

Time Square  
Market Street  
Bracknell  
Berkshire  
RG12 1JD  
Tel: (01344) 352000  
[www.bracknell-forest.gov.uk](http://www.bracknell-forest.gov.uk)



## **Extended Request for Quotation (RFQ)**

**for**

**Sandhurst and Rowans Nurseries]**

**November 2020**

### **COMPLETED BY**

<b>ORGANISATION</b>	[Supplier to complete]
<b>NAME</b>	[Supplier to complete]
<b>DATE</b>	[Supplier to complete]

### **TO BE COMPLETED AND RETURNED TO THE COUNCIL**

This document contains **OFFICIAL-SENSITIVE** information once completed by the Supplier.

# TABLE OF CONTENTS

.....	1
<b>1 Introduction .....</b>	<b>3</b>
<b>2 Instructions to Suppliers .....</b>	<b>4</b>
<b>Appendix A – TUPE: Not required for contract .....</b>	<b>8</b>
<b>Appendix B – Terms and Conditions .....</b>	<b>8</b>
<b>Appendix C – GDPR not required for contract .....</b>	<b>8</b>
<b>Appendix D – Specification .....</b>	<b>8</b>
<b>Appendix E – Evaluation Spreadsheet.....</b>	<b>8</b>
<b>SCHEDULE 1 – Entry Level Questions: Completed.....</b>	<b>9</b>
<b>SCHEDULE 2 – Organisation Information Completed.....</b>	<b>9</b>
<b>SCHEDULE 3 – Method Statement .....</b>	<b>10</b>
<b>1 Specification.....</b>	<b>10</b>
<b>2 Pricing.....</b>	<b>14</b>
<b>3 Terms and Conditions .....</b>	<b>14</b>
<b>SCHEDULE 4 – Quotation Checklist.....</b>	<b>15</b>
<b>SCHEDULE 5 – Pricing Schedule .....</b>	<b>16</b>
<b>SCHEDULE 6 – Form of Quotation .....</b>	<b>17</b>

ORGANISATION NAME: \_\_\_\_\_

**OFFICIAL-SENSITIVE**

DATE: \_\_\_\_\_

**Sandhurst and Rowans  
Nurseries**



EXTENDED RFQ

## 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.
- 1.1.2 Information on how the Council operates including details of Councillors, Council staff and departments and the constitution can be found on <https://www.bracknell-forest.gov.uk/council-and-democracy/how-council-works/councillors-and-full-council>

### 1.2 Short Description

- 1.2.1 Sandhurst site building is a conversion of the existing caretaker's bungalow with rear extension and Rowans site building is a modular building, new build.
- 1.2.2 In order to receive any clarifications or changes to tender documents organisations must register their interest on the South East Business portal. The Council will not be held responsible for not communicating important information to any organisation who has not officially registered their interest.

### 1.3 TUPE: Not applicable

### 1.4 Project Schedule

- 1.4.1 The following is the proposed timetable for the procurement and implementation of **Sandhurst and Rowans Nurseries**

Advert published on South East Business Portal and Contracts Finder		Thursday DAY	DATE
Issue RFQ		Thursday	1st October
Last Clarification Questions from Suppliers		Tuesday	15th December
Issue Final Question & Answer Summary		Thursday	17th December
Receive Response from Suppliers	12:00 Noon	Wednesday	16th December
Notification of Preferred Bidder W/C		Monday	8th February 2021
Start on site Date		Thursday	29th April 2021

[Appendix A, B C etc. should be used for information purposes and Schedules 1, 2, 3 etc. for completion and return by the Suppliers]

## 2 Instructions to Suppliers

### 2.1 Entry Level Questions

Completed

- 2.1.1 Please read through the documents included in this pack, in particular the Specification.

### 2.2 General Instructions

- 2.2.1 If, you intend to quote for the **Sandhurst and Rowans Nurseries**, please read through the following instructions carefully and prepare your quotation.
- 2.2.2 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.
- 2.2.3 If the Council needs to issue any additions or clarification to these documents during the bidding period, we will only do so in writing through the e-Procurement system to all Suppliers.
- 2.2.4 Clarification questions of the invitation to tender documents must be made in writing by using the e-Procurement messaging facility on the South East Business Portal (SEBP).  
Questions will not be accepted after the date shown in the Project Schedule.
- 2.2.5 As soon as practical after receipt of any request for clarification, the Council will respond in writing to all suppliers except where the clarification has been identified by the supplier, and subsequently agreed by the Council, as being commercially sensitive. The Council will not be bound to respond to any request for clarification of the Extended RFQ which is received later than the date shown in the Project Schedule.
- 2.2.6 Only clarifications made in writing by the Council will form part of the Extended RFQ documents.
- 2.2.7 All questions submitted to the Council in writing and answers, will be logged, summarised and issued to all Suppliers.
- 2.2.8 All information in this Extended RFQ document set shall be treated as confidential.

### 2.3 Submission of Quotations

- 2.3.1 The copy of original, signed, quotation must be uploaded on the portal by no later than \_\_\_\_\_

### 2.4 Quotation Response

- 2.4.1 Please upload your quotation through the e-Procurement system (ProContract) portal

Submitted files must be no larger than 30Mb. For this reason, we recommended that you split into separate files below 30Mb, clearly marked as 1 of 3, 2 of 3, etc.. Most business file types are acceptable; however, any file containing code, password protection or seemingly inappropriate images will be automatically

ORGANISATION NAME: \_\_\_\_\_

**OFFICIAL-SENSITIVE**

DATE: \_\_\_\_\_

**Sandhurst and Rowans  
Nurseries**



---

EXTENDED RFQ

---

rejected.

2.4.2 Your quotation must be divided into two sections:

The **technical** section must include:

- Method Statement (Schedule 3)
  - Specification / Schedule of works (Section 1)
  - Pricing (Section 2)
  - Terms and Conditions (Section 3)
- Quotation Checklist (Schedule 4) must be completed and comments added if required.

**No pricing to be included in the technical section.**

The **commercial** section must include:-

- Firm prices in sterling for the Goods/Services entered on the Pricing Schedule (Schedule 5)
- The Form of Quotation statement (Schedule 6) completed, signed and dated.

2.4.3 You should complete your responses (in blue) into the Schedules and this document. 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”.**

2.4.4 The Council has indicated a maximum number of words against some questions. The number indicated includes words in any charts, appendices and diagrams which are incorporated into the supplier's response unless otherwise clearly indicated. In the event that the number of words is exceeded, the Council will only consider the first part of the supplier's response up to the maximum allowed.

2.4.5 Where any external reference material, such as brochures, specifications and system 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 contract in the event that the quotation is accepted.

2.4.6 All pricing to be stated exclusive of VAT.

2.4.7 Quotations shall remain open for an initial acceptance for a minimum of 180 calendar days, although the Council may ask you to extend of the period of validity.

## 2.5 Quotation Decline

If you decide not to respond to this ITT, please let the Council know in writing by using the e-Procurement messaging facility as soon as possible, giving a brief reason(s) why.

## 2.6 Evaluation of Quotation

- 2.6.1 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.
- 2.6.2 The contract will be awarded on the basis of the most economically advantageous offer having regard to:
- a. The **Quality** of the solution in terms of functionality and infrastructure (40% of the total score) takes into account issues such as; quality, price, technical merit, aesthetic and functional characteristics, environmental characteristics, after sales service, technical assistance, delivery date and delivery period and period of completion.
  - b. The **Total Cost** of the works (60% of the total score)
- 2.6.3 The **Quality Score** is out of 100. It is calculated by taking the highest Quality marked quotation divided by the next highest Quality marked quotation and multiplied by 100. As a result, the highest Quality marked quotation will be awarded a score of 100 for quality alone, with quotations thereafter being allocated a relative score.
- 2.6.4 The **Total Cost Score** is calculated by taking the lowest Total Cost quotation divided by the next lowest Total Cost quotation and multiplied by 100. As a result, the lowest Total Cost quotation (subject to the provisions of regulation 69 of the Public Contracts Regulations 2015) will be awarded a score of 100 for cost alone, with quotations thereafter being allocated a relative score.
- 2.6.5 The Quality Score and Total Cost Score are then combined to give an **Overall Score** for each quotation based on a mathematical formula taking into account the overall weightings allocated (stated in 2.6.3 above).
- 2.6.6 [Option] The Council's evaluation will include supplier presentations. Evaluation of these elements will be used to review the initial scoring based on further understanding gained.
- 2.6.7 The headline **Quality** evaluation criteria are as follows:-

Criteria	Marks	Applicable Document(s) & Section(s)
Method Statement:	40	Schedule 3
Quality questions		See spreadsheet for breakdown
1. Specification	Acceptance	Schedule 3 Section 1
2. Pricing	60	Schedule 3 Section 2
3. Terms and Conditions	Acceptance	Schedule 3 Section 3
Quotation Checklist	Not Scored	Schedule 4
Form of Quotation	Pass/Fail	Schedule 6
Financial Standing	Pass/Fail	See RFQ Section 2.6.2
<b>Total</b>	<b>100</b>	

ORGANISATION NAME: \_\_\_\_\_

**OFFICIAL-SENSITIVE**

DATE: \_\_\_\_\_

**Sandhurst and Rowans  
Nurseries**



---

EXTENDED RFQ

---

- 2.6.8 Evaluation of **pricing** will be by using the evaluation spreadsheet, attached as **Appendix C** of this Extended RFQ. The evaluation spreadsheet details any **sub-criteria** and formulae used.
- 2.6.9 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.

## 2.7 Alternative Offers

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.

## 2.8 Contract/Agreement Signature

- 2.8.1 This section does not apply if a Purchase Order is issued from the Council's Finance System.
- 2.8.2 For the majority of procurements the Council will be using an Adobe pdf/Word document signed electronically by each party (for TUPE Information Agreement, deeds, real estate contracts, guarantees and simple contracts).
- 2.8.3 The required steps will be as follows:
- 1) Before signing/closing the proposed arrangements for the virtual signing/closing are finalised between all parties including who should receive emails.
  - 2) When the documents are finalised, the final execution copies of the documents are emailed by the Council (as Adobe pdf or Word attachments) to all absent parties. For convenience, a separate Adobe pdf or Word document containing the relevant signature page may be attached.
  - 3) Each absent signatory prints and signs the signature page only (there is no need to print off the full document).
  - 4) Each absent party then returns a single email to the Council to which is attached:
    - a) the final version of the document (Adobe pdf or Word); and
    - b) an Adobe pdf copy of the signed signature page. In the case of deeds, the arrangements will also need to make clear when delivery is to take place or, alternatively, to make clear that a deed has not been delivered merely because it has been signed and the steps set out above followed.
  - 5) At or shortly after signing/closing, to evidence the execution of the final document, a final version of the document, together with copies of the executed signature pages, may be circulated by the Council.
  - 6) If there is a need to file a signed original of the document with a registry or some other authority (e.g. Companies House or the Land Registry), it will be necessary for another original of the document containing original 'wet ink' signatures to be obtained.

ORGANISATION NAME:

OFFICIAL-SENSITIVE

\_\_\_\_\_

**Sandhurst and Rowans  
Nurseries**



DATE: \_\_\_\_\_

EXTENDED RFQ

---

## **Appendix A – TUPE Information Agreement**

Not required for this contract

## **Appendix B – Terms and Conditions**

JCT  
ICD 2016  
Intermediate Building Contract  
with contractor's design 2016

## **Appendix C – GDPR Schedule for Standard Conditions**

Not required for this Contract

## **Appendix D – Specification**

Refer to Schedule of works. Attached document..

## **Appendix E – Evaluation Spreadsheet**

Refer separate Excel document.



ORGANISATION NAME: \_\_\_\_\_

**OFFICIAL-SENSITIVE**

DATE: \_\_\_\_\_

**Sandhurst and Rowans  
Nurseries**



EXTENDED RFQ

---

## **SCHEDULE 1 – Entry Level Questions: Selection**

Completed

## **SCHEDULE 2 – Organisation Information**

Completed

### **Part B: Selection Questions**

#### **Additional Guidance – Section 4**

The authority 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 and after contract award.

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

Suppliers may optionally provide copies of their insurance cover with their quotation.

ORGANISATION NAME: \_\_\_\_\_

OFFICIAL-SENSITIVE

DATE: \_\_\_\_\_

Sandhurst and Rowans  
Nurseries



EXTENDED RFQ

## SCHEDULE 3 – Method Statement

### 1 Specification

#### 1.1 Specification Compliance

1.1.1 Please confirm your acceptance of the attached Specification. If there are any exceptions, please detail below or attach a separate sheet if necessary.

*Response*

#### 1.2 General

Please read the following carefully:

- The Council requires tenderers to prepare Method Statements indicating their approach to the delivery of the Reactive Maintenance and Repair Service.
- Tenderers should be aware that these Method Statements will form a fundamental part of their tender submission. For this reason, it is vital that the Statements are realistic and thorough but does not contain promises as to levels of Service that cannot be achieved or maintained.
- Responses to each question in the Method Statement should be limited to **1000** words unless specified. A word count is to be included at the end of each question.
- Only documents that have been specifically requested will be considered. Requested documents **will not** be included in the word count.

ORGANISATION NAME: \_\_\_\_\_

OFFICIAL-SENSITIVE

DATE: \_\_\_\_\_

**Sandhurst and Rowans Nurseries**



EXTENDED RFQ

**Question 1: Program 25% weighting**

Both Fox Hill Primary School and Sandhurst School will remain open and operational throughout construction. Please outline your approach to project delivery of the works paying particular attention to maintaining access to the schools, site material deliveries, programme and foreseen issues within the construction works. Responses should include reference to;

- General Programme and phasing of both sites operating simultaneously
- Foreseen issues and proposed remedial measures
- Health & Safety

*Response*

*Word count*

Response evaluation	25% weighting	Score
Excellent explanation and a full response to questions.		9-10
Good explanation and response to all questions		6-8
Acceptable explanation given to all questions		3-5
Poor Explanation not all questions answered		1-2
No response		0

**Question 2: Contractors Design Portion 15 % weighting**

Outline your approach to project delivery of the modular building in regards to the Contractors Design Portion (CDP).

- Explain how you effectively manage CDP.
- Design methodology for CDP of the project.
- Installation of services.

*Response*

*Word count*

Response evaluation	15% weighting	Score

ORGANISATION NAME: \_\_\_\_\_

OFFICIAL-SENSITIVE

DATE: \_\_\_\_\_

**Sandhurst and Rowans Nurseries**



EXTENDED RFQ

Excellent explanation and a full response to questions.	9-10
Good explanation and response to all questions	6-8
Acceptable explanation given to all questions	3-5
Poor Explanation not all questions answered	1-2
No response	0

**Question 3: Construction Works 25% weighting**

Please outline your approach to construction and refurbishment works to a fully operational nursery building at both sites. Responses should focus on the following key areas.

- Site compound area/s potentially within the site to minimise the impact.
- Works to sensitive areas and relocation of gas pipe.
- Cranage/installation of the new modular building.
- General site housekeeping and waste removal.

Contractor deliveries and maintaining access for client deliveries.

*Response*

*Word count*

Response evaluation	25% weighting	Score
Excellent explanation and a full response to questions.		9-10
Good explanation and response to all questions		6-8
Acceptable explanation given to all questions		3-5
Poor Explanation not all questions answered		1-2
No response		0

**Question 4: Quality of Workmanship 10% weighting**

Describe how you will ensure that quality is managed through all project stages, including aftercare service to completion of defects rectification period. This should include arrangements you would make for ensuring that your quality management, including the quality of works output and general performance, is effective in reducing/preventing incidents of sub-standard delivery.

ORGANISATION NAME: \_\_\_\_\_

OFFICIAL-SENSITIVE

DATE: \_\_\_\_\_

Sandhurst and Rowans  
Nurseries



EXTENDED RFQ

- Please include any further information on any management certification in place such as ISO 9001 or similar.

*Response*

*Word Count*

Response evaluation	10% weighting	Score
Excellent explanation and a full response to questions.		9-10
Good explanation and response to all questions		6-8
Acceptable explanation given to all questions		3-5
Poor Explanation not all questions answered		1-2
No response		0

**Question 5: Methodology 25% weighting**

Please outline your understanding of the key issues associated with the project and your methodology for approaching them?

- Please list your understanding of the top 5 risks and mitigation measures?
- Do you envisage there any major programme risks?

*Response*

*Word count*

Response evaluation	25% weighting	Score
Excellent explanation and a full response to questions.		9-10
Good explanation and response to all questions		6-8
Acceptable explanation given to all questions		3-5
Poor Explanation not all questions answered		1-2
No response		0

ORGANISATION NAME: \_\_\_\_\_

OFFICIAL-SENSITIVE

DATE: \_\_\_\_\_

Sandhurst and Rowans  
Nurseries



EXTENDED RFQ

## 2 Pricing

2.1 Please complete the Pricing Schedule contained in section 3 of the Schedule of works pages 62 - 64 and attach as separate documents labelled as **Schedule 5** as part of submission.

### 2.2 Payment

2.2.1 The Council standard terms of payment are Nett 30 days from receipt of acceptable invoice. Please advise any discount available for early payment i.e. 7 or 14 days.

*Response*

## 3 Terms and Conditions

### 3.1 Contract Conditions

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

*Response*

3.2 **Data Security**; Not applicable to this contract

ORGANISATION NAME:

OFFICIAL-SENSITIVE



DATE: \_\_\_\_\_

Sandhurst and Rowans  
Nurseries

EXTENDED RFQ

## SCHEDULE 4 – Quotation Checklist

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

Section	Required Documents	Document enclosed Yes/No	Comments
<b>4</b>	<b>Specification Acceptance</b>		
<b>5</b>	<b>Pricing</b>		
<b>6</b>	<b>Terms and Conditions</b>		
	Acceptance of JCT terms		
	<b>Schedules</b>		
<b>1</b>	Entry Level Questions	N/A	
<b>2</b>	Organisation Information	N/A	
<b>3</b>	Method Statement Questions Responses		
<b>4</b>	Quotation Checklist (this document)		
<b>5</b>	Pricing Schedule 5 (pages 62-64 in Schedule of works document)		
<b>6</b>	Form of Quotation		
	<b>Other – Please List</b>		
	Copy of Public Liability Insurance certificate		
	Copy of Employers Liability Insurance certificate		
	Copy of Product Liability Insurance certificate		
	Copy of Professional Indemnity Insurance certificate		

ORGANISATION NAME:

**OFFICIAL-SENSITIVE**

\_\_\_\_\_

**Sandhurst and Rowans  
Nurseries**



DATE: \_\_\_\_\_

EXTENDED RFQ

---

## **SCHEDULE 5 – Pricing Schedule**

Please complete pages 62 – 64 in the schedule of works document and attach separately as schedule 5



ORGANISATION NAME: \_\_\_\_\_

OFFICIAL-SENSITIVE

DATE: \_\_\_\_\_

**Sandhurst and Rowans  
Nurseries**



EXTENDED RFQ

## SCHEDULE 6 – 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 Request for 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

Date

ORGANISATION NAME:

**OFFICIAL-SENSITIVE**

\_\_\_\_\_

**Sandhurst and Rowans  
Nurseries**



DATE: \_\_\_\_\_

EXTENDED RFQ

---