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**Request for Quotation**

**AdAptation & Extension**

**At**

**201 Rockingham ROAd, Corby**

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# Section 1: Introduction

## General Requirements

* 1. North Northamptonshire Council (hereafter referred to as “The Council”) invites quotations for the following works:
     1. Ground floor alterations and construction of a new single storey extension to the rear of **201 Rockingham Road, Corby, Northamptonshire, NN17 2AB** to accommodate additional adapted facilities comprising a new bedroom & wet room.
  2. The Council’s detailed requirements are defined in Section 2: Specification.
  3. Please take care in reading this document, particularly the Specification. In the event of any questions or queries in relation to this Request for Quotation (RFQ), please contact the Officer detailed in Table B.
  4. The Council reserves the right to:
     1. Carry out due diligence checks on the awarded Potential Supplier
     2. Amend the Conditions of Contract included at Appendix 1
     3. Abandon the procurement process at any stage without any liability to the Council; and/or
     4. Require the Potential Supplier to clarify its quotation in writing and if the Potential Supplier fails to respond satisfactorily, this may result in the Potential Supplier being rejected from the process.
  5. The Council also reserves the right, at any point and without notice, to discontinue the procurement process without awarding a contract, whether such discontinuance is related to the content of Quotation Responses or otherwise. In such circumstances, the Council will not reimburse any expenses incurred by any person in the consideration of and/or response to this document. You make all quotations, proposals and submissions relating to this RFQ entirely at your own risk.
  6. All documents and materials, which comprise the RFQ response, must be written in English only.
  7. Quotations are to remain open for acceptance for a period of 120 days from the Deadline for Submission of Bids.
  8. Potential Suppliers must be explicit and comprehensive, keeping the information provided specific to and located within the question asked as this will be the single source of information on which responses will be scored and ranked.
  9. **Rights of the Council in Relation to the RFQ**
     1. The Council reserves the right to:

1. Waive or change the requirements of this RFQ at any time during the procurement process without prior (or any) notice being given by the Council
2. Make changes to the timetable, structure or content of this RFQ or any other documents associated with this procurement process. Any such changes will be in accordance with the procurement timetable
3. Abandon the procurement process at any stage without any liability to the Council, or to re-invite responses on the same or any alternative basis
4. Choose not to award any contract as a result of this procurement process; and/or
5. Reject any RFQ Responses that are over budget without further evaluation of the response

1.10. Answer fully all relevant questions and respond in accordance with any specific requests as detailed in the question e.g., maximum word/page limits, etc:

1.10.1.Where the Council has identified word limits, Potential Suppliers are strongly requested to adhere as closely to these as possible. Whilst it is not the Council’s intention to count the number of words a Potential Supplier uses in their responses, if the Council reasonably determines that a word limit has been exceeded, it may take that into account when awarding a score for that question; i.e.; words submitted over this limit may not be evaluated

1.10.2.All words in any format (including but not limited to words in diagrams, pictures, maps, tables and charts) will count towards the word count

1.10.3.Submit any attachments requested in an acceptable format to the Council which includes MS Word, MS Excel, MS PowerPoint, JPEGs and PDF files or any file format as specified in the question. Potential Suppliers who wish to submit an attachment in an alternative format must first check with the Council that it will be accepted.

1.10.4.When uploading attachments, please state the question number only in the file title.

1.10.5.Submit any zipped files in WinZip format only.

## Procurement Timetable

* 1. This RFQ follows a clear, structured and transparent process to ensure a fair and level playing field is maintained at all times, and that all Potential Suppliers are treated equally.
  2. All documents, which comprise any RFQ Response, must be received by the Council no later than the Deadline for Submission of Bids, set out in Table A, below.
  3. The RFQ process is intended to follow the timetable set out in Table A, below.

**Table A**

| Activity | | Time and Date  (as applicable) |
| --- | --- | --- |
|  | Request for Quotation Documents issued | Wednesday 27th August 2025 |
|  | Deadline for Questions from Potential Suppliers | Wednesday 17th September 2025 |
|  | Deadline to Provide Answers to Questions from Potential Suppliers | Friday 19th September 2025 |
|  | Start of Site Visit period\* | Monday 8th September 2025 |
|  | End of Site Visit period\* | Friday 19th September 2025 |
|  | Deadline for Submission of Bids | Monday 22nd September 2025 |
|  | Evaluation of Bids Received\* | Wednesday 24th September 2025 |
|  | Clarification Meetings (if required)\* | Monday 29th September 2025 |
|  | Contract Award\* | Friday 3rd October 2025 |
|  | Pre-Contact Meeting\* | Monday 6th October 2025 |
|  | Mobilisation Period\* | Monday 13th October 2025 |
|  | Contract Start\* | Monday 20th October 2025 |
|  | Contract End (EXCLUDING Extension Periods)\* | 31st March 2026 |

* 1. The Council reserves the right to amend this timetable, and items marked with an asterisk, i.e. \*, are provided for **guidance only** and are **subject to change** at short notice.
  2. Any RFQ received after the Deadline for Submission of Bids identified in Table A, may be rejected. Therefore, it is the Potential Supplier’s responsibility to ensure that the deadline is not breached.

## Site Visits

* 1. Potential Suppliers should visit the site to ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works
  2. Arrangements for a site visit shall only be made via the Officer detailed in Table B. All other access is prohibited.

## Clarification Questions

* 1. Any queries about this document, the procurement process, or the proposed contract itself, should be referred via e-mail to the Officer detailed in Table B below, no later than the Deadline for Questions from Potential Suppliers date found in Table A.
  2. A copy of all requests for clarifications and the responses will be published to all potential suppliers in an anonymised format, where the clarification and response are not considered confidential.
  3. If a potential supplier wishes the Council to treat a clarification as confidential and therefore not publish the response to all, it must state this when submitting the clarification. If in the opinion of the Council, the clarification is not confidential, the Council will publish in an anonymised format.
  4. The deadline for receipt of clarifications relating to this procurement is set out in the procurement timetable. Clarifications sent to the Council after this deadline may not be responded to.

**Table B**

|  |  |
| --- | --- |
| Name | Dave Parker or Sara Mitchell |
| Job Title | Project Surveyor |
| E-Mail address | [dave.parker@northnorthants.gov.uk](mailto:dave.parker@northnorthants.gov.uk) sara.mitchell@northnorthants.gov.uk |

## Quotation Responses

* 1. Should you wish to take part in the selection process please complete this RFQ and return via e-mail to the Officer detailed in Table B, no later than the Deadline for Submission of Bids date in Table A.

## Evaluation of Quotations

* 1. **THOSE POTENTIAL SUPPLIERS WHO FAIL ANY PASS/FAIL, MANDATORY, COMPULSORY AND/OR ESSENTIAL QUESTIONS WILL be rejected from the RFQ PROCESS.**
  2. Any bids which are not compliant or not completed fully will be rejected. If a bid is eliminated for any reason, the price submitted within the quote concerned shall also be excluded from the evaluation. Based on the information provided by Potential Suppliers, each compliant RFQ Response will be evaluated based on the following criteria:
  3. **Evaluation Method: Minimum Quality Standard – 100% Price**
     1. Potential Suppliers must pass all pass/fail questions in Section 3 to be considered
     2. Bid not meeting the minimum standards will be rejected
     3. Price will make up 100% of the evaluation

# Section 2: Specification

## Introduction, Background & Scope

Ground floor alterations and construction of a new single-storey extension to the rear of **201 Rockingham Rd Corby, Northamptonshire NN17 2AB** to accommodate additional adapted facilities comprising a new bedroom and wet room following a referral from Occupational Therapy.

See Preliminaries & General Conditions (Appendix 1) and the Specification (Appendix 2) for further details.

## Performance Monitoring / Project Management

The Council shall appoint a Contract Administrator / Clerk of Works to oversee delivery of the Works.

## Social Benefits

The Council is seeking to improve the quality of life for its tenants, increase local employment and reduce its “carbon footprint”.

## Data Management / UK General Data Protection Regulation (UK GDPR)

As a data controller, we are committed to upholding the principles of UK GDPR and the Data Protection Act 2018 (UK Data Protection Legislation) to ensure:

* that any processing is lawful, fair, transparent and necessary for a specific purpose;
* that data is kept accurate, up to date and removed when no longer necessary;
* that data is kept securely and safely; and
* transparency regarding use of personal (including special category) data.

The data controller has overall control of the personal data that it holds. The data controller is responsible for ensuring that its data processors are competent to process personal data in line with UK GDPR requirements. Under Article 28(1) data controllers are only permitted to use data processors that can provide “sufficient guarantees” to implement appropriate technical and organisational measures, to ensure the processing complies with the UK GDPR and protects the rights of individuals.

There have been no data protection implications identified for the initial provision of this service.

If, at any stage following the commencement of services the supplier requires access to personal data held by the data controller; the data controller will ensure that the appropriate provisions are put in place and documented, to allow the processing to be undertaken in accordance with UK Data Protection Legislation.

In this event, in accordance with Article 28 UK GDPR, the supplier as a ‘data processor’ must adhere to the following provisions:

* 28 (3)(a) only process personal data in line with the data controller’s documented instructions (including when making an international transfer of personal data), unless it is required to do otherwise by UK law.
* 28(3)(b) the data processor and its personnel must obtain a commitment of confidentiality from anyone it allows to process the personal data, unless that person is already under such a duty by statute.
* 28(3)(c) the data processor is obligated to take all security measures necessary to meet the requirements of Article 32 on the security of processing.
* 28(3)(d) the data processor should not engage another processor (a sub-processor) without the controller’s prior specific or general written authorisation. Where authorisation is received, the sub-processor must offer an equivalent level of protection for the personal data.
* 28(3)(e) the data processor must take “appropriate technical and organisational measures” to help the data controller respond to requests from individuals to exercise their data rights.
* 28(3)(f) considering the nature of the processing and the information available, the data processor must assist the data controller in meeting its obligations to investigate and report data breaches to the ICO and data subjects, where applicable.
* 28(3)(g) upon termination of services, the data processor must delete existing copies of the personal data and confirm in writing to the data controller that it has done so, unless UK law requires it to be stored. Deletion of personal data should be done in a secure manner, in accordance with the security requirements of Article 32.
* 28(3)(h) the data processor must provide the data controller with all the information that is needed to show that the obligations of Article 28 have been met; and allow for, and contribute to, audits and inspections carried out by the data controller, or by an auditor appointed by the data controller.
  + The Potential Supplier shall comply with any further written instructions with respect to processing by the Council.

## Appendixes and/or Annexes

| **No.** | **Document Name** | **Document Location** |
| --- | --- | --- |
|  | Preliminaries & General Conditions | Appendix 1 |
|  | Specification & Plan drawing | Appendix 2 |

# Section 3: Supporting Information

1. Please complete Section 3 below.

| **General Information** | | | | |
| --- | --- | --- | --- | --- |
| **Question 1:** | | **Scoring Methodology:** | Question Answered? Yes/No | |
| 1.1. (a) | Full name of the Potential Supplier completing Information | | | GARY TAYLOR BUILDERS LTD |
| 1.1. (b) (i) | Registered office address | | | 86 ST JOHNS RD KETTERING NN155AZ |
| 1.1 (b) (ii) | Registered website address | | | Click to enter text. |
| 1.1. (c) (i) | Trading Status | | | Limited Company |
| 1.1. (c) (ii) | \*If you selected ‘**Other\***’, please specify | | | Click to enter text. |
| 1.1 (d) | Date of registration in country of origin | | | Click to enter date. |
| 1.1. (e) | Company registration number | | | 08328583 |
| 1.1. (f) | Charity registration number | | | Click to enter text. |
| 1.1 (g) | Head Officer DUNS number | | | Click to enter text. |
| 1.1 (h) | Registered VAT number | | | 76381793 |
| 1.1 (i) | Trading name(s) that will be used if successful in this procurement. | | | AS ABOVE |
| 1.1. (j) | Are you a Small, Medium or Micro Enterprise (SME)? | | | Yes |
| 1.1 (k) | If applicable, details of immediate parent company | | | Click to enter text. |
| 1.1 (l) | If applicable, details of ultimate parent company | | | Click to enter text. |

**Please Note:** To avoid any unnecessary duplication for the Potential Supplier, by signing the Declaration at Question 2, you are also signing to confirm the following, as included in this RFQ Response, and all associated subsections therein contained:

1. Section 5: Freedom of Information; and
2. Section 6: Declaration.

| **Contact Details and Declaration** | | | | |
| --- | --- | --- | --- | --- |
| **Question 2:** | | **Scoring Methodology:** | Question Answered? Yes/No | |
| *Potential Supplier contact details for enquiries about this RFQ Response* | | | | |
| 2.1. (a) | Contact name | | | GARY TAYLOR |
| 2.1. (b) | Name of organisation | | | GARY TAYLOR BUILDERS LTD |
| 2.1. (c) | Role in organisation | | | DIRECTOR |
| 2.1. (d) | Phone number | | | 07812561081 |
| 2.1. (e) | E-mail address | | | Garytaylor\_211@hotmail.com |
| 2.1. (f) | Postal address  *including postcode* | | | 86 St Johns Rd Kettering NN15 5AZ |
| 2.1. (g) | Signature  *electronic is acceptable* | | | Gary Taylor |
| 2.1. (h) | Date | | | Click to enter date. |

| **Insurance** | | |
| --- | --- | --- |
| **Question 3: Scoring Methodology:** Pass/Fail | | |
| Potential Suppliers who answer ‘No’ to any of the levels below will be eliminated from this procurement process. | | |
| *Please confirm that your organisation already has or is prepared to obtain the level of insurance cover prior to award of the contract? The levels of insurance cover are indicated below.* | | |
| 3.1. | Employer’s (Compulsory) Liability Insurance at no less than £10million  *It is a legal requirement that all Potential Suppliers hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.* | Yes |
| 3.2. | Public Liability Insurance at no less than £5 million | Yes |
| 3.3. | Professional Indemnity Insurance at no less than £250K | Yes |
| 3.4. | Product Liability Insurance at no less than £5 million | Yes |

| **Requirements under Modern Slavery Act 2015** | | |
| --- | --- | --- |
| **Question 4: Scoring Methodology:** Pass/Fail | | |
| Potential Suppliers who answer ‘No’ will be eliminated from this procurement process. | | |
| 4.1. (a) | The Council wants to ensure 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 confirm that your supply chain with regards to this quotation response complies with the Modern Slavery Act 2015? | Yes |

| **UK General Data Protection Regulations (UK GDPR)** | | |
| --- | --- | --- |
| **Question 5: Scoring Methodology:** Pass/Fail | | |
| Potential Suppliers who answer ‘No’ will be eliminated from this procurement process. | | |
| 5.1. | The Council wants to ensure that within your business and/or in its supply chain, the processing of personal data and processes in relation to this contract are complaint with the requirements of the UK General Data Protection Regulations (UK GDPR) and Data Protection Act.  Please confirm that you and your supply chain with regards to this RFQ response comply with all applicable data protection legislation including but not limited to the UK General Data Protection Regulations (UK GDPR) and Data Protection Act. | Yes |

| **Carbon Reduction** | | |
| --- | --- | --- |
| **Question 6: Scoring Methodology:** Pass/Fail | | |
| Potential Suppliers who answer ‘No’ will be eliminated from this procurement process. | | |
| 6.1. | Please can you confirm that you have read North Northamptonshire Council’s Carbon Management Plan?  The Council's Carbon Management Plan can be found here: <https://www.northnorthants.gov.uk/climate/carbon-management-plan> | Yes |

| **Carbon Reduction** | | |
| --- | --- | --- |
| **Question 7: Scoring Methodology:** Pass/Fail | | |
| Potential Suppliers who answer ‘No’ will be eliminated from this procurement process. | | |
| 7.1. | Please confirm that, if successful, you will put measures in place to assist the Council in achieving their target of becoming carbon neutral by 2030? | Yes |

| **Carbon Reduction** | | |
| --- | --- | --- |
| **Question 8: Scoring Methodology:** Pass/Fail | | |
| Potential Suppliers who answer ‘No’ will be eliminated from this procurement process. | | |
| 8.1. | Please confirm that your organisation is taking steps to reduce your Greenhouse Gas Emissions over time and is publicly committed to achieving Net Zero by 2050? | Yes |

| **Carbon Reduction** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Question 9:** | | **Scoring Methodology:** | Information Only |  | |  |
| 9.1. | Please provide your Net Zero target date | | | | Select a date. | |

| **Social Value** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Question 10:** | | **Scoring Methodology:** | Pass/Fail |  |  |
| 10.1. | Having read the specification what community benefits will your organisation provide as part of your proposal? Examples include but not be limited to:   * Sub-contracting locally; * Improvements to the area covered by North Northamptonshire; and/or * Use of apprenticeships.   ***Important Note:*** *Where the Potential Supplier answers in such a way, as to avoid this requirement, but still provides an answer (e.g., “we are unable to offer any benefits as a part of this Contract”), they will be deemed to have not answered the question, which may lead them failing this question and being rejected from the process.* | | | | |
| **Answer:** | | | | | |
| Using all local labour and local suppliers | | | | | |

# Section 4: Pricing Sheet

## Pricing and Costs

* 1. Please complete the Pricing Schedule at Table F below, ensuring that you have provided a fixed and firm cost in each of the relevant boxes.

* 1. Please complete the Detailed Price Breakdown at Table G below and include the itemised cost under each heading, as appropriate and any additional costs.
  2. Please add or remove rows to form the Price Breakdown table, as necessary.
  3. All prices quoted must exclude VAT.
  4. Should you be successful, your fixed cost for the contract must be included in your RFQ Response and any costs which are not included will not be met by the Council either before or during the contract.
  5. Where the Council considers a price to be abnormally low, it may seek clarification and/or an explanation from the Potential Supplier, and the Council may reject any RFQ Response, at its absolute discretion, if it appears to be unreliable.
  6. The Potential Supplier with the lowest overall compliant price will be awarded the full Price score. All other RFQ responses will be scored in accordance with the following calculation:
     1. An example is provided in Table E, below. This example is based on a 100% price weighting, where the lowest compliant price is £100,000.

**Table E**

| **Potential Supplier No.** | **Potential Supplier Price Offer** | **Price Calculation** | **Price Score** | **Rank** |
| --- | --- | --- | --- | --- |
| Potential Supplier 1 | £100,000.00 | =100%  (lowest compliant price) | 100 | 1 |
| Potential Supplier 2 | £125,000.00 | =100-((125,000-100,000)/125,000)\*100 | 75 | 2 |
| Potential Supplier 3 | £150,000.00 | =100-((150,000-100,000)/150,000)\*100 | 50 | 3 |

**Table F**

| **Pricing Schedule** | | |
| --- | --- | --- |
|  | Please complete the pricing schedule below.  Please complete the embedded Pricing Schedule spreadsheet, which can be opened by **double clicking on the icon below** and **selecting “*Enable Macros*”**, when prompted.  A completed copy of this Pricing Schedule spreadsheet **must** be included with your RFQ Response. | |
|  | Preliminaries | £3400 |
|  | Internal Alterations | £2930 |
|  | New Extension | £47690 |
|  | Overheads & Profit | £5769 |
|  | Additional Costs not otherwise specified | £Click to enter text. |
|  | **Total Cost** (A+B+C+D+E)  This is the figure that will be used for the price evaluation, as detailed in this document. | £59789 |
|  | Supplementary Rates  These Rates may only be used subject to the Council’s explicit approval to price unforeseen work on a Daywork Basis |  |

**Table G**

| **Detailed Price Breakdown** | | | |
| --- | --- | --- | --- |
| **A.** | **Preliminaries** | | |
|  | **Item** | **Quantity (Units)** | **Cost** |
|  | Site Set-Up | Click to type. | £500 |
|  | Site Fencing | Click to type. | £200 |
|  | Signage | Click to type. | £100 |
|  | Welfare | Click to type. | £600 |
|  | Supervision | Click to type. | £500 |
|  | Setting Out | Click to type. | £400 |
|  | Health & Safety | Click to type. | £250 |
|  | Sparkle Clean | Click to type. | £250 |
|  | Site Removal | Click to type. | £500 |
|  | Handover Documentation | Click to type. | £100 |
|  | Click to enter text. | Click to type. | £Click to enter text. |
|  | **Sub-Total** | | **£**3400 |
| **B.** | **Internal Alterations** | | |
|  | **Item** | **Quantity (Units)** | **Cost** |
|  | Demolish & Strip Out Redundant Features | Click to type. | £500 |
|  | Form New Openings | Click to type. | £500 |
|  | New Padstones & Lintels | Click to type. | £Click to enter text. |
|  | New Structural Support | Click to type. | £Click to enter text. |
|  | New Stud Wall | Click to type. | £Click to enter text. |
|  | Internal Doors, Architrave & Skirting | Click to type. | £500 |
|  | Electrical Works | Click to type. | £380 |
|  | Heating & Plumbing | Click to type. | £420 |
|  | Plastering | Click to type. | £280 |
|  | Decoration | Click to type. | £200 |
|  | Floor Finishes | Click to type. | £150 |
|  |  | Click to type. | £Click to enter text. |
|  | **Sub-Total** | | **£**2930 |
| **C.** | **New Extension** | | |
|  | **Item** | **Quantity (Units)** | **Cost** |
|  | Site Clearance & Strip | Click to type. | £3800 |
|  | Drainage | Click to type. | £1900 |
|  | Foundations to DPC | Click to type. | £5600 |
|  | Insulated Floor Slab | Click to type. | £1560 |
|  | External Walls | Click to type. | £6600 |
|  | Warm Deck Flat Roof | Click to type. | £4680 |
|  | Fascia & RWG | Click to type. | £1900 |
|  | External Doors & Windows | Click to type. | £2600 |
|  | Internal Dividing Wall | Click to type. | £1050 |
|  | Electrical Installation | Click to type. | £1950 |
|  | Heating & Plumbing | Click to type. | £2600 |
|  | Plastering | Click to type. | £3300 |
|  | Decoration | Click to type. | £1850 |
|  | Floor Finishes | Click to type. | £3200 |
|  | Kitchen Units | Click to type. | £Click to enter text. |
|  | Wet Room Fittings | Click to type. | £3200 |
|  | External Plot Works | Click to type. | £1900 |
|  | Click to enter text. | Click to type. | £Click to enter text. |
|  | **Sub-Total** | | **£**47690 |
| **D.** | **Overheads & Profits** | | |
|  | **Item** | **Quantity (Units)** | **Cost** |
|  | Overheads | Click to type. | £1000 |
|  | Profits | Click to type. | £4769 |
|  | Click to enter text. | Click to type. | £Click to enter text. |
|  | **Sub-Total** | | **£**5769 |
| **E.** | **Additional Costs not otherwise specified** | | |
|  | **Item** | **Quantity (Units)** | **Cost** |
|  | Click to enter text. | Click to type. | £Click to enter text. |
|  | Click to enter text. | Click to type. | £Click to enter text. |
|  | Click to enter text. | Click to type. | £Click to enter text. |
|  | Click to enter text. | Click to type. | £Click to enter text. |
|  | Click to enter text. | Click to type. | £Click to enter text. |
|  | Click to enter text. | Click to type. | £Click to enter text. |
|  | Click to enter text. | Click to type. | £Click to enter text. |
|  | Click to enter text. | Click to type. | £Click to enter text. |
|  | Click to enter text. | Click to type. | £Click to enter text. |
|  | Click to enter text. | Click to type. | £Click to enter text. |
|  | **Sub-Total** | | **£** **Click to enter text.** |
| **F.** | |  |  | | --- | --- | | **Total Cost (A+B+C+D+E)** | **£Click to enter text.** | | | |
| **G.** | **Supplementary Rates** | | |
|  | **Item** | **Quantity (Units)** | **Cost** |
| G.1. | Blended Daywork Rate | Hours | £Click to enter text. |
| G.2. | Percentage Addition for Materials | Percentage | %Click to enter text. |
| G.3. | Percentage Addition for Plant | Percentage | %Click to enter text. |
| G.4. | Click to enter text. | Click to type. | £Click to enter text. |

# Section 5: Freedom of Information

1. Information in relation to this RFQ may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000 (“The Act”) and your organisation details will be disclosed and/or published where the expenditure is over £500, as per the Government Transparency agenda.
2. Potential Suppliers must state if any of the information supplied by them is confidential and commercially sensitive or should not be disclosed in response for the Information under The Act. Potential Suppliers must state why they consider the information to be confidential or commercially sensitive.
3. Note that inclusion below will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in The Act. Note that the Declaration for this Section has been completed and signed at Section 3, Question 2.1 (g) of this document.

| **Information/Document** | | **Reference/Page No.** | **Reasons for Non-Disclosure** | **Duration of Confidentiality** |
| --- | --- | --- | --- | --- |
|  | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
|  | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
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# Section 6: Declaration

1. By signing Section 3, Question 2.1. (g) I hereby declare that:
   1. I am signing on behalf of the Company named at Section 3, Question 1.1 (a) and am duly authorised to do so;
   2. to the best of my knowledge, the information provided is complete and accurate;
   3. the price in Section 4 is our best offer;
   4. no collusion with other organisations has taken place in order to fix the price;
   5. that there is no conflict of interest in relation to the Council’s requirement;
   6. the requirement be subjected to the terms and conditions set out in Conditions of Contract identified at Appendix 1;
   7. that no goods, supplies, services and/or works will be delivered or undertaken until both parties have executed the formal contract documentation as identified at Appendix 1 and an instruction to proceed has been given by the Council in writing; and
   8. I understand that the Council may reject my submission if there is a failure to answer all relevant questions fully or if I provide false and/or misleading information.

# Section 7: Due diligence

* 1. The Council will undertake its due diligence in advance of any contract award.
  2. The preferred Potential Supplier(s) will not be awarded the Contract until the Council is satisfied with any further checks and due diligence it has carried out and these will need to be acceptable to the Council before a contract can be awarded. The Council reserves the right to disqualify any Quotation Response which is incomplete.
  3. Due diligence may include credit checks in relation to the preferred Potential Supplier(s) (including each member of any consortium and of any key sub-contractor). This is important to the Council to ensure that any organisation who wishes to enter into a contract with the Council will be in a position to provide the goods, services and/or works on an ongoing basis as agreed within any contract. The Council works with external credit agencies to provide these financial checks.
  4. The Council reserves the right to reject a Potential Supplier from the procurement process, where any findings from the Council’s due diligence reveal a serious concern or risk for the Council that cannot be remedied in a reasonable amount of time before award. Potential Suppliers are strongly encouraged to check and manage their financial score within the industry.
  5. The Council reserves the right to revisit any selection criteria questions at any time before award stage, where the Council believes there is a risk that selection responses might have changed. The Council reserves the right to disqualify any Potential Supplier who no longer meets the selection criteria if it originally led to them continuing in the procurement process.

# Section 8: CONTRACT AWARD

1. The Council will notify all Potential Suppliers of its intention to award a contract.

1. This will include details of the:
   * 1. Award criteria scores;
     2. Name of the successful provider(s).
2. The following documents shall form part of the Contract between the Council and the Successful Provider(s):
   * 1. JCT Minor Works Building Contract 2016
     2. Preliminaries & General Conditions;
     3. Specification & Drawings;
     4. This Request for Quotation Document completed by the Successful Provider(s) including –
        1. Pricing Schedule;
        2. Responses to Requirements; and
        3. A list of Commercially Sensitive Information.
     5. Minutes of a Pre-Contract Meeting with the Successful Provider(s)

## Appendix 1: Preliminaries & General Conditions

## Appendix 2: Specification