



Request for Quotation

Title: Mundesley Heating and Hot Water Systems Refurbishment

Ref: MHHWR 160616

Date of Issue: 08 June 2016

Deadline Date/Time: 07 July 2016@ 14:00 GMT

CIO Contact: Sean Parsons

Phone: 07818515400

Email: mhr@scilly.gov.uk

Requirement

Type: [Works](#)

Number of providers to be appointed: 1

Short Description:

The Council of the Isles of Scilly is looking for a suitably qualified and skilled contractor to refurbish the heating and hot water systems at Mundesley Boarding House, St Mary's, Isles of Scilly. The full details of the works are contained in the performance specification included in the file containing this RFQ. In summary the contractor is required to complete the design of the system set out in the performance specification and install this system within Mundesley Boarding House in the between the end of this academic year and commencement of the new school year on 5th September 2016. The boarding house will be vacant and available for the contractor to commence works from 27th July 2016. The current system is a communal system and also serves some flats connected to the boarding house. These services will need to be decommissioned and replaced with a replacement hot water heating system in each flat.

Contractors will be expected to provide evidence of the suitability to undertake the works through appropriate certification such as NICEIC or equivalent. Contractors will also need to work with all other parties connected to the project, including representatives from user groups, to ensure that CDM 2015 responsibilities are adhered to.

Additional Documentation/Specification Attached: Yes – Please see the RFQ file for all documents concerning this procurement.

Duration of Contract (if applicable): 1st October 2016

Key Performance Indicators/Measures of Success:

The successful contractor will work towards the following milestone dates:

Type	Description	Measure of Success	Achievement Date
Milestone	Appointment of Contractor	All tenderers notified of the award of contract and contract documentation issued to successful party	8th July 2016
Milestone	Inception Meeting	Attendance on the Isles of Scilly by the Contractor. Meeting with client, project team and stakeholder – meeting minutes	W/c 11th July 2016
Milestone	Site Establishment	Contractors site is established and works are able to commence	W/c 25th July 2016
Milestone	Construction Phase Plan and commencement	Construction Phase Plan issued to and accepted by the Client and PD	Latest W/C 25th July 2016
Milestone	Completion of on-site activities	New system has been installed and is operational. Testing complete	4th September 2016
Milestone	Receipt of testing documents, O&M's and as installed information	Documents received, reviewed and accepted by Council's consultant engineer	1st October 2016

Response Requirements

In completing your quotation please provide the following documentation:

1. A completed copy of the EoI Form (in the quotation pack) to MHR@scilly.gov.uk or post it to the address at the bottom of this page – **This should be sent as soon as possible**
2. A written response to the following quality criteria below

Quality Criteria 60%

QC 1: Identify your methodology for delivering the project **Value 30%** **Limit: 5 A4 Pages (both sides) max**

QC 2: Provide a programme for the project **Value 20%** **Limit: 1 A3 page**

QC 3: Provide a project specific risk register **Value 10%** **Limit: 1 A4 side**

3. A price for delivering the Works **Price Criteria 40%**

Please complete “Contract Data Pricing” document in the Contract folder. Sample headings include:

Description	Cost (£)
Prelims Costs	
Plant and Equipment	
Materials	
Operatives	
Asbestos	
Overheads and Profit	
Total	

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

4. The following information (required by the Authority to undertake due diligence checks).
 - Response to the contract data information highlighted **Red (see contract file for this document)**
 - Company Registration Number
 - A signed declaration by a director (or equivalent) of the company recognising that you are willing to be bound by the terms and conditions of this quote (**see enclosed Terms & Conditions**)
 - A signed declaration that you have not been convicted of any of the offenses stated in Regulation 57 of the Public Contract Regulations 2006 and any amendment (**see condition 16 and the declaration section of the terms and conditions**)
 - References - References from 1 previous employer
 - Upon request – certificates to demonstrate competency to undertake the works, copies of insurance certificates.

All submissions are to be submitted **as a paper copy to: Sean Parsons, Council of the Isles of Scilly, Town Hall, St Mary's, TR21 0LW. Quotations should be recieved prior to the deadline date identified on page 1 of this form.** Envelopes should make reference to the name of the quotation opportunity and should be marked do not open automatically on receipt. Submissions should be written in Arial 11, be single line spaced and be submitted in English. Quotations are expected to be held for 2 months from the deadline date.

Award

Submissions will be assessed on the basis of the most economically advantageous quotation approach whereby both the quality and the price of the submission will be reviewed to determine the best overall offer. The evaluation team will consist of at least 2 people who will individually score the quality submission before coming to a consensus decision taking into account the perspectives of the evaluation team members. Price scores are determined by a formula.

Quality Criteria

Each of the criteria identified on page 2 of this form will be evaluated using the scoring system below with these percentages multiplied by the maximum score achievable for each question.

Assessment	Score
Very Poor – Submission fails to demonstrate the required understanding/knowledge/information requested	0%
Poor – Submission provides limited evidence of meeting the projects objectives, aims or the requirements of the Council.	10-30%
Satisfactory – Submission demonstrates an adequate understanding of the project and/or the requirements of the Council	40-60%
Good – Submission demonstrates considerable evidence of meeting or exceeding the project objectives, aims or requirements of the Council.	70-80%
Very Good – Submission demonstrates clear evidence of significantly exceeding the project objectives, aims or requirements of the Council	90-100%

Sample calculation – If the overall quality criterion is 60% and quality criteria 1 (QC 1) is 5%, the maximum achievable score for QC1 is 3%. If the evaluators score the response to this question at 40% (lower satisfactory) then the contractor would be awarded 1.2% of the 3% available. Or $(60 \times 5\%) \times 40\% = 1.2\%$

Once each of the quality criteria have been assessed using the above scoring mechanism, the individual quality criteria scores will be summed to provide the overall quality score.

Price Criteria

The price scores are evaluated by assessing each of the submissions relative to the mean average of all the price submissions received. The mean average constitutes the middle point at which 50% of the total marks would be awarded. Prices that are greater than the mean receive lower price scores and prices that are lower than the mean receive higher percentage scores. These percentage scores are then multiplied by the weighting for the Price Criteria to give the overall price score.

Sample calculation – two submissions are received with a mean average price of £137.50. Submission A has a price of £100 whilst submission B has a price of £175. Submission A's price score is calculated as $137.5/100 \times 50 = 68.75$ and submission B's price score is calculated as $137.5/175 \times 50 = 39.28$. Both of these amounts are then weighted by the Price Criteria %. Assuming a 40% Price Criteria Submission A's weighted score is 27.50% and Submission B's is 15.71%.

Overall Score

The overall score for the submission is determined by summing the overall quality score with the overall price score. For clarity, the contract will be awarded to the submission that has the highest overall score.