

**Request for QUOTE**

**Project:** Operational Hub Interior Fit Out

**Dept/Section:** City Services

**Project Owner:** Sarah Tovell

**Required Delivery date:** 6 October2025 – 30 October 2025

**Contract Duration:** Single piece of work

**Project Number:** N/A via contract and purchase order

**Date and time of return:**Tuesday 2 September 2025 at 12 Noon

1. **Introduction**

This procurement exercise is being run by, for and on behalf of Cambridge City Council. Evaluation of all submissions, all appointments of suppliers and management of any awarded contract will be by the commissioning Council. At the appointment/contract signatures of this contract a named contract manager will be given to the supplier who will be responsible for the management of this contract through to its conclusion.

The Council’s new operational hub building at 59 Cowley Road, Cambridge, CB4 0DN is nearing completion and furniture, and interior fittings are required to enable it to operate with a full staff complement from 20 October 2025. We are looking to procure items for the two floors of the building to include the offices, meeting rooms, the atrium and kitchen as shown on the plans provided. We encourage advice and suggestions for the interior design and any aesthetic, ergonomic and practical requirements that will enhance the space for the benefit and wellbeing of our staff. Please include options for adaptive furniture and multi-functionality, required by the Equality Act 2010.

**Timescales**

The timescales for this quote are listed below and a response is required by **1200 hours on Tuesday 2 September 2025**

* Request for Quote issued – Friday 22 August 2025
* Lines of communication open – Friday 22 August 2025
* Deadline for return of tenders – Tuesday 2 September 2025 at 12 Noon
* Sign off on successful bidders / notification to bidders
* – no later than Monday 15 September 2025
* Contract Commences – TBC
* Installation 6-30 October 2025

Cambridge City Council reserves the right to amend timescales due to unforeseen circumstances. In the event of timescales being revised all bidders will be notified in advance.

1. **Questions and Answers**
* Bidders can seek clarification or explanation of the details of this RfQ and are asked to submit them via Procontract.
* Responses to any questions will be given within 48 working hours.
* Questions raised and answers given may form part of the final contract.

**3. Overview of Requirements, Specification**

* This project will be evaluated on price of 30% and 70% Quality (to include sustainability.)
* **\***Suppliers should be aware that 28 desks will be re-purposed for this site, so this should be taken into consideration when planning the overall requirement**\*.**
* Below is the requirement that will assist you in completing your submission for this work. The criteria for assessing your bid will be in Section 5 Submission and Quality and Section 6 Pricing.
* Requirements for the project – **Detailed on accompanying Operational Hub Requirements (Inventory) spreadsheet**
* This contract will be for a single piece of work and should commence no later than late September 2025 and be completed no later than end of October 2025.
* Site visits are available – Please contact us via Procontract

**4**. **Design Elements and Materials**

* Suppliers are free to creatively interpret the furniture requirements for the space and provide bespoke solutions in terms of design, layout and colour palette based on their expertise and experience.
* Suggested products should be high-quality (safety, strength, durability and relevant BS EN standards) and ethically sourced and come with appropriate certification and guarantees that provide reassurance of their longevity and fitness for purpose.
* We are keen to explore solutions that use reclaimed or recycled materials or contain recyclable elements, contain certified sustainably sourced materials, or predominantly natural materials wherever possible to reinforce the message of conservation.
* Please clarify if you are unable to supply any items if outside of your speciality or if any areas are to be sub-contracted.
1. **Terms and Submissions – Quality Questions**

**Question 1. (35%)**

Please detail how you will fulfil the specification and works as a whole and how you

will ensure you can meet our dates required. Please provide a programme for delivery and implementation / set up of agreed items with timescales and advise what after sales support you offer. Please include your lead times, removal of packaging and associated equipment and confirm of your disposal method. Please confirm how you manage defects and your warranty period- what is included and excluded.

**Question 2. (35%)**

Please advise how your solution meets the specification requirements as indicated in the inventory, describing the features, benefits and vision and how this meets our aspirations for sustainability, alongside providing reassurance of recommended items longevity and fitness for purpose. Please include your proposed equipment, including the specifications of each item.

All quality narrative submitted will be judged using the following criteria:

|  |
| --- |
| **Quality Scoring Scale** |
| **10 marks** | **Excellent Response.**\* The response is comprehensive in all areas\* The Bidder demonstrates an excellent understanding of the requirement\* The Bidder demonstrates a very high level of skills/abilities to meet the requirement\* The response provides very high confidence that the Bidder will deliver the service as per standards listed in the service specification. |
| **8 marks** | **Good Response.**\* The response covers all areas\* The Bidder demonstrates high level of understanding of the requirement\* The Bidder demonstrates high level of skills/abilities to meet the requirement\*The response provides high confidence that the Bidder will be able to deliver the service as per standards listed in the service specification |
| **6 marks** | **Satisfactory Response.**\* The response covers most areas\* The Bidder demonstrates an acceptable level of understanding of the requirement\* The Bidder demonstrates an acceptable level of skills/abilities to meet the requirement\* The response provides acceptable confidence that the Bidder will be able to deliver the service as per standards listed in the service specification. |
| **4 marks** | **Partially satisfactory response**\* The response is missing some areas\* The Bidder demonstrates poor understanding of the requirement\* The Bidder demonstrates poor level of skills/abilities to meet the requirement\* The response provides some confidence that the Bidder will be able to deliver the service as per standards listed in the service specification |
| **2 marks** | **Poor Response**\* The response is missing most areas\* The Bidder demonstrates no understanding of the requirement\* The Bidder has provided no evidence of skills/abilities to meet the requirement\* The response provides no confidence that the Bidder will be able to deliver the service as per standards listed in the service specification. |
| **0 marks** | **No response**no response at all or insufficient information provided in the response such that the response is totally un- assessable and/or incomprehensible |

**Pricing – please complete the inventory for pricing. (30%)**

The contractor is required to submit a quote for the provision of the above service, based on a flat rate price per unit or square metre. All additional costs for installation, making up of items and delivery should be clearly broken out as part of the quotation.

Scores will be assigned as laid out below, Tender Price by measuring each price against the lowest compliant price submitted in line with the criteria laid out in the pricing.  The lowest priced offer will achieve the maximum score and any prices above the lowest will be allocated a score based on the following formula:

|  |  |  |  |
| --- | --- | --- | --- |
| Price Score = | Lowest tender price | x | [30] |
| Your tender price |

For example, based on a notional figure of £1,500 for the lowest tender price, scores would be awarded as follows:

|  |  |  |
| --- | --- | --- |
| Supplier | Tender Price | Price Score awarded (30%) |
| A | £1500 | 30 |
| B | £1750 | 25.71 |
| C | £2000 | 22.5 |

As part of your submission please provide the following information:

1. **Information Specific to this Opportunity**

To: Cambridge City Council

Reference – RfQ for Operational Hub Interior Fit Out

|  |  |  |
| --- | --- | --- |
|  | Question  | Response  |
| 1 | Name, position and address of principal contact to where any future correspondence is to be sent in connection with this matter  |  |
| 2 | Contact telephone and e-mail |  |
| 3 | Full name of organisation in whose name the tender would be submitted |  |
| 4 | Address  |  |
| 5 | Proof of insurances for **Public Liability £5m****Product Liability £2m**Should include a standard one-year warranty of defects. Please state expected lifetime of product and ongoing maintenance requirements.**Employers Liability £5m****Professional Indemnity £2m****NB** should you not have insurance at this level please confirm your current insurance values  |  |

|  |  |
| --- | --- |
| Role  |  |
| Name |  |
| Signature |  |
| Date |  |

1. **General Information**

Cambridge City Council is not bound to accept any of the proposals submitted. If there are concerns over any aspects of a bidder’s proposal, the Council reserves the right to choose the next best placed supplier. Any concerns will be notified to the bidder in advance of any decision, to allow the opportunity for further clarification.

Bidders shall accept and acknowledge that, by issuing this RfQ, the Council shall not be bound to accept any offer or bid and reserves the right not to conclude a Contract for any or all of the requirements as stated in the RfQ documents for which priced submissions are being invited.

The Council reserves the right to amend, add to or withdraw all or any part of this RfQ at any time during the procurement exercise.

This a simple single stage process. You may only make a single submission. Your submission will be reviewed by one or more officers of the Council who will decide on the appointment. This decision is final.

The timetable above gives expected/indicative timeline for the appointment. The Council has every intention of staying within these time scales however, it does reserve the right to vary any part of the schedule should there be a requirement to do so. Should this happen, you will be kept fully informed.

The Council may undertake independent financial checks to ensure the suitability of the bidder.