

Request for Quotation

Title: 31/33 Porthcressa Works

Contract Reference Number: 20220421W\_31-33 Porthcressa

Duration of Contract (if applicable): Two Weeks

Date of Issue: 21st April 2022 Issue Number:1

Deadline Date: 6th May 20202

CIoS Contact: Keith Grossett Phone: 01720 424491 Email: procurement@scilly.gov.uk

Requirement

Type: Works

Description: Works to 31/33 Porthcressa. Please see Schedule of Works (document number 5.1) for full details.

Estimated Contract Value: £15,000

Key Performance Indicators/Measures of Success:

|  |  |  |  |
| --- | --- | --- | --- |
| Type | Description | Measure of Success | Achievement Date |
| Output | Works | Completion of works noted in the schedule of works | Contractor to propose target completion date in tender return. |
| Output |  |  |  |
| Output |  |  |  |

Response

In completing your quotation please provide the following:

1 A price for delivering the Works Please set out your price in the following layout.

|  |  |
| --- | --- |
| Description | Cost (£) |
|   |  |
| Choose an item. |  |
| Choose an item. |  |
| Total |  |

\*Please note that only the Total Price is evaluated and that any breakdown is purely for budgetary/information purposes

2. All quotes should include the following information:

* Full company name and registered/main address
* Company Registration Number (if applicable)
* VAT number (if applicable)
* Reference to the Council’s Contract Reference Number (See page 1 of this form)

All submissions are to be e-mailed to procurement@scilly.gov.uk

Quotations are expected to be held for 1 month from the deadline date. The Council reserves the right to conduct a search with a credit reference agency to determine the financial status of the preferred bidder.

Please note that submission of a quotation will be taken as confirmation that you agree to be bound by the terms and conditions of the Quotation Process (Please see Terms and Conditions Document enclosed with this document).

Award

This contract will be awarded to the quotation that demonstrates the lowest total cost.