

Request for Quotation

Town Centre deep clean

Contents

[**SECTION 1: INTRODUCTION** 3](#_Toc190434979)

[**1.** **General Information** 3](#_Toc190434980)

[**2.** **Procurement Timetable** 4](#_Toc190434981)

[**3.** **Clarification Questions** 4](#_Toc190434982)

[**SECTION 2: SPECIFICATION** 5](#_Toc190434983)

[**SECTION 3: EVALUATION OF QUALITY AND PRICE** 6](#_Toc190434984)

[**4.** **Pricing Schedule** 6](#_Toc190434985)

[**5. Evaluation** 6](#_Toc190434986)

[**SECTIONS TO BE COMPLETED BY THE SUPPLIER:** 8](#_Toc190434987)

[**SECTION 4: SUPPORTING INFORMATION** 8](#_Toc190434988)

[**SECTION 5: PASS/FAIL QUESTIONS** 8](#_Toc190434989)

[**SECTION 6: QUALITY QUESTIONS** 10](#_Toc190434990)

[**SECTION 7: FREEDOM OF INFORMATION** 11](#_Toc190434991)

[**SECTION 8: DECLARATIONS** 11](#_Toc190434992)

**Schedules**

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | Terms & Conditions |
| 2 | Pricing Schedule |
| 3 | Abington Street general arrangement drawing M.013.0025-KIER-GEN-ABINGTON\_STREET-DR-CH-0000\_01-C01  **Please note red line plan is a guide only – meet on site will clarify exact boundaries.** |
| 4 | Market Square general arrangement drawing 1648-GIL-ZZ-XX-DR-A-1100  **Please note red line plan is a guide only – meet on site will clarify exact boundaries.** |
| 5 | Paving and Grouting Material used - Market Square Schedule 6 P12006-00-001-GIL-0850 03 Paving sample panel Market Square  **Please note there may be areas where paving and grouting differs to that described.** |
| 6 | Paving and Grouting Material used - Public Realm Abington & Fish Street - M.013.0025-KIER-HKF-ABINGTON\_STREET-DR-CH-1100\_03-C05.pdf & M.013.0025-KIER-HKF-ABINGTON\_STREET-DR-CH-1100\_02-C07.pdf  **Please note there may be areas where paving and grouting differs to that described.** |
| 7 | Natural Stone Cleaning & Maintenance Guidelines Tectonix v1 2023 |
| 8 | CSA Template to be completed. |

# **SECTION 1: INTRODUCTION**

## **General Information**

* 1. This Request for Quotation (RfQ) contains instructions and key information about the procurement process. This RfQ constitutes the conditions of the procurement process and by participating, suppliers agree to these conditions.
  2. This procurement is conducted in accordance with the Procurement Act 2023.
  3. Detailed requirements are defined in the Specification (Section 2)
  4. The Authority proposes to enter into contract for works required as per the programme submitted with your quotation.
  5. Suppliers must:
     1. Only submit one (1) quotation response
     2. Submit only information requested by the Authority. Additional information which has not been requested will not be considered as part of the quotation.
     3. Submit any attachments in requested formats e.g. MS Word, WS Excel, JPEG or any other format specified in the question.
     4. Take sole responsibility for any costs and expenses incurred in connection with the participation in this quotation, including but not limited to the preparation and submission of their quotation response
  6. No publicity regarding this procurement or the award of any contract will be permitted unless and/or until the Authority has given express written consent to such publicity.
  7. This RfQ is made available on conditions that its contents are kept strictly confidential by the supplier and shall not be copied, reproduced, distributed, passed or disclosed to any third party, other than for the purpose of developing their proposal and enabling the Supplier to submit a complete and compliant quotation response.
  8. The Authority reserves the right to:
     1. Waiver or change requirements of this RfQ at any time during the procurement process without any notice given by the Authority
     2. Abandon the procurement process at any stage without liability to the Authority.
     3. Choose not to award any contract as a result of this procurement
     4. Not to award the contract until the Authority if fully satisfied with any further checks and due diligence.
  9. The Authority reserves the right to reject any quotation response and or the supplier, where supplier or quotation response:
     1. Fails to submit their quotation response by the RfQ submission deadline;
     2. Exceeds the capped budget
     3. Contains gaps, omissions, misrepresentations, errors, uncompleted sections, or changes to the format of the ITT provided;
     4. Does not reflect and confirm full and unconditional compliance with all of the documents and requirements issued by the Authority forming part of this RfQ;
     5. Contains any alterations or additions to any documents issued by the Authority forming part of this RfQ;
     6. Due diligence findings reveal a serious concern or risk for the Authority that cannot be remedied in a reasonable time prior award.

## **Procurement Timetable**

* 1. The RFQ process is intended to follow the timetable set out in Table A, below.

**Table A**

|  |  |
| --- | --- |
| Activity | Time and Date (as appropriate) |
| End of the RfQ Clarification Period for suppliers | 12:00 noon 29th August 2025 |
| RfQ Submission Deadline | 12:00 noon 5th September 2025 |
| Anticipated issue of Assessment Summaries and Contract Award notification | 19th September 2025 |
| Anticipated Contract Start | 10th October 2025 |

* 1. The Authority reserves the right to amend this timetable. Dates and times are provided for guidance only and are subject to change at short notice.
  2. Suppliers must submit their full quotation responses by sending it to the email address provided in Table B by no later than the “RfQ Submission Deadline”. Responses submitted after the “RfQ Submission Deadline” or sent via any other way will not be considered.

## **Clarification Questions**

* 1. Any clarification questions relating to this RfQ must be submitted via [roger.hull@westnorthants.gov.uk](mailto:roger.hull@westnorthants.gov.uk) to the Officer detailed in Table B, below, no later than the RfQ Clarification Period for suppliers date in Table A.

**Table B**

|  |  |
| --- | --- |
| Name | Roger Hull |
| Job Title | Regeneration Project Coordinator |

# **SECTION 2: SPECIFICATION**

1. **Location -** Please refer to the attached general arrangement drawings showing the location of the sites requiring a deep clean and sealant. Schedule 3&4
2. **Works specification -** To provide a deep cleanse of all ground areas within the locations specified above. Using a high temperature deep washing system augmented as required. Refer to guidelines included Schedule 8

Followed by application of impregnator sealant. Attention to be paid to areas of deep staining or marking. Oil stains to be treated. Algal staining to be treated.

1. **Product specifications -** Cleansing products & equipment suitable for Porphyry/granite/cobble to be utilised. Further details on the paving are included in Schedule 1.

Oil stains will require appropriate treatment.

Impregnating Sealer for protection and future cleansing. Suitable for porphyry/granite/cobble to be applied. Suitable for high-traffic and to provide a breathable protective layer that won’t alter the stone’s appearance. Anti Algae treatments to be included.

1. **Site constraints –** Northampton Market Square and Abington Street are heavily pedestrianised and have regular vehicular traffic. The supplier will be required to submit a programme that accounts for this and ensures proper management during the works.There are residents and businesses in both whose needs most be considered.

Water and power are available in some areas but not all.

1. **Operating hours –** some night working may be required. The works will need to be phased (submit a programme). Phasing will be required and work done in shifts to minimise disruption.
2. **Liaison with local businesses and council offices -** Business entrances must remain accessible during opening hours.

# **SECTION 3: EVALUATION OF QUALITY AND PRICE**

## **Pricing Schedule**

4.1. Fully completed copy of the Pricing Schedule must be included in the RfQ submission.

4.2. Suppliers should satisfy themselves of the accuracy of all fees, rates and prices quoted, since they will be required to hold these or withdraw their quotation response in the event of errors being identified after the RfQ submission deadline.

4.3. All prices quotes must exclude VAT.

4.4. Any additional costs not included in Pricing Schedule will not be accepted by the Authority either before or during the contract.

4.5. Where the Authority considers a price to be abnormally low, or high, it may seek clarification and/or an explanation from the supplier, and the Authority may reject any RFQ Response, at its absolute discretion, if it appears to be unreliable.

4.6. Supplier’s RFQ Response will be rejected if it exceeds the capped budget for this procurement exercise.

## **5. Evaluation**

5.1. The weight of the scoring for this tender will be 60% Price 40% Quality

5.2 Supplier’s responses to the quality questions will be evaluated against the Specification and scored a maximum of 3 points using the below criteria:

|  |  |
| --- | --- |
| **Score** | **Criteria to Award Score** |
| 0 | Irrelevant or no response provided. |
| 1 | Response partially meets requirements. |
| 2 | Response meets requirements but lacks clear and detailed evidence. |
| 3 | Response meets requirements with clear and detailed evidence. |

5.3. The evaluated scores will be divided by 3 and multiplied by the weight of the question, to Achieve a final score (%) for each question.

For example, if the weighting for the question is 20% and the supplier is evaluated score “2” their final score (%) for that question will be:

2/3 X 20 = 13.33%

5.4. The total of all quality questions will be then summed up to achieve Total weighted quality score.

5.5. The Most Advantageous Tender (MAT) response is established by dividing submitted quotation price by total weighted quality score giving a final quotation Score.

An example is provided at Example 1, below.

**Example 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Supplier** | **Submitted quotation Price** | **Total weighted quality score (%)** | **Final quotation Score (MAT)** |
| Supplier 1 | £75,000 | 88 | £75,000/88 = 852.7 |
| Supplier 2 | £55,000 | 75 | £55,000/75 = 733.3 |
| Supplier 3 | £50,000 | 65 | £50,000/65 = 769.2 |
| Supplier 4 | £45,000 | 21 | £45,000/21 = 2142.8 |

5.6. The **lowest** achieved score shall be the Most Advantageous Tender (MAT) as the lowest score means that the Authority is paying less for each point of quality scored. In this example the preferred supplier will be the Supplier 2 whose submission will cost £733.3 per each of quality point awarded.

# **SECTIONS TO BE COMPLETED BY THE SUPPLIER:**

# **SECTION 4: SUPPORTING INFORMATION**

Please complete all parts of Appendix 1 below.

| 1. **General Information** | | |
| --- | --- | --- |
| 1.1. | Supplier Name | Click to enter text. |
| 1.2. | Registered office address | Click to enter text. |
| 1.3. | Trading Status | Choose an item. |
| 1.3 (a) | \*If you selected ‘**Other\***’, please specify | Click to enter text. |
| 1.4. | Company registration number | Click to enter text. |
| 1.5. | Charity registration number | Click to enter text. |
| 1.6. | Are you a Small, Medium or Micro Enterprise (SME)? | Choose an item. |

| 1. **Contact Details** | | |
| --- | --- | --- |
| 2.1. | Contact name | Click to enter text. |
| 2.2. | Name of organisation | Click to enter text. |
| 2.3. | Role in organisation | Click to enter text. |
| 2.4. | Phone number | Click to enter text. |
| 2.5. | E-mail address | Click to enter text. |
| 2.6. | Postal address including post code | Click to enter text. |

# **SECTION 5: PASS/FAIL QUESTIONS**

Please note that responding “No” to any of the below questions will result in disqualification from further evaluation.

| **3.1. Insurance Cover** | | |
| --- | --- | --- |
| Please confirm whether you already have, or can commit to obtain, prior to the award of the contract, the levels of insurance cover indicated below: | | |
|  | Employer’s (Compulsory) Liability Insurance at no less than £5,000,000  Public Liability Insurance at no less than £5,000,000  Professional Indemnity Insurance at no less than £2,000,000  Product Liability Insurance at no less than £5,000,000 | **Choose an item.** |

| * 1. **Requirements under Modern Slavery Act 2015** | | |
| --- | --- | --- |
|  | Please confirm that within your business and 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 also confirm that your supply chain with regards to this quotation response complies with the Modern Slavery Act 2015? | **Choose an item.** |

| * 1. **UK General Data Protection Regulation (UK GDPR)** | | |
| --- | --- | --- |
|  | Please confirm that you have in place, or that you will have in place by the award of the contract, the human and technical resources to perform the contract to ensure compliance with the UK General Data Protection Regulation and to ensure the protection of the rights of data subjects. | **Choose an item.** |

| * 1. **Local Suppliers** | | |
| --- | --- | --- |
|  | Please confirm that your organisation is based in West Northamptonshire. | **Choose an item.** |

| * 1. **SMEs (Small & Medium sized Enterprises)** | | |
| --- | --- | --- |
|  | Please confirm that your organisation is a SME (small or medium sized enterprise) as defined in the Procurement Act 2023. | **Choose an item.** |

# **SECTION 6: QUALITY QUESTIONS**

| **Relevant Case studies** | | | | |
| --- | --- | --- | --- | --- |
| **Question 4.1:** | **Max Score Available:** | 40% | **Word Limit:** | 500 words |
| Please provide case studies of your work that is relevant to the works requested in this quotation. | | | | |
| **Answer:** | | | | |
| Click to enter text. | | | | |
| **Word Count:** | | | | Enter no. |

| **Programme** |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **Question 4.2:** | **Max Score Available:** | 40% | **Word Limit:** | 500 words |
| Programme demonstrating how the works will be phased. Some areas may be carried out with minimal disruption to traders and pedestrians; others will need to be phased for early mornings/evenings. | | | | |
| **Answer:** | | | | |
| Click to enter text. | | | | |
| **Word Count:** | | | | Enter no. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Management** | | | | |
| **Question 4.3:** | **Max Score Available:** | 10% | **Word Limit:** | 500 words |
| What potential risks do you foresee in delivering these services, and how will you mitigate them.  This includes, but is not limited to, ensuring access to businesses is not disrupted during their opening hours | | | | |
| **Answer:** | | | | |
| Click to enter text. | | | | |
| **Word Count:** | | | | Enter no. |

| **Qualitative Social Value Submission** | | | | |
| --- | --- | --- | --- | --- |
| **Question 4.4:** | **Max Score Available:** | 6% | **Word Limit:** | 500 words |
| Can you provide a plan outlining how you will deliver “Total Social Value” committed in the “WNC – Social Value Spreadsheet” during the life of the contract?  Criteria to Award Score | | | | |
| **Answer:** | | | | |

Click to enter text.

| **Social Value Submission** | | | |
| --- | --- | --- | --- |
| **Question 4.3:** | **Max Score Available:** | 10% |
| Please provide details of how you intend to demonstrate Social Value throughout the course of this contract.  In addressing this question your response should include:   * The schemes and values your organisation will have in place during the lifetime of the contract that positively impact on the economic, social and environmental well-being of West Northamptonshire * How you will work with the Authority to implement Social Value Initiatives.     Responses are expected to be in accordance with the Authority’s Social Value Policy [Social value | West Northamptonshire Council (westnorthants.gov.uk)](https://www.westnorthants.gov.uk/working-us/social-value) | | | |
| **Answer:** | | | |
| Click to enter text. | | | |

# **SECTION 7: FREEDOM OF INFORMATION**

As we are a Local Authority, and therefore subject to scrutiny of transparency as a wholly taxpayer funded service, your quotation submission may be subject to potential requests for disclosure under the Freedom of Information Act 2000.

If you consider any specific parts of your quotation submission to be commercially sensitive, please provide a detailed explanation in the text box below specifying the sections or parts this relates to and explain what commercial harm could be caused to a party, if the information was disclosed into the public domain as part of a response to a Freedom of Information request.

The Authority will endeavour to maintain privacy where information is identified as being commercially sensitive, however, we may be required to disclose such information regardless in accordance with the Freedom of Information Act 2000 (FOI), the Environmental Information Regulations 2004 (EIR) or the Government Transparency agenda. In particular, the Authority is required to form an independent judgement concerning whether the information is exempt from disclosure under the FOI or the EIR and whether the public interest favours disclosure or not. Finally, the Authority cannot guarantee that any information marked ‘confidential’ or ‘commercially sensitive’ will not be disclosed and as such will always take into account the current Government guidance on commercial interests prior to making any such disclosure.

If you do not object to the disclosure of your quotation submission please state ‘I do not object to the disclosure of this information’.

# **SECTION 8: DECLARATIONS**

|  |
| --- |
| Please confirm by answering ‘Yes’ that you have read the statements listed below, understand, and agree that:   1. I declare that to the best of my knowledge the answers submitted in this Request for Quotation are correct and accurate. 2. I understand that the information will be used in the process to assess my organisation’s suitability for the Authority’s requirement and I am signing on behalf of my organisation. 3. I understand that the Authority may reject this submission in its entirety if there is a failure to answer all relevant questions fully or if I provide false/misleading information or content is provided in any section.   **Choose an item.**  Suppliers who answer 'No' will be eliminated from this procurement process. |