



St Ives Town Council

TO COMPLETE THE SUBMISSION, YOU CAN REQUEST VERSIONS OF THESE DOCUMENTS AS A WORD FILE.

**REQUEST FOR QUOTATION
ROOF REPLACEMENT AND ASSOCIATED WORKS,
ST IVES OLD FIRESTATION, ST ANDREWS LANE**

SUBMISSION DOCUMENTS

Please complete and submit the following documents in response to the RFQ. They will be used to evaluate your tender

- **APPENDIX D: Quality: completion of the quality evaluation questionnaire and provision of three examples of similar contracts / references**
- **APPENDIX E Price: Form of Tender**
- **COPY OF YOUR RISK AND METHOD STATEMENT**
- **COPIES OF YOUR INSURANCES**



APPENDIX D: QUALITY EVALUATION QUESTIONNAIRE

PROJECT: St Ives Town Council Roof Replacement and Associated Works

Q1	Please provide financial information based on your last year's audited annual report or (if not a Limited Company) a financial statement including a banker's reference, plus any relevant supporting statements.
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Bidder response

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Q2	Please confirm you shall have the following insurance cover: <ul style="list-style-type: none">• Employers liability (a minimum of) £5,000,000• Public liability (a minimum of) £10,000,000
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Bidder response

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Q3	Please confirm your compliance to the Health and Safety at Work Act 1974, any other relevant Acts, Regulations, Codes of Practice or Guideline notes and any statutory amendments pertaining to Health and Safety at Work, together with a copy of your Health and Safety policy.
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Bidder response

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Q4	Please provide details of your system for monitoring and improving quality which can be applied to this project, together with any external awards or quality accreditation schemes and memberships of professional bodies subscribed to by your organisation (e.g. Investors in People, ISO 9000 or equivalent)
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	(word count 250 words).
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Bidder response

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Q5	Please provide details of THREE similar contracts you have undertaken to demonstrate a track record of successful design and delivery, together with contact details for client lead (word count 150 words plus attachments).
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Bidder response

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Q6	<p>Please advise how your organisation would deliver social value through this contract, examples include</p> <ul style="list-style-type: none">• Environmental measures- environmentally friendly cleaning products; water preservation measures;• Employment and training- (Pay the National Living Wage);• Total amount to be spent in local supply chain;• Proposals for minimising waste and recycling materials;• Proposals on achieving reduced carbon emissions;• Specific environmental sustainability and waste management objectives and targets they will achieve during the contract;• Notification of vacancies in the local area• Trainees and recruits: Trainees and recruits must, as a minimum, be paid in accordance with industry norms and have terms and conditions of employment that are at least equivalent to those provided to workers that have equivalent skills and experience;
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	<ul style="list-style-type: none">Subcontractors: Steps should be taken to ensure prompt payment of SME-subcontractors and reasonable payment for work undertaken, taking into account a reasonable margin required for contractor management; <p>You may attach any relevant documents to support this (word count 200 words).</p>
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Bidder response	

Timetable and Delivery Constraints	
Q7	Please provide an initial project programme, stating any dependencies on external bodies or the client (word count 250 words plus attachments)

Bidder response	

Q8	Please provide details of your proposed project team, complete with a summary of their relevant experience. (word count 250 words plus attachments)
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Bidder response	

Bidder response	Reference 1
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Company Name	
Address	
Contact Name	
Telephone No.	
Email	
Description of the work carried out(word count 200 words)	
Approximate annual contract value(£)	
Contract start and end date	

Bidder response	Reference 2
Company Name	
Address	
Contact Name	
Telephone No.	
Email	
Description of the work carried out(word count 200 words)	
Approximate annual contract value(£)	
Contract start and end date	

Bidder response	Reference 3
Company Name	
Address	
Contact Name	
Telephone No.	
Email	
Description of the work carried out(word count 200 words)	
Approximate annual contract value(£)	
Contract start and end date	

Q10. TENDER SUBMISSION

All Bidders must provide an acceptable response to the documents detailed below.

Specification	
RFQ	
Form of Tender	
Conditions of Tender	

Bidder response	
Legal Compliance documents confirm acceptance (Noting this is a pass/fail criteria)	

The bidder shall confirm that no legal proceedings are in progress that might affect the performance of the contract obligations and that the prospective suppliers organisation has not been prosecuted under EU law in the last three years. *	
Name of Director	
Signature of Director *	
Date of response	

BIDDER DETAILS

Bidder name and registered address	
Email Address	
Telephone Number	
Name of the Person completing this RFQ	



APPENDIX E: FORM OF TENDER

**ST IVES TOWN COUNCIL – ROOF REPLACEMENT AND ASSOCIATED WORKS,
OLD FIRE STATION, ST ANDREWS LANE**

STIVES-RFQ-00010-2024

Quotation for: St Ives Town Council, The Guildhall, Street an Pol, St Ives, Cornwall
TR26 2DS

To: Charlotte Tomlinson
St Ives Town Council
The Guildhall
St Ives
Cornwall, TR26 2DS
Email: tenders@stives-tc.gov.uk
Web: www.stivestowncouncil-cornwall.gov.uk

From:

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We have examined the following documents:

1. Specification of Works (Appendix A)
2. Conditions of Tender (Appendix B)
3. Roof Plans (Appendix C)
4. Quality Questionnaire (Appendix D)
5. Form of Tender (Appendix E)

We offer to carry out the whole of the Works as described in accordance with the documents referred to in this Tender Pack;

for the sum of £ (in words)

exclusive of VAT

for the sum of £ (in figures)

exclusive of VAT

within [] weeks from acceptance of our tender, comprising a period of:



[] weeks from acceptance to the Date of Possession and

with a target commencement date of [] weeks from the Date of Possession to the Date for Completion and with a completion date of

[]

Our Detailed Response to the Specification document, Risk and Method Statement, completed quality questionnaire are attached/ enclosed.

We agree that if any obvious errors in pricing or errors in arithmetic are discovered in the priced document[s] before acceptance of this offer, they shall be dealt with in accordance with the Alternative 2 procedures as described in JCT Tendering Practice Note (2012).

We undertake that in the event of acceptance of this offer, we will execute a formal contract with the Employer in the form of a standard JCT minor works contract incorporating all the terms and conditions referred to in this offer within 21 days of being required to do so.

This tender remains open for acceptance for 56 days from the last date fixed for the submission of tenders.

We confirm that this Quotation is submitted at our expense and agree that the Employer need not necessarily accept the lowest or any other Quotation.

Signed by or on behalf of :

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Name :

Signature :

Position :

Date : 2024