

ORGANISATION NAME:

RESTRICTED



DATE: _____

**The replacement of
existing lighting at Great
Hollands Primary School**

EXTENDED RFQ

Easthampstead House, Town Square, Bracknell,
Berkshire RG12 1AQ
Tel: (01344) 352000



Extended Request for Quotation (RFQ)

for

The Replacement of Existing lighting at Great Hollands Primary School

XXXXXXXXXX

COMPLETED BY

ORGANISATION	[Supplier to complete]
NAME	[Supplier to complete]
DATE	[Supplier to complete]

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TO BE COMPLETED AND RETURNED TO THE COUNCIL

This document contains **RESTRICTED INFORMATION** once completed by the Supplier.

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1 Introduction

1.1 Background

- 1.1.1 **Bracknell Forest Borough Council (BFBC or the Council)** is located in central Berkshire, and was designated a New Town in 1949 but became a Unitary authority in April 1998. The Council's services are divided between four directorates, Corporate Services, Adult Social Care & Health, Environment, Culture & Communities and Children, Young People & Learning.

Great Hollands Primary school is an Infant and Primary school based in Bracknell, Berkshire built in the 1970s.

1.2 Outline Requirement

The school is to replace the existing internal only fluorescent lighting with more efficient and effective LED and have commissioned a lighting design to specify the use of primarily LED panels throughout the school. The cost is to replace existing lighting with new standard and emergency fittings. Currently the school has an emergency lighting schedule system installed with key test switches and stand alone exit signage but it is required that emergency lights meet current BS5266-1 2011 requirements.

The contract duration will be over school summer holiday period as detailed in 1.3.

- 1.2.1 This Extended RFQ **excludes** external fittings, the link corridor, gym and changing rooms, the Nursery building and other areas not included in drawings or pricing schedule.

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1.3 Project Schedule

The following is the proposed timetable for the procurement and implementation of the replacement of existing lighting at Great Hollands Primary School.

Publish advert on South East Business Portal			
Issue Extended ITT			
Last Questions from Suppliers			
Issue Final Question & Answer Summary			
Receive Response from Suppliers	Midday		
Issue Purchase Order or Contract			
Start Date			
Completion date			

1.4 Entry Level Questions

- 1.4.1 Please read through the documents included in this pack, in particular the Specification.
- 1.4.2 **Please complete Schedule 1 - Entry Level Questions.**
- 1.4.3 Please ensure that you include sufficient justification for any exception. If you do not pass the Entry Level Questions, we will not be able to consider your full quotation.

1.5 General Instructions

- 1.5.1 If, having completed the Entry Level Questions, you intend to quote for the **The Replacement of Existing Lighting at Great Hollands Primary school**, please read through the following instructions carefully and prepare your quotation.
- 1.5.2 Your organisation must bear all costs associated with the bidding process itself, including attendance at clarification meetings and any visit to your organisation's premises requested.
- 1.5.3 If the Council needs to issue any additions or clarification to these documents during the bidding period, we will only do so in writing (usually by email) to all Suppliers.

- 1.5.4 Suppliers will need to arrange a site visit to the site directly with Steven Milne.

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Address and contact details are as follows:

Xxxxxx

- 1.5.5 Clarifications of the Extended RFQ documents must be made in writing preferably by email, not later than **xxxx** to the following:

xxxxxxxxxxxx

- 1.5.6 All questions submitted to the Council in writing and answers, will be logged, summarised and issued to all Suppliers.
- 1.5.7 All information in this Extended RFQ document set shall be treated as confidential.

1.6 Quotation Response

- 1.6.1 Please submit your quotation by email to **xxxxxxxxxx**. Emails larger than 30Mb will be held by ICT pending manual release and emails above 50Mb will be rejected. For this reason, we recommended that you split into separate emails below 30Mb, clearly marked as 1 of 3, 2 of 3, etc., in the subject. Most business file types are acceptable; however any file containing code, password protection or seemingly inappropriate images will be automatically rejected. We are unable to accept quotations on USB stick.

- 1.6.2 Your quotation must be divided into two sections:

The **commercial** section must include:-

- Firm prices in sterling for the Goods/Services entered on the Pricing Schedule (Schedule 4)
- The Form of Quotation statement (Schedule 7) completed, signed and dated.

The **technical** section must include:

- Entry Level Questions (Schedule 1)
- Organisation Information (Schedule 2)
- Case Studies (Schedule 3)
- Quotation Checklist (Schedule 5) must be completed and comments added if required.
- Conditions & Insurance levels confirmation (Schedule 6) must be completed

No pricing to be included in the technical section.

- 1.6.3 You should complete your responses (in blue) into the Schedules and this document.
- 1.6.4 Alternatively, you may submit a separate document providing the quotation cross references the section and paragraph numbers of this Extended RFQ.
- All sections must be responded to even if simply “Understood” or “Agreed”.**
- 1.6.5 Where any external reference material, such as brochures, specifications and system

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descriptions, is used to support your quotation, any statements within the reference material which may allow change to obligations or reduce liability, such as "specifications subject to change without notice", or other disclaimers will be regarded as void and shall not form part of the purchase order or contract in the event that the quotation is accepted.

- 1.6.6 All pricing to be stated exclusive of VAT.
- 1.6.7 Quotations shall remain open for an initial acceptance for a minimum of 90 calendar days, although the Council may ask you to extend of the period of validity.

1.7 Submission of Quotations

- 1.7.1 The original, signed, quotation must be returned by no later than Midday on 30/6/2014
- 1.7.2 Please address to:
XXXXXXXXXXXXXXXX
- 1.7.3 If submitting hard copies, the envelope must not indicate the name of the sender; envelopes that do may be rejected unopened. Similarly, quotations received after the quotation submission date/time may be rejected.

1.8 Quotation Decline

If you decide not to respond to this Extended RFQ, please let the contact in Section 1.5.4 in writing as soon as possible, giving a brief reason(s).

1.9 Evaluation of Quotation

- 1.9.1 Suppliers must pass the Entry Level Questions in Schedule 1.
- 1.9.2 Suppliers must be financially sound. We use an external credit reference agency and, in addition, may seek copies of accounts and annual reports for larger contracts. We expect suppliers to have been trading long enough to have published accounts and developed a client base.
- 1.9.3 The purchase order or contract will be awarded on the basis of the most economically advantageous offer having regard to:
 - i. The **Total Cost** of the goods, services or works, [incorporating price, running costs, disposal costs, and estimated effort required by the Council will represent 100% of the total score, subject to meeting all pass/fail quality criteria.
 - ii. The **Quality** of the solution will be based on the tenderers ability to meet pass/fail criteria within Schedules 1,2,3.

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1.9.4 The headline **Quality** evaluation criteria are as follows:-

Criteria	Marks	Applicable Document(s) & Section(s)
Entry Level Questions	Pass/Fail	Schedule 1
Organisation Information		Schedule 2
Contract Examples	Pass/Fail	Schedule 3
Pricing	100	Schedule 4
Terms and Insurance	Pass/Fail	Schedule 6
Form of Quotation	Pass/Fail	Schedule 7
Total	100	

1.9.5 Evaluation of **pricing** will be by using an evaluation spreadsheet, attached as Schedule 4 of this Extended RFQ. The evaluation spreadsheet details any **sub-criteria** and formulae used.

1.9.6 The Council shall be under no obligation to award a contract for all or any part of the requirement set out in this Request for Quotation, to any supplier or at all.

1.10 Alternative Offers

1.10.1 Alternative offers will only be considered if they constitute a fully priced alternative and are submitted in addition to a quotation complying with the requirements specified in the Extended RFQ documents. Alternative offers must contain sufficient supplementary information, drawings and data to permit a complete evaluation to be made.

Appendix A – Terms and Conditions

The following terms apply to this tender, however please note the specific insurance requirements listed within Schedule 6 which will apply.

1. Conditions of Contract: General, March 2012

These terms can be found on the Council's website on <http://www.bracknell-forest.gov.uk/sellingtothecouncil> then click on Downloads.

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Appendix B – Specification

The contractor should allow for providing a full turn key installation including:

- 1) The lighting design, supply and installation of new LED panels, PIR controlled dimmable LED bulk head fittings and LED tube and fittings all supplied with emergency packs where indicated in attached drawings E1(.Lower school) and E2 (Upper school) In areas where there are no fittings located on drawings no work should be carried out.

NB. The drawings are to be used to show where emergency fittings are to be located and where distribution boards are sited. The no of fittings shown in each area are for illustration purposes only.

- 2) Removal and disposal of existing luminaries
- 3) Utilisation of existing emergency key switches located adjacent to existing distribution boards but allowing for additional wiring to incorporate additional emergencies as to be located as shown on drawings to comply with BE5266-1 requirements.
- 4) Production of a new emergency light log with initial testing and commissioning results.
- 5) Compliance with Bracknell Forest Councils standard electrical specification as below.
- 6) Provision of as fitted drawings & O&M manual
- 7) Post installation checking of lighting levels in each area and documentation of reads

Lighting levels

On award of contract (prior to commencement of work) the contractor should provide a full lighting design results from a lighting design software package such as Dialux or a equivalent showing illumination levels within each room.

The lighting for each area should comply with the current CIBSE requirements for schools namely :

Classrooms 300 lux average

Corridors and toilets 100 lux average

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Kitchens 750 lux

Luminaire requirements

For classrooms –Flux PIRIO LED 595x 595mm recessed panels 28 - 42 W range output or equivalent

For Kitchen Flux PIRIO LED recessed panels high output 50 to 60W range vapour proof panels or equivalent

For Dining Hall New vapour proof Fitzgerald 6ft Double tube fitting with Flux high output OVARA 1800mm opal LED tubes or equivalent surface mounted LED luminaires

For Assembly Hall Flux PIRO LED recessed panels high output 50 to 60W range vapour proof panels or equivalent

For all wall mounted luminaires ie. in 5 no. ICT room and 2 in Upper school reception corridor & office they should be replaced by new 6ft LED single tube fittings

For toilets & store rooms Flux Antiro LED vapour proof dimmable bulk head (from 20 to 100%) disc luminaire with emergency pack when necessary or equivalent. The toilet LED bulkheads should be controlled by a PIR –when unoccupied the lighting should dim to 20%. To enable isolation a wall switch should be included for if not already present to ensure lights can be completely switched off when not required.

All lamps should have a 50,000 hour/5 year warranty as specified by manufacture.

All lamp fittings:

- 1) To be cool white colour of 4000K or above
- 2) To be CE marked and have a certificate of conformity available
- 4) Be polycarbonate shatter proof

All classroom fittings should be IP40 rated or above.

Toilets, Stores, Dining halls, Assembly Halls and kitchens fittings should be vapour proof rating and have IP rating of 54 or above.

All lamp LED tubes should be opaque.

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All emergency fittings should have a 3 hour battery pack. All emergency fittings (bulkheads) or packs for LED Tubes/Panels should have an integral LED indicator lamp to indicate status.

All work should comply to the latest electrical regulations BS7671:2008 (17th Edition) and Part P building Regulations

ELECTRICAL SERVICES SPECIFICATION

1.0 STANDARDS & MATERIALS

1.1

Statutory and Other Regulations:

The Contractor shall provide attendance, if required, to all statutory undertakers whilst they are carrying out these works on Site, and shall make due allowance in his tender for any such event.

1.2

Responsibility:

The Contractor shall be responsible for the correct installation and the proper working of the installations.

In the event of the Contractor having the opinion that any part of the "Works" described, drawn or specified is unsuitable, undesirable or inconsistent with his guarantees and responsibilities, the matter shall be drawn to the attention of the Contractor Administrator (CA) at the time of tendering. The Contractor shall ensure that the matter is resolved before signing of the Contract.

For similar circumstances arising from instructions, documents and drawings issued subsequent to the Tender date, the Contractor shall state his opinion immediately on receipt of such documents, and prior to the commencement of any part of the works affected thereby.

In the event of any discrepancy existing between the various contract documents, this shall be referred for the decision of the CA.

1.3

1.11 Materials and Workmanship:

All materials, goods and workmanship shall be of a good quality.

Materials and goods shall be in accordance with the types and manufacture described in this Specification and/or shown on the Contract Drawings and shall conform to current British Standards

All materials and goods shall be installed in accordance with the Manufacturer's installation instructions and recommendations.

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Workmen shall be employed on the works who have been trained in accordance with the CITB requirements, have previous experience on the type of works involved and are careful and skilful in their trades. Any work rejected by the CA shall be replaced by the Contractor at the Contractor's expense.

The CA shall have full power to order the alteration and reinstating of all work he may deem of an inferior quality to the true intent and meaning of this Contract and the Contractor shall alter and reinstate with proper and improved materials and workmanship all such condemned work at his own cost. The CA shall at all times have full power to inspect the same in all stages of their progress and shall be at liberty to apply or order to be applied and at the expense of the Contractor such tests as he may consider necessary for ascertaining the quality of the works and materials.

1.4 1.12 Commissioning and Testing:

The procedure for commissioning and testing shall be agreed with the CA. The Contractor shall similarly agree with the CA the precise method of carrying out the demonstrations and tests called for and shall, on being satisfied that the installation complies with the requirements of the Contract, give the CA adequate notice that he is ready to carry out the demonstration and tests. The Contractor shall provide all facilities for the CA or his representative(s) to witness and check all such tests.

The Contractor shall provide all necessary skilled and unskilled labour and the necessary instruments for carrying out the commissioning and testing.

The Contractor shall make complete records of the tests as carried out and when the tests have been successfully completed he shall provide to the CA test records and reports in a form to be agreed.

1.5 Guarantee:

The Contractor in quoting for a specific piece of equipment or apparatus, whether specified herein by name or whether of a make selected by the Contractor, shall be deemed to guarantee its satisfactory performance under all normal working conditions which may be encountered.

The Contractor shall be responsible for any defects which may arise during the Defects Liability Period in accordance with the provisions of Clause 10. of the condition of contract.

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1.6 1.13 Operating Instructions, Record Drawings and Manuals:

At the date of issue of the completion certificate the Contractor shall provide a hard backed A4 Ring Binder comprising the following information in a bound form, for the project. 'As installed' electronic drawings in DWG file format of the complete installation.

The Contractor shall also provide an "as installed" manual in electronic form, which will include the following:

- 1) Schedule of luminaires used; giving manufacturer and catalogue number and technical illustrations.
- 2) Schedule of lamps or tubes used; giving manufacturer's details, wattage and colour temperature.
- 3) Schedule of all other equipment used.
- 4) Test certificates.
- 5) General description of the system, equipment used and method of control of circuits and equipment.

1.7 1.14 General:

The details set out in the following Clauses of this Section are generally appropriate to all electrical services, except where stated.

1.8 Position of Points and Equipment:

The position of points and equipment as indicated on the drawings, are necessarily approximate and may require slight variation to suit conditions.

The exact positions of all points shall be confirmed with the CA before works commence.

1.9 1.15 Fixing to Structure:

The Contractor shall fix all materials required for the electrical installation. Screws must be non-rusting, where used in conjunction with non-ferrous materials, plastic and galvanised conduit and when fixing all external equipment. Plugs for retaining the screws in brickwork, concrete and similar materials must be non shrinking.

1.10 1.16 Painting:

Mild steel brackets, frame and other supports shall be properly painted before erection with two coats of rust inhibiting paint and one application of top coat, colour to match the equipment, so supported. Where the surface finish of any equipment has become damaged during installation, it is to be touched up with suitable matching finishes to the approval of the CA.

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1.11 PVC CONDUIT

PVC conduits shall be superhigh impact heavy gauge type. Conduit fittings and accessories shall be of the same manufacture and colour, and be compatible with the conduit accessories utilised.

1.17 Bends shall be made cold on Site using the appropriate sized bending spring, all joints are to be glued and tightly coupled using the manufacturer's compound.

1.12 PVC MINI Trunking:

The trunking system shall be continuous throughout and be fully complete with overlapping lid, couplings, end caps etc. Only factory made accessories, i.e. bends, tees, reducers etc. shall be used.

Cable retaining clips shall be installed at 0.5 metre intervals when the trunking is run with lid downwards.

Trunking shall be installed neatly running truly vertical, horizontal or parallel with the features of the building and shall not be installed closer than 150mm to any other non electrical service.

Trunking shall only be installed in areas which allow it to be fully accessible.

All trunking shall be properly supported at intervals not exceeding 500mm.

All fixing screws within the trunking shall have round heads, to prevent abrasion or cutting of cables, and shall be of adequate size.

The trunking shall be free of any sharp edges.

When trunking passes through a wall or floor, a short section of lid shall be fitted to the trunking which shall protrude a maximum of 50mm either side of the wall or floor. Prior to trunking being installed through a load bearing wall or floor the approval of the Structural Engineer will be required.

Care shall be taken to ensure that all bends are of sufficient radius to so as not to damage the installed cables.

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1.13

1.22 LSZH Insulated Cables:

2 Wiring shall be carried out using single core 450/750 volt grade standard copper conductors complying with 6491B H07Z-R Low Smoke Cable 450/750V BS7211, or multicore 624B Twin & Earth LSZH 300/500V BS7211 cables.

No conductor less than 1.5sq mm shall be used.

2.1

Cables forming a 3 phase supply shall be coloured red, yellow and blue to correspond with the phase colour, with black cable for neutral and green/yellow for earth.

Protective conductors shall be drawn through all trunking and conduit for each sub-circuit.

The installation of cables shall also be carried out in accordance with the following clauses:

- (i) Cables must be drawn in from drum spinners to avoid kinks.
- (ii) Cable spreaders for number of cables in excess of five will be used to avoid twists.
- (iii) French chalk when feeding in may be used.
- (iv) Pump draw tapes may be used.
- (v) Always draw cables in (never try and push them).
- (vi) Stripping pliers shall be used to bare insulation, the use of knives will not be permitted.
- (vii) Terminations shall be doubled or twisted for good continuity at accessories.

1.14

2.2 Segregation of Wiring:

The Contractor shall pay special attention to the segregation of low voltage and special wiring systems, which may be installed by him or others, and ensure no interaction may occur between the various systems.

1.15

2.3 Lighting Sub-Circuit Wiring:

All 1 way lighting final circuits shall be double pole switched, with loop-in at the switches

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1.16

2.4 Lighting Connectors:

Lighting connectors shall be provided and mounted on conduit boxes adjacent light fittings above suspended ceilings and plaster ceilings where the luminaires are recessed.

1.17

2.5 Cable Routes and Setting Out:

The Contractor shall be responsible for checking that cables, conduit, cable tray, etc., do not obstruct heating pipes, hot and cold water pipes, soil and vent pipes, etc. A minimum space of 100mm shall separate heating and electrical services.

1.19

Fixing and Wiring to Wall Mounted Luminaires :

All wall mounted luminaires shall be fixed to flush conduit boxes, with the wiring concealed in surface mounted white mini trunking.

Additional fixings and supports brackets shall be provided to suit the weight of the luminaire.

1.20

Fixing and Wiring to suspended Fluorescent Luminaires from Surface Run Conduit:

Two conduit boxes shall be used for provision of fixings. Galvanised chain and hooks shall be used to lower the luminaire to the required mounting height.

Final connection shall be by flexible cord as specified.

On low ceilings conduits may terminate directly into luminaires but only by the approval of the CA.

1.21

2.6 Fixing and Wiring to Surface Luminaires on Plasterboard Ceilings:

All luminaires shall be fixed to galvanised conduit boxes, supported from battens between joist above the ceiling. Extension rings shall be used as appropriate.

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1.22

Earthing:

All conduit, trunking, cable tray and similar metalwork must be effectively and permanently bonded together back to the earth terminal provided by the Electricity Board.

All structural metalwork must also be bonded back in accordance with Electricity Board's requirements.

All accessories shall be fitted with an earthing terminal to terminate an earth wire of the same cross section as the circuit wiring or as stated under Table 54.7 of BS7671 - 17th Edition IEE Wiring Regulations.

1.23 MODIFICATION OF EXISTING WIRING

The contractor shall include for all modifications to conduits, trunking and cables to allow for changing of distribution board circuits and for the modification and re-connection of existing lighting circuits.

1.24 2.7

1 SCOPE OF WORKS:

2 The works are to be carried out at Great Hollands Primary School

The works covered by this Specification comprise the disconnection and removal of existing luminaires, supply, delivery, erection, testing and commissioning of the new works listed in the schedule and detailed on the drawing which generally includes:-

Removal and disposal of existing luminaires and controls.

Supply, install, test and commission new luminaires and controls as shown on the drawings.

Modifications to conduits, trunking

Modification and re-connection of existing lighting circuits.

Earthing and Bonding as required for the new works.

Provision of notices, labels and distribution board schedules.

Provision of O&M manual and "As Fitted" installation drawings

Provision of test certificates.

The electrical installation shall comprise the complete installation including the installation of new final sub circuit cables, trunking and conduit, luminaires and lighting controls.

The electrical contractor shall be responsible for arranging an on-site pre start-up meeting to discuss and agree cable routes and method of installation.

Any work that is installed prior to the agreement of the CA and which is subsequently found to be unacceptable shall be removed completely at no cost to the contract.

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The electrical contractor must supply all materials necessary for the complete installation, including all apparatus whatsoever for the efficient execution of the work whether directly referred to or not. The installation must be complete with all necessary control gear.

The electrical contractor must be aware that the drawings indicate approximately location of equipment and this shall be confirmed prior to the commencement of the contract.

The electrical contractor shall provide labelling to all items of switchgear and distribution boards, fuse connectors and switches supplying specific electrical equipment to denote their function. The labelling shall be engraving to RED on white plastic plates or with traffolite labels mounted adjacent. Notation shall be specified or as agreed with the CA.

The works shall be carried out by a company which is a member of the NICEIC or other approved organisation and be in accordance with the 17th Edition of the IEE Regulations, BS7671:2008, BS EN 60598-2-22 1998 and BS 5266-1 1999.

AN NICEIC or other approved Test and Inspection Certificate must be provided upon completion of the works.

1.25 2.8 DRAWINGS:

The following drawings are to be read in conjunction with the specification:

E1 Lower School, E2 Upper School

1.26 THE EXISTING INSTALLATION:

The electrical contractor shall isolate, disconnect, remove and dispose of the existing luminaires, cabling and controls.

1.27 THE NEW INSTALLATION:

The electrical contractor shall supply and install new luminaries as shown on the drawings. The new luminaries are to be supplied and controlled from the same distribution board circuits which supply the existing luminaries.

Refer to the drawings and price schedule for the locations where luminaires are to be replaced.

Refer to Appendix A for the list of approved suppliers.

The electrical contractor shall utilise existing key operated test switches for each group of emergency light fittings, these are to be located adjacent to the distribution board which supplies the fittings as shown on drawing.

The new luminaires are to be supplied from the same distribution boards as the original luminaires.

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1.28 FINAL SUB CIRCUITS:

All cables and trunking shall be installed straight and run in a vertical and horizontal manner and where installed on the surface of walls every endeavour shall be made to install in an inconspicuous manner.

1.29 BUILDERS WORK:

The electrical contractor shall be responsible for all builders work required for the installation of the new lighting and cabling and controls.

Damage to the building in forming holes and making fixings shall be made good and decorated to meet the existing finish and to suit the requirements of the CA under the contract.

1.30 ASBESTOS:

The contractor should consult the Asbestos Register held on site before carrying out any works.

A provisional sum is included in the Tender sum for such circumstances.

In the event of asbestos being found during the works the contract administrator should be informed immediately and no more work should be carried in that area.:

Following instruction from the Contract Administrator the electrical contractor shall be responsible for commissioning an asbestos specialist contractor to provide an Alteration and Demolition Survey Report which will be restricted to the areas of work highlighted on the drawing submitted by the appointed electrical contractors.

The contractor shall comply with the Asbestos (Licensing) Regulations 1983 and the Control of Asbestos Regulations 2006.

The electrical contractor shall be responsible for arranging the site attendance of the appointed Asbestos specialist with regards to the fixing of components, cable ways and cables on the surface and in areas with asbestos content under controlled conditions.

Builders work associated with Asbestos shall be carried out by the appointed Asbestos Specialist.

1.31 TENDER BREAKDOWN

The contractor shall provide a breakdown of the tender price based on the works being carried out in a room by room basis.

See Schedule 4 for the tender price breakdown schedule.

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APPENDIX A		
SCHEDULE OF MANUFACTURERS		
Description	Manufacturer	Reference
Distribution Board MCB, RCBO	MEM	Memshield 3
Digital Time Clock	Hager Merlin Gerin	Invicta
Contactor	Telemechanique	
Cables	Delta, AEI, Pirelli	BS6004, BS6346, BASEC, BS5467, BS6724, BS7211
Cables, fire resistant	Delta, Pirelli	Firetuf, FP200, BS7629, BS6387, BS6425, BS4066
1.1		
Earthing Clamps	Tenby EC16	BS951
Local isolators and switchfuses	MEM	'EXEL 2'
Cable trunking, bends, tees and fixings	Swifts of Scarborough Ltd Salamandre Davis Ltd	Galvanised steel, BS4678:Part 1
Cable tray, bends and fixings	Swifts of Scarborough Ltd Greenings Ltd	Galvanised steel Heavy duty
Cable basket, bends, tees, conduit and fixings	Swifts of Scarborough Ltd Cablofil UK Ltd	Galvanised steel Medium duty wire connections mesh
Conduit and fittings	Barton	Galvanised Heavy gauge steel
Light switches and Key switches	MK Crabtree	Metalclad Plus range Capital range

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SCHEDULE 1 – Entry Level Questions

Please note: If you are not able to meet any of the required criteria listed below, then your submission will not be considered further.

No.	Question	Answer
1.	Is your company Construction line certified?	Yes / No
2.	Are your installers NIC EIC approved?	Yes/No
3.	Are your installers enhanced CRB checked	Yes/No
4.	Can you provide a lighting solution which meets the enclosed specification in terms of design, luminance levels and emergency lighting regulation requirements?	Yes/No
5.	Do you have resources, LED lamp stock availability to meet the restricted works completion deadline?	Yes/No
6.	Do the lighting products you intend to provide have a manufactures warranty of at least 5 years	Yes/No
7.	Can your installers attend site with 3 working days to replace any failed luminaries covered by the warranty period following completion of the works.	Yes/No
8.	Please confirm that the required insurance cover (See RFQ Section 4.6) will be in place by the start of the contract.	Yes / No
9.	Can you supply a copy of your latest Audited or Management Accounts?	Yes / No
10.	Do you agree to the Council's terms and conditions?	Yes / No
11.	Do you agree to our payment terms of Nett 30 days on receipt of acceptable invoice?	Yes / No
12.	If you answered "No" to any of the questions 1 to 9 please provide any justification(s) why your organisation's tender response should still be considered by the Council below:	Yes / No
	Has your organisation, or any of its directors or senior staff, been found guilty for any of the following offences?	
13.	<ul style="list-style-type: none"> • Conspiracy 	Yes / No
14.	<ul style="list-style-type: none"> • Corruption 	Yes / No

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15.	<ul style="list-style-type: none">• Bribery	Yes / No
16.	<ul style="list-style-type: none">• Fraud (including not paying taxes or social security contributions)	Yes / No
17.	<ul style="list-style-type: none">• Money laundering	Yes / No
18.	<ul style="list-style-type: none">• Professional misconduct	Yes / No
19.	Have your organisation, any of its directors, been previously declared insolvent or bankrupt?	Yes / No
	If you answered " Yes " to any of questions 13 to 19 please provide any justification(s) why your organisation's quotation should still be considered by the Council below:	
20.	<i>Response</i>	

Signature

Name

Job Title

Organisation

Date

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SCHEDULE 2 – Organisation Information

Notes for completion:

If the question does not apply to you please write N/A; if you don't know the answer please write N/K.

“Authority” means the purchasing organisation that is seeking to place an order.

“You”/ “Your” or “Potential Provider” means the organisation which is completing this form.

Verification of Information Provided:

The higher the risk of the procurement, the higher the level of verification is likely to be required. Not all questions require supporting documents up front at this stage (for example certificates, statements with this questionnaire.) **However, the purchasing organisation may ask to see these documents at a later stage, so it is advisable you ensure they can be made available upon request.** You may also be asked to clarify your answers or provide more details about certain issues.

Sub Contracting Arrangements

Where a sub-contracting approach is proposed, all information requested should be given in respect of the prime contractor.

Where sub-contractors will play a significant role in the delivery of the services or products under any ensuing contract, please indicate in a separate annex (by inserting the relevant company/organisation name) the composition of the supply chain, indicating which member of the supply chain will be responsible for the elements of the requirement.

It is recognised that arrangements in relation to sub-contracting may be subject to future change. However, Potential Providers should be aware that where sub-contractors are to play a significant role, any changes to those sub-contracting arrangements may constitute a material change and therefore may affect the ability of the Potential Provider to proceed with the procurement process or to provide the goods and/or services.

Consortia Arrangements

If the Potential Provider bidding for a requirement is a consortium, the following information must be provided:

- full details of the consortium; and
- the information sought in this RFQ in respect of each of the consortium's constituent members as part of a single composite response.

Potential Providers should provide details of the actual or proposed percentage shareholding of the constituent members within the consortium in a separate Annex. If a consortium is not proposing to form a corporate entity, full details of alternative proposed arrangements should be provided in the Annex. However, please note the Authority reserves the right to require a successful consortium to form a single legal entity in accordance with regulation 28 of the Public Contracts Regulations 2006.

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ORGANISATION AND CONTACT DETAILS

Full name of organisation submitting a quotation (or of organisation acting as lead contact where a consortium bid is being submitted)		
ORGANISATION DETAILS		
Registered office address	Company or charity registration number	
	VAT registration number	
	Name of immediate parent company	
	Name of ultimate parent company	
Type of organisation	i) a public limited co.	
	ii) a limited company	
	iii) a limited liability partnership	
	iii) other partnership	
	iv) sole trader	
	v) other (please specify)	

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CONTACT DETAILS	
Contact details for enquiries about this RFQ	
Name	
Address	
Post Code	
Country	
Phone	
Mobile	
Email	

Consortia and Sub-Contracting	a) Your organisation is bidding to provide the services required itself	
	b) Your organisation is bidding in the role of Prime Contractor and intends to use third parties to provide some services	
	c) The Potential Provider is a consortium	
If your answer is (b) or (c) please indicate in a separate annex (by inserting the relevant company/organisation name) the composition of the supply chain, indicating which member of the supply chain (which may include the Potential Provider solely or together with other providers) will be responsible for the elements of the requirement.		

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QUESTIONS 1.1 and 1.2 FOR COMPLETION BY NON-UK BUSINESSES ONLY

1.1	Registration with professional body Is your business registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Annexes IX A-C of Directive 2004/18/EC) under the conditions laid down by that member state).	
1.2	Is it a legal requirement in the State where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement? If yes, please provide details of what is required and confirm that you have complied with this.	

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2 FINANCIAL INFORMATION

If, for some reason, your organisation is not required to produce Audited Accounts or an Annual Report then the Council's Finance Section will need to have visibility of your management accounts.

The Council will seek more information from independent credit reference agencies as part of the evaluation and reserves the right to undertake credit checks at each stage of the procurement process.

NB We will not accept applications from more than one company forming part of the same Group

2.1	Please provide one of the following set out below:- OR Please indicate which of the following you would be willing to provide:- (please indicate which one by ticking the relevant box)	
	<i>A copy of your audited accounts for the most recent two years</i>	
	<i>A statement of your turnover, profit & loss account and cash flow for the most recent year of trading</i>	
	<i>A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position</i>	
	<i>Alternative means of demonstrating financial status if trading for less than a year</i>	

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SCHEDULE 3 – Experience and Contract Examples

<p>Please provide details of up to three contracts from either or both the public or private sector, that are relevant to the Authority’s requirement. Contracts for the supply of goods or services must have been performed during the past <u>three</u> years. Works contracts may be from the past <u>five</u> years. (The customer contact must be prepared to speak to the purchasing organisation to confirm the accuracy of the information provided below if we wish to contact them). Contract examples must be of similar value to the outline requirement.</p>				
		Contract 1	Contract 2	Contract 3
1.	Customer Organisation (name):			
2.	Customer contact name, phone number and email			
3.	Contract start date Contract completion date Contract Value			
4.	Brief description of contract (max 150 words) including evidence as to your technical capability in this market.			
<p>5. If you cannot provide at least one example, please briefly explain why (100 words max)</p>				

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SCHEDULE 4 – Pricing Schedule

Please refer to attached Excel spreadsheet

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SCHEDULE 5 – Quotation Checklist

Please tick checklist to indicate that copies of all relevant documents are enclosed.

<i>Section</i>	<i>Required Documents</i>	<i>Document enclosed Yes/No</i>	<i>Comments</i>
	Schedules		
1	Entry Level Questions		
2	Organisation Information		
3	Experience and Contract Examples		
4	Pricing Schedule		
5	Quotation Checklist (this document)		
6	Terms and Conditions / Insurance requirement confirmation		
7	Form of Quotation		

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SCHEDULE 6 - Terms and Insurance / Insurance requirements

1.0 Contract Conditions

Refer to Appendix A, Terms and Conditions, for the terms and conditions of purchase order or contract. Please confirm acceptance of all these terms or detail exceptions and any proposed alternatives below, or in a separate document.

Response

2.0 Insurance

- 2.1 Provide details of your Public Liability Insurance policy. The Council requires a minimum of **£5 million** public liability cover. Please enclose a copy of your insurance certificate.

Response

- 2.2 Please provide a copy of your Employer's Liability Insurance certificate. The Council requires a minimum of **£10 million** cover.

Response

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SCHEDULE 7 – Form of Quotation

I/We, the undersigned, having examined the Conditions of Contract, Specification and all other Request for Quotation documents, hereby offer to supply the goods/undertake the services required, in accordance with the quotation documents for prices detailed in the Pricing Schedule.

I/We understand that the Council is not bound to accept the lowest or any quotation received.

This quotation remains open for acceptance for 90 days from the date fixed for the submission of quotations in the Request for quotation.

I/We agree that the essence of selective tendering is that the Council shall receive bona fide competitive quotations from all suppliers submitting quotations. In recognition of this principle, I/we warrant that this is a bona fide quotation, intended to be competitive, and that I/we have not fixed or adjusted the price submitted by, or under or in accordance with any agreement or arrangement with any other supplier. I/We furthermore warrant that no approaches have been made to any other suppliers for the purpose of obtaining or influencing their quotation prices or any other details of their bid. I/We also warrant that I/we have not and will not before the award of any contract for the work:

- (i)(a) communicate to any person other than the Council the amount or approximate amount of the quotation or proposed quotation, except where the disclosure, in confidence, of the approximate amount of the quotation was necessary to obtain insurance premium quotations required for the preparation of the quotation;
- (b) enter into any agreement or arrangement with any person that they shall refrain from submitting a quotation, or that they shall withdraw any quotation once offered or vary the amount of any quotation to be submitted;
- (ii) pay, give or offer to pay or give any sum of money or other valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other quotation or proposed quotation for the work, any act or thing of the sort described at (i)(a) or (b) above.

I/We understand that should we directly or indirectly canvass any member or official of the Council concerning the award of the contract for the provision of the Services, or directly or indirectly obtain or attempt to obtain information from any such member or official concerning any other quotation for Goods/Services, I/We will be disqualified. I/We further understand that if discovery occurs after the award of the contract, the Council shall then be entitled to summarily terminate the contract.

Signature

(please use non black ink)

Name

Job Title

Organisation

Address

☎ Telephone No.(s)

Email

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