the answer is yes, please give details. YES / NO

Has your organisation been involved in any court action and/or tribunals over the last 3 years which relate to the provision of this contract (including but not limited to negligence claims, discrimination cases, infringement of intellectual property rights, and infringement of data protection legislation)? If the answer is yes, please give details. YES / NO

Is your organisation affiliated or associated with any other organisation which would be capable of providing this contract? If the answer is yes, please provide the name and registered office address. YES / NO

List the full names of every director, partner, and company secretary:

Full Name	Role

Please give details of any Director, Partner or Associate who has been employed by Wiltshire Council:

Full Name	Role

Please give details of any Director, Partner, Associate or Senior employee who has a relative who is employed by Wiltshire Council at a senior level or who is a Member:

Full Name	Name of relation

Please give details of any contractual relationship your organisation has had with any Senior Officer or Member of Wiltshire Council:

Full Name	Senior Officer/Member	Contract Details

--	--	--

Have any proceedings been taken against the company's directors or employees resulting in convictions under the Prevention of Corruption Acts 1889-1916 or Section 117 of the Local Government Act 1972? If the answer is yes, please give details: YES / NO

## 5 ECONOMIC & FINANCIAL INFORMATION

### a. Financial

Please indicate the annual turnover of your organisation and the turnover in respect of goods, services and/or works of a similar nature to this contract over the last 3 years. If your organisation is part of a group, please give figures for both your own organisation and the group.

Organisation	
Total Annual Turnover £	Turnover for goods, services and/or works of a similar nature to this contract £
Group (if applicable)	
Total Annual Turnover £	Turnover for goods, services and/or works of a similar nature to this contract £

**A financial credit check will be undertaken on your organisation. The information received forms part of the Economic & Financial Information criteria on which proposals will be assessed and evaluated.**

If requested, would you be prepared to provide a set of the last 3 audited accounts for your own organisation and the holding and / or ultimate parent (if applicable). YES / NO

Please give details of your bankers:

Bank Name

Branch  
address

Account  
number

Sort code

Number of years account has  
been open

May bankers be approached for a reference?

YES / NO

Where the goods, services and/or works are proposed to be carried out by a consortium all economic operators must provide the above information or principal supplier may be asked to provide an undertaking from the other entities.

**b. Insurance**

Please provide details of your organisation's insurance protection in respect of the following. A copy of your insurance papers must be provided as an appendix, cross referenced to the quotation proposal.

**Please note that to proceed with this tender each policy must be in excess of £5,000,000**

Policy	Insurer	Indemnity value (£) in respect of any one incident
<b>Public Liability</b>		
<b>Personal Liability</b>		
<b>Professional Indemnity</b>		

Provide details of any claim or notification of circumstances made to the organisation's professional indemnity insurer within the last three years.

## 6 SUPPLIER CAPACITY & CONFIDENCE

### a. Capacity

Please supply details of staffing levels in your organisation:

<b>Permanent</b>	
<b>Casual</b>	

Of the above numbers of staff, how many hold the following skills (by number)?

Please do not 'double count', for example, if someone is a Technician and a Project Manager only include them in one category.

<b>Senior Management</b>	
<b>Project Management</b>	
<b>Technical</b>	
<b>Support Staff</b>	
<b>Others</b>	

Please also state the numbers of staff currently involved directly in the provision of the goods, services and/or works to which this RFQ relates:

<b>Permanent</b>	
<b>Casual</b>	

Have you got the current capacity to undertake the requirements of this contract along side your existing contracts? YES / NO

Please include brief CV's of all key staff who will be responsible for the delivery of this contract stating their position, qualifications and relevant experience. CV's should be included as a separate annex.

Provide details of the organisation's policies for the training and supervision of staff. This should include, but not be limited to, training and supervision on health and safety matters and Investors in People.

Please indicate to which professional or trade bodies your organisation belongs:

### b. Provision of Service

Please confirm whether you propose to provide any part or all of the proposed service through another organisation, whether this is through sub-contracting or a consortium? YES / NO

If yes, please complete the following:

What type of working arrangement do you have:

- Sub-contract?
- Consortium?
- Other (please specify)?

List all member organisations, identifying the role of each member, including the services to be provided by that organisation, its registered or principal office and indicating the organisation's ultimate parent where applicable.

Provide the details of the proposed structure and a corporate structure chart including the proposed management arrangements for this contract.

Have the relationships been specifically established for this contract? YES / NO

If these organisations have experience in working together on other projects, please provide a brief summary to include: value of contract, date and location.

### **c. Previous Contracts**

Has the organisation ever had a contract terminated? If yes, please state the name of employer, address, date of termination of contract and the circumstances leading to the termination: YES / NO

Has the organisation ever withdrawn from a contract? If yes, please state the name of employer, address, date of termination of contract and the circumstances leading to the termination: YES / NO

Has the organisation ever been refused renewal of any contract due to failure to perform to the terms of the contract? If yes please give name and address of the employer: YES / NO

## **7 POLICY COMPLIANCE**

### **a. Protection of Information**

Please outline your approach to the protection of information when providing your services, associated procedures, and relevant public sector approved standards (e.g. ISO 17799 or equivalent European certification). Please provide a copy of the relevant registration document and related policy documentation as an annex.

**b. Health & Safety Policy**

Please provide a copy of your organisation's Health & Safety at Work Policy, to include site specific risk assessment and method statement. Please provide appropriate documentation regarding how this contract will be undertaken with due regard to Health and Safety. This must be provided as an appendix and cross referenced to the RFQ proposal.

**This is a mandatory requirement.**

Please detail any prosecutions or enforcement actions in relation to health and safety taken by an enforcing authority against the organisation or individuals within it in the last 5 years.

**c. Quality Assurance**

Please provide details (including registration number) of any quality assurance accreditation that your organisation holds e.g. BS EN ISO9000 or equivalent standard. If no accreditation is held, please attach an outline of your quality assurance policy.

Please provide details of any quality assurance accreditations for which you have applied.

Do you agree that your premises, procedures and quality assurance agreements may be inspected? YES / NO

Please give details of your project management methodology. If you use a known methodology such as PRINCE2, just state the name.

Briefly describe existing systems for monitoring and maintaining quality assurance within your organisation, as they would be relevant to the Project.

**d. Sustainability**

Please provide a copy of your organisation's sustainability policy.

**e. Environmental**

Please provide a copy of your organisation's environmental policy.

Does your organisation operate an environmental management system? YES / NO

Please provide a certificate or other evidence attesting conformity to environmental management standards based on (i) the Community Eco-Management and Audit Scheme or (ii) the relevant European or international standards.

Has your organisation been successfully prosecuted for infringement of environmental legislation in the past three years? If the answer is yes, please provide further details. YES / NO

**f. Equal Opportunities**

This section concentrates on equal opportunities and asks questions about whether your organisation complies with the following legislation:-

- Race Relations Act 1976,
- Race Relations (Amendment) Act 2000

- Sexual Discrimination Act 1975
- Equal Pay Act 1975
- Sex Discrimination (Gender Reassignment) Regulations 1999
- Disability Discrimination Act 1995
- The Employment Equality (Age) Regulations 2006

We are committed to doing everything possible to promote equality in all forms in our organisation and will only do business with those organisations that adopt the same policy.

**This is a mandatory requirement, Wiltshire Council will not consider quotations from suppliers who do not comply with anti-discrimination legislation and who do not promote equality within their organisation.**

Do you have an equal opportunities/discrimination policy that encompasses the above legislation? If yes – please provide details. If no – please provide details of how you ensure compliance with existing legislation and in line with any codes of practice for employment. YES / NO

In the last three years has your organisation been the subject of formal investigations by the Commission for Racial Equality on grounds of alleged unlawful discrimination? If the answer is yes, please provide further details. YES / NO

In the last 3 years has any court or industrial tribunal found that your organisation has discriminated against someone because of their sex, sexual orientation or the level of pay you gave them? If the answer is yes, please provide details. YES / NO

Do you follow the Commission for Racial Equality's Code of Practice for Employment? This gives practical advice on how to eliminate racism and promote equal opportunities including steps to encourage members of the ethnic minorities to apply for jobs or take up training opportunities. YES / NO

The Participating Authorities is committed to the promotion of equality. Does your organisation have a policy related to the positive promotion of equality? YES / NO

## 8 TECHNICAL CAPABILITY

### a. Areas of Business

Please indicate below the principal areas of business activity of your organisation:

Please provide the number and locations of premises from which your organisation provides goods, services and/or works similar to those required by Wiltshire Council in the Schedule of Requirements

### b. Schedule of Requirements

The work undertaken must meet or exceed the full requirements as detailed below.

The items listed below are those that are of significant interest to Wiltshire Council. Please add your detailed response to the table below on how the requirements will be achieved.

#### 8.3 The Requirement

<b>The Requirement</b>
a) Demonstrate understanding of the brief/ requirements.
b) Fully comply with the British Standards set within the specification and primarily price contract within this basis.
c) Ensure that the prices include the provisions and procedures of all necessary health and safety compliances related to the contract.
d) Ensure that all site and manufacturing operations are compliant with the latest environmental regulations.

**c. Professional References**

Please provide details of private & public sector contracts you have been awarded for the provision of goods, services and/or works similar to those required, under the following categories:

- contracts currently undertaken.
- contracts that have been undertaken over the last three years.
- any sub-contracting arrangements where applicable.

For all contracts listed the details must include:

- Customer name and address.
- Full details of the work undertaken including the project/programme description including the scope of your involvement, scale of the services delivered, service start date and term etc.
- Value of contracts.
- Contact name and telephone number.
- Contact reference.
- Name(s) of sub-contractors and/or consortium members and their role.

May customers be approached for a reference?

YES /  
NO

Please provide a list of current projects, including those within the UK Public Sector, specifying the client organisation, type of work and current status for each project:

Provide details of the organisation's involvement in any projects which have been awarded in the last 3 years where there was failure to achieve programme and/or project objectives, or to achieve and maintain compliance with levels of service.

## 9 COSTS

All costs should be a fixed cost listed exclusive of VAT where applicable.

Please state clearly what is to be provided within each area of cost. Wiltshire Council shall not make any payments of other costs that are not listed here and/or are ancillary to the contract provision.

### Important:

**PLEASE INDICATE ALL COSTINGS ON THE  
CONTRACT SPECIFICATION DOCUMENT INCLUDED  
WITHIN THIS SET OF DOCUMENTS**

## 10 CERTIFICATION

Contents	Have you completed this section?
Organisational Information	
Economic & Financial Information	
Supplier Capacity & Confidence	
Technical Capability	
Policy Compliance	
Costs (See Specification)	
Have you included all relevant documents and policies requested?	
Form Completed by:	
Name	
Signature	
Position	
Date	
Tel No	
E-mail address	