

REQUEST FOR QUOTATION

Request for Quotation for an Upgrade to the Sports Lighting for the New Tennis Facility at The Arc, Clowne

Reference No. BDC/010/2025

Deadline for Clarification Questions: 12:00 noon on 12:00 noon on Friday 1st August 2025

Deadline for Quotes to be received: 12:00 noon on 12:00 noon Friday 8th August 2025

|  |  |
| --- | --- |
| **Company Name** |  |
| **Main Contact** |  |
| **Company Registration Number** |  |

Contents

[PREAMBLE 3](#_Toc136462747)

[INTRODUCTION 3](#_Toc136462748)

[ACCEPTANCE AND EVALUATION OF QUOTATION 5](#_Toc136462749)

[SPECIFICATION 7](#_Toc136462750)

[DETAILS OF THE REQUIREMENT 7](#_Toc136462751)

[PROJECT OVERVIEW 7](#_Toc136462752)

[DETAILED DESCRIPTION OF SERVICES REQUIRED 7](#_Toc136462753)

PRICING SCHEDULE 7

[SUPPORTING INFORMATION 8](#_Toc136462755)

[BASIC DETAILS OF YOUR ORGANISATION 8](#_Toc136462756)

[FINANCIAL INFORMATION 10](#_Toc136462757)

[BUSINESS ACTIVITIES 11](#_Toc136462758)

[INSURANCE 1](#_Toc136462759)1

[QUALITY ASSURANCE 1](#_Toc136462760)1

[HEALTH AND SAFETY 1](#_Toc136462761)2

[EQUAL OPPORTUNITIES 1](#_Toc136462762)2

[ENVIRONMENTAL MATTERS 1](#_Toc136462763)2

[PROFESSIONAL AND BUSINESS STANDING 1](#_Toc136462764)2

[COMPLIANCE WITH EQUALITY LEGISLATION 1](#_Toc136462765)3

[SAFEGUARDING 1](#_Toc136462766)4

[MODERN SLAVERY 1](#_Toc136462767)4

[GDPR 1](#_Toc136462768)4

[REQUIREMENT SPECIFIC QUESTIONS 1](#_Toc136462769)5

[CRITERIA: SCORED QUESTIONS 1](#_Toc136462770)7

[FINANCIAL EVALUATION 1](#_Toc136462771)7

[QUALITY EVALUATION 1](#_Toc136462772)8

[FORM OF QUOTATION 20](#_Toc136462773)

CONTRACT TYPE– JCT Minor Works

# PREAMBLE

### INTRODUCTION

### Bolsover District Council (“The Authority”) is issuing this Request for Quotation (“RFQ”) in connection with the competitive procurement to supply and install an upgrade to the floodlighting on a new tennis facility at The Arc, Clowne, Chesterfield, Derbyshire.

### Bolsover District Council will carry out this procurement exercise through through the online tender In-Tend e-Tendering portal.

### The council would ideally like the works to commence as soon as possible. This will be subject to lead times and availability; this will be discussed with the successful contractor.

### The value of the contract will be circa £16,000.

INSTRUCTIONS TO BIDDERS

### All communication regarding this RFQ, including clarification questions should be directed to the Procurement Team via the In-Tend e-Tendering portal.

### Site visits are available by request. You may submit a request via the stipulating a convenient day and time. The council will endeavour to accommodate your request however there may be occasions that an alternative day / time may be suggested.

### You may submit, by no later than 12:00 noon on Friday 1st August 2025 any queries or clarifications that you have relating to this Quotation. Please submit such queries via the In-Tend e-Tendering Portal.

### Any specific queries should clearly reference the appropriate paragraph in the quotation documentation and, to the extent possible, should be aggregated rather than sent individually. Bolsover District Council may decline to answer queries received after the above deadline.

### Responses to the questions received by Bolsover District Council will be circulated to all Bidders the In-Tend e-Tendering Portal. Answers will not reveal the identity of the individual Bidder that asked a particular question. Bolsover District Council may decide not to disclose answers, or parts of answers, which would reveal confidential or commercially sensitive information in relation to a particular Bidder.

### The Quotation must consist of answers to all the questions asked in the Supporting Information section below. Bidders must also complete the Pricing Schedule, Section 3 – Pricing Schedule of this document.

### The submission must be signed, and the Quotation must be valid and open for acceptance by the Organisation until the expiry of 90 days from the last date for the receipt of Quotations.

### All Quotations must be returned no later than the deadline for receipt of quotations specified on the front cover of this RFQ.

### Completed Quotations must be submitted using the In-Tend e-Tendering Portal. Bidders should ensure that they allow plenty of time to upload the Tender response, particularly where there are large documents. In event of experiencing portal submission issues bidders should contact In Tend support on 0114 407 0065 or email [support@in-tend.co.uk](mailto:support@in-tend.co.uk)

### Any Quotation received after the deadline will not be considered.

### Any bids not compliant or completed fully will be rejected / discarded.

PROCUREMENT TIMETABLE

This procurement is intended to follow the timeline below:

|  |  |
| --- | --- |
| Request for Quotation issued | 24th July 2025 |
| Site visits | Thursday 24th July – Friday 31st July 2025 |
| Clarification questions deadline | 12:00 noon on Friday 1st August 2025 |
| Response to question deadline | 12:00 noon on Tuesday 5th August 2025 |
| Quotation return date | 12:00 noon on Friday 8th August 2025 |
| Evaluation of quotations | Monday 11th August until Wednesday 13th August 2025 |
| Notify successful/unsuccessful suppliers | Thursday 14th August 2025 |
| Contract award | Thursday 14th August 2025 |
| Contract start date | As soon as possible to be agreed with the successful bidder |
| Contract end date | On completion of works as agreed with the successful bidder – Latest Summer 2026 |

The above timetable is only an indication and could be subject to change

### ACCEPTANCE AND EVALUATION OF QUOTATION

* 1. Bolsover District Council will accept the Quotation which it considers to be the most advantageous and financially beneficial to the Council.
  2. Bolsover District Council’s evaluation will be based on the following criteria.

|  |  |
| --- | --- |
| **Evaluation criteria** | **Weighting** |
| Price (including assumptions and savings) | 100% |
| **Total** | 100% |

Information in relation to this Quotation may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000. Bidders should state, in the box below, if any of the information supplied by them is confidential or commercially sensitive or should not be disclosed in response to a request for information under the Act. Bidders should state why they consider the information to be confidential or commercially sensitive. 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.

|  |
| --- |
|  |

# SPECIFICATION

BACKGROUND INFORMATION   
  
Bolsover District Council is working with the Trustees of the former Clowne Town Tennis Club to develop a new tennis facility at the Council’s offices / leisure centre in Clowne, Derbyshire S43 4JY.

Following the development of a full size 3G Football Turf Pitch, the former 5-a-side football pitch has fallen into disuse, so has been identified as a suitable location for the creation of the new facility.

The existing sports lighting is not suitable for the required purpose and therefore the replacement of the 8no. existing floodlights to 4 No. 12m hinged lighting columns with 8 No. new LED floodlight units is required in order to meet LTA requirements (aimed to achieve 500Lux maintained for the count 2 with 0.7 (min/av))

### DETAILED DESCRIPTION OF SERVICES REQUIRED

Bolsover District Council requires the supply and installation of replacement floodlighting to the tennis court area.

The council requires a qualified professional to handle the installation to ensure it meets the required standards and complies with relevant regulations.

The replacement installation of 8no. existing floodlight to 4no. 12m hinged lighting columns with 8 No. new LED floodlight units to meet Lawn Tennis Association (LTA) requirements for 3 no. tennis courts, to be installed by others.

The LTA recommends a floodlighting specification of 500 lux with a uniformity of 0.7 for the principal playing area (PPA) and 400 lux with a uniformity of 0.6 for the total playing area (TPA).

LTA Floodlighting Requirements:

* **Principal Playing Area (PPA):**
  + **Recommended:** 500 lux.
  + **Uniformity:** 0.7.
* **Total Playing Area (TPA):**
  + **Recommended:** 400 lux.
  + **Uniformity:** 0.6.
* **Minimum:**
  + **Recommended:** 400 lux.
  + **Uniformity:** 0.7.
  + **Recommended:** 300 lux.
  + **Uniformity:** 0.6.

Other considerations that met by the successful bidder is that once the installation has been completed that the following has been addressed.

* **Uniformity:** Ensures even light distribution across the playing surface.
* **Glare:** Minimizing glare is crucial for player comfort and safety.

Price to include for the following:

1. Initial test and inspection and report for new installation

2. Isolation and disconnection of the existing electrical supplies to the existing masts

3. Removal of the existing 8no. floodlights and brackets, and disposal off site

4. Stripping out the existing flexible cables between the fittings and the control box

5. Fitting and aiming 8no. new underslung floodlights to new brackets with new fixings as required

6. Supply and installation of new flexible cables between the floodlight fittings and the control compartment of each lighting mast (to include new fittings as required)

7. Termination of new flexible cable within the control boxes mounted on the shaft of the masts

8. Re-energising the system

9. Carrying out final testing and commissioning

**Commencement Date:** As soon as possible to tie in with the development of 3 no. tennis courts by others (being procured separately)

# PRICING SCHEDULE

# 3.1.1

# Please set out your pricing schedule below, this should be a fixed price to to deliver the specification to include, but not limited to, all labour, works, materials, and equipment.

# Your total contract value should be exclusive of VAT, which will be charged at the prevailing rate.

|  |  |
| --- | --- |
| **Requirement** | **Total Cost**  **£** |
| **TOTAL** | **£** |

* 1. Please use the box below to set out any assumptions you have made about this project and the resources you will require from Bolsover District Council and its delivery partners to be able to successfully deliver this project.

|  |
| --- |
|  |

* 1. Please detail any opportunities you have identified which would bring about a saving to this commission and bring about best value for money. This can include both financial savings as well as physical resource, such as staff time.

|  |
| --- |
|  |

# SUPPORTING INFORMATION

### BASIC DETAILS OF YOUR ORGANISATION

|  |
| --- |
|  |

* 1. Name of the organisation in whose

name the Quotation is submitted.

* 1. Contact details for enquiries about this bid:

|  |  |
| --- | --- |
| Name: |  |
| Position held: |  |
| Address: |  |
| Phone: |  |
| Fax: |  |
| Mobile phone: |  |
| E-mail address: |  |
| Website: |  |

* 1. Are you or is your company a:

|  |  |  |
| --- | --- | --- |
| Sole trader? |  | |
| Partnership? |  | |
| Private limited company? |  | |
| Public limited company? |  | |
| Charities or other Registration number: |  | |
|  |  | |
| * 1. If your business is a public limited or private limited company, please supply the following details: | | |
| VAT registration number  (if registered): |  | |
| Company Registration  Number: |  | |
| Date of Registration: |  | |
| Registered Address: |  | |
| Date your company was formed or started trading: |  | |
| Name of (ultimate) parent company (If this applies): |  | |
| Date of incorporation in the U.K. |  | |
|  |  | |
| * 1. Please give the names and addresses of each of the senior members of your organisation (for example sole trader, partner, director or company secretary): |  | |
| * 1. Does your company or any of its senior members have any outstanding debts with any Local Authority? | Yes | No |
| * 1. Does your company have any association (either directly or indirectly) with any member or employee of either Dragonfly Management (Bolsover) Limited or Bolsover District Council? | Yes | No |
| * 1. Have any of the senior members of the firm (for example a sole trader, partner, director or company secretary) been involved in any firm, which has been liquidated or gone into receivership? | Yes | No |

### FINANCIAL INFORMATION

* 1. Who will be the person responsible for financial matters during this contract?

|  |  |
| --- | --- |
| Name |  |
| Telephone Number |  |

* 1. Please indicate the annual turnover of your organisation over the last three years. If your organisation is part of the group, please supply the figures for both your own organisation and the group.

|  |  |  |  |
| --- | --- | --- | --- |
| Annual Turnover | £ | for year ended |  |
| Annual Turnover | £ | for year ended |  |
| Annual Turnover | £ | for year ended |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| * 1. Has your company met the terms of its banking facilities and loan agreements (if any) during the past year? | | Yes | | No | |
| * 1. If “**No**” what were the reasons, and what has been done to put things right? |  | | | | |
| * 1. Has your company met all its obligations to pay its creditors and staff during the past year? | | Yes | | No | |
|  | |  | |  | |
| * 1. If “**No**” please explain why not: |  | | | | |
|  |  | | | | |
| * 1. What is the name and branch of your bankers (who could provide a reference)? | Name: | | | | |
| Branch: | | | | |
| Contact details: | | | | |
| * 1. If successful you may be asked to provide one of the following, would you be able to provide: | | | | | |
| * 1. A copy of your most recent audited accounts (for the last two years if this applies) | | | Yes | | No |
| * 1. A statement of your turnover, profit & loss account and cash flow for the most recent year of trading | | | Yes | | No |
| * 1. A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position | | | Yes | | No |

### BUSINESS ACTIVITIES

### What are the main business activities of your organisation?

|  |  |
| --- | --- |
|  | |
|  | |
| * 1. Please state the approximate number of employees currently employed: |  |

### INSURANCE

* 1. Please give details of insurance cover currently in force as indicated below. -The council require a minimum of £5 Million

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Insurer | Policy Number | Extent of cover | Expiry Date |
| Employers Liability |  |  |  |  |
| Public Liability |  |  |  |  |
| Professional   Indemnity |  |  |  |  |

### 

### QUALITY ASSURANCE

|  |  |  |
| --- | --- | --- |
| * 1. Does your organisation hold a recognised quality management certification for example BS/EN/ISO 9000 or equivalent? Plus any associated standards. | Yes | No |
| * 1. If not, does your organisation have a quality management system? | Yes | No |
| * 1. If you do not have quality certification or a quality management system, please explain why: |  | |

### HEALTH AND SAFETY

|  |  |  |  |
| --- | --- | --- | --- |
| * 1. Does your organisation have a written health and safety at work policy? | | Yes | No |
| * 1. Does your organisation have a health and safety at work system? | | Yes | No |
| * 1. If “**No**”, to either of the above please explain why: |  | | |

### 

### EQUAL OPPORTUNITIES

|  |  |  |
| --- | --- | --- |
| * 1. Does your company have a written equal opportunities policy, to avoid discrimination? | Yes | No |

### ENVIRONMENTAL MATTERS

|  |  |  |
| --- | --- | --- |
| * 1. Does your company have a written environmental policy?   If so, please enclose copies with this submission. | Yes | No |
| * 1. With effect from 2014 there is a legal requirement that any contractor that transports waste must be registered with the Environment Agency.   Please confirm that you comply or if not applicable. | Yes / No / N/A  Delete as appropriate | |

### PROFESSIONAL AND BUSINESS STANDING

|  |  |  |
| --- | --- | --- |
| Do any of the following apply to your organisation, or to (any of) the director(s) / partners / proprietor(s)? | | |
| * 1. Is in a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, or subject to relevant proceedings | Yes | No |
| * 1. Has been convicted of a criminal offence related to business or professional conduct | Yes | No |
| * 1. Has committed an act of grave misconduct in the course of business | Yes | No |
| * 1. Has not fulfilled obligations related to payment of social security contributions | Yes | No |
| * 1. Has not fulfilled obligations related to payment of taxes | Yes | No |
| * 1. Is guilty of serious misrepresentation in supplying information | Yes | No |
| * 1. Is not in possession of relevant licences or membership of an appropriate organisation where required by law | Yes | No |
| * 1. if the answer to any of these is **“Yes”** please give brief details below, including what has been done to put things right. | | |
|  | | |

### COMPLIANCE WITH EQUALITY LEGISLATION

|  |  |  |
| --- | --- | --- |
| * 1. In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court? | Yes | No |
| * 1. In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors on grounds or alleged unlawful discrimination?   2. If you have answered ‘yes’ to one or both of the questioned in this section, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date. | Yes | No |
|  |  |

### SAFEGUARDING

|  |  |  |
| --- | --- | --- |
| * 1. Bolsover District Council has a safeguarding policy to offer protection to children and vulnerable adults. Contractors must follow this policy which is available from our website. An exception can be made if a contractor has their own policy which has been recognised as an adequate substitute by the Council.   2. Please confirm your acceptance of our policy or supply a copy if you are proposing to use your own policy. | Yes | No |
|  |  |

### MODERN SLAVERY

|  |  |  |  |
| --- | --- | --- | --- |
| * 1. We are absolutely committed to preventing slavery and human trafficking in our corporate activities and to ensure that our supply chains are free from slavery and human trafficking.   2. Please confirm you can self-certify that your company meets the requirements of the Act. | Yes | No | N/A |

### GDPR

|  |  |  |
| --- | --- | --- |
| * 1. Have you reported a data breach to the Information Commissioner in the last 3 years? And if so what was the outcome of that. | Yes | No |
| * 1. Please provide a copy of your company’s data protection policy. | Yes | No |
| * 1. Do you send or store personal data outside of the UK/European Economic Area? And if so where? | Yes | No |

# CRITERIA: SCORED QUESTIONS

### FINANCIAL EVALUATION

* 1. The overall financial evaluation will be based on:

The Credit Safe Evaluation

A credit safe report will be undertaken by the Lead Officer.

A credit safe report which has a minimum risk score of 30 and has the recommended contract value and credit limit will pass.

Anything less than 30 will fail and be disqualified from the process, and turnover must equate to no less than twice the annual equivalent contract value.

Criteria – Scored Questions:  Pricing Evaluation

Tender prices will be scored on a comparative basis; with the lowest compliant Tender (excluding any Tenders that the Authority rejects as being abnormally low or non-compliant), receiving 100% of the available marks. All other Tenders will be compared against that lowest Tender using the formula:

**(A / B) x 100**

**A = price of lowest compliant Tender**

**B = price of the Tender being scored**

If it appears to the Authority that any Tender may be abnormally low then the Authority may ask the Bidder to explain its price or costs. If, following the Bidder's explanations, the Authority is not satisfied with the Bidder's account for the low level of price or cost in the Tender; the Authority may treat the Tender as non-compliant and reject it.

# FORM OF QUOTATION

To: Bolsover District Council

Having examined carefully and understood the Conditions of Quotation, the Specification and all other documentation issued by the Authority in connection with the provision of an Upgrade to the Sports Lighting for the New Tennis Facility at The Arc, Clowne

Ref: BDC/010/2025

Total value of the quotation:

£………………………………………………………………..

We ………………………………………………………………………………………………

Of ……………………………………………………………………………………………..…

……………………………………………………………………………………………………

hereby offer to supply the Services subject to the terms and conditions set out in such Conditions of Quotation, Specification, and other documents (if any) at the prices and rates contained in the Pricing Schedule.

We understand you are not bound to accept the lowest or any Quotation you may receive, and you will not pay any expenses incurred by us in connection with the preparation and submission of this Quotation.

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

Signature ………………………………………………………

*Duly authorised agent of the Bidder*

Position held ………………………………………………………

Name and Address of Bidder ………………………………………………………

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………………………………………………………

………………………………………………………

Dated ………………………………………………………