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# Folkestone Town Council

**Main Contractor**

**Folkestone Town Council**

**Fire Escape Staircase Replacement**

**Invitation to Quote (ITQ)**

**Response Document**

**February 2025**

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**Sole Bidding Organisation**

You are a sole bidding organisation if you are the only organisation bidding for this contract as part of your submission. You may intend to use subcontractors, consultants or other partner organisation to deliver against the requirements of the contract, but you do not need to identify them in your response\*. Your organisation will be entirely liable to the Council for the delivery of the requirements of the contract.

\*Exception: where sub-contractors will play a significant role in the delivery of the services (e.g. more than 50%) please refer to Section 1.1

**Consortia, Partnerships and Joint Venture**

If you are quoting for this contract on behalf of a consortium, partnership or joint venture, the following information must be provided:

Full details of the consortium partnership or joint venture, and

Information sought in this SAQ in respect of each of the consortia, partnership or joint venture constituent members as part of a single response

Where Suppliers are proposing to create a separate corporate entity, they should provide details of the actual or proposed percentage shareholding of the constituent members within the consortium in a separate **Schedule.** If a consortium is not proposing to form a corporate entity, full details of alternative proposed arrangements should be provided in the **Schedule.** However, please note the Authority reserves the right to require a successful consortium to form a single legal entity in accordance with Regulation 63 of the Public Contracts Regulations 2015.

If there is a subsequent change in the consortium partnership or joint venture, you must inform the Authority immediately.

**Special Purpose Vehicles**

You are a special purpose vehicle (“SPV”) if you have formed (or will form) a new legal entity for the purpose of bidding for this contract, with the intention that this organisation will be awarded the contract. In addition the member organisations of the special purpose vehicle will be required to be jointly and severally liable to Council for the delivery of the requirements of the contract, regardless of (i) the value of their contributions in respect of the contract sum, time, volume, quality or any other considerations, or (ii) the future organisational or legal standing of the special purpose vehicle. You must inform the Council of any withdrawal of members of the SPV during or subsequent to the ITQ so that the implications of such a withdrawal may be assessed.

# SECTION 1 – GENERAL DETAILS

1.1. This Section is for **INFORMATION ONLY.** It must however be completed in full.

|  |
| --- |
| Registered Name of the organisation:  |
| Registered Address: Postcode:  |
| Company/Charity/Housing Association/Registration No:  |
| Date of Formation and/or Registration:  |
| VAT Registration Number:  |
| Contact Name for enquiries about this quotation:  |
| Position (Job Title): |
| Telephone Number:  |
| E-mail Address:  |
| Please give further detail with regard to works to be undertaken by any sub-contractor - (when collectively the delivery exceeds 50% of the contract)  |

# SECTION 2 – ECONOMIC/FINANCIAL STANDING

2.1.1

|  |  |
| --- | --- |
| Please can you confirm you have the minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out.Minimum Turnover £200,000 | Yes ☐No ☐ |

2.1.2

|  |  |
| --- | --- |
| If you have answered no to the above, please confirm you can provide alternative means of demonstrating financial status (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | Yes ☐No ☐ |

\*Please note the Council will also use a Third-Party Credit Reference Agency to review a company’s financial position.

2.1.3 If you are bidding as a consortium, partnership, joint venture or special purpose vehicle, we will obtain this information for each member of the bidding entity. The threshold for turnover can be met in entirety by one or a combination of members; it is not necessary for each member to individually meet the turnover threshold.

# SECTION 3 – INSURANCE

3.1.1 If you are bidding as a consortium, partnership, joint venture or special purpose vehicle, you must be adequately covered as a whole and may do so through any combination of policies of member organisation.

|  |  |
| --- | --- |
| **INSURANCE** | **DELETE AS APPROPRIATE** |
| Public liability – minimum level of indemnity not less than £10M GBP per incident (or equivalent in other currency)  |  |
| Employer’s liability - minimum level of indemnity not less than £5M GBP per incident (or equivalent in other currency) |  |
| Professional Indemnity - minimum level of indemnity not less than £1M GBP per incident (or equivalent in other currency) |  |

# SECTION 4 – QUALITY/TECHNICAL QUESTIONS

## **4.1 HEADLINE QUESTIONS**

4.1.1 Please note that these questions are pass/fail (a YES will be a pass, a NO will be a fail)

|  |  |
| --- | --- |
| Can you confirm that your organisation has no connection to Russia, including any financial backing | YES [ ]  NO [ ]  |

## **4.2 WEighted QUESTIONS**

4.2.1 Please indicate where responses are set out as a separate document or an attachment

4.2.2 Each question is weighted as follows:

Q1 – 20% Q2 –15% Q3 – 15% Q4 – 10%

|  |
| --- |
| **QUESTION** |
| **Q1.** Evidence of experience of working on similar projects with a similar budget and a similar client using a similar procurement route.(Maximum word length 500 words) |
| **Q2.** Describe your processes for ensuring build quality during construction and the defects period, including the reporting of progress and quality issues to all parties. (Maximum word length 500 words)  |
| **Q3.** Folkestone Town Council promotes the use of local labour, suppliers and materials. Please provide a description of your organisation’s approach to environmental issues such as the use of electric vehicles, renewable materials, recycling of waste including. Please confirm if you intend to sub-contract and/or employ local people and in what proportion.Note: local refers to a 25-mile radius of the site and the whole of the Folkestone and Hythe District. (Maximum word length 500 words) |
| **Q4.** CV’s(Maximum word length of 500 words for the summary plus 1 side of A4 for each C.V. submitted) |

# SECTION 5 – PRICING SCHEDULE

|  |  |  |
| --- | --- | --- |
| 3.1.1 The Contractor should complete the Pricing Schedule below  **PRICING SCHEDULE:**

|  |  |
| --- | --- |
| **TOTAL** | **£** |

3.1.2 The pricing submitted is to be inclusive of all expenses & disbursements.3.1.3 Payments will be made on interim monthly invoices submitted for work completed to the Councils satisfaction in accordance with the terms of the contract.  |

# SECTION 6 – FORM OF QUOTATION

TO: FOLKESTONE TOWN COUNCIL

PROVISION OF: Main Contractor – Fire Escape Staircase Replacement

REFERENCE :

We XXXX the undersigned, having examined the ITQ and all other schedules, do hereby offer to provide the Main Contractor’s Services as specified in those documents.

If this offer is accepted, we will execute such documents as maybe appropriate in order to create a binding contract between the parties.

We further agree with the Council in legally binding terms to comply with the provisions of confidentiality set out in paragraph 1.3.10 of the **INVITATION TO QUOTE INSTRUCTION DOCUMENT**.

We understand the Council is not bound to accept the lowest of any Quotation received, nor assign a reason for the rejection of any Quote. We accept that any costs incurred in Quotation preparation are for our own account.

We further undertake and it shall be a condition of any Contract, that:

The amount of [my OR our] Quotation has not been calculated by agreement or arrangement with any person other than the Council and that the amount of [my OR our] Quotation has not been communicated to any person until after the closing date for the submission of Quotation and in any event not without the consent of the Council.

We have not canvassed and will not, before the evaluation process, canvass or solicit any member or officer, employee or agent of the Council or other contracting authority in connection with the award of the Contract and that no person employed by us has done or will do any such act.

I warrant that I have all requisite authority to sign this Quotation and confirm that I have complied with all the requirements of the ITQ.

|  |  |
| --- | --- |
| Signature: |  |
| Name & status: |  |
| Dated: |  |
| For and on behalf of: |  |