

Request for Feasibility Project Costing for Project Brief of Extension to the Hibaldstow Village Hall

1. Introduction

Hibaldstow Parish Council is inviting outline quotes to refurbish existing toilets, extend the Village Hall to provide additional changing and showering facilities for sports use as per the attached documents. Please refer to Planning Application PA/2018/15 found on the North Lincolnshire Council planning portal for more details.

2. Duration of the Contract

- 2.1 The Contract is expected to commence 1st August 2024 subject to resubmission of planning permission and approval and works should be completed by 1st January 2025.

3. Preamble and Specification

- 3.1 Works will be project managed by the successful contractor and carried out as detailed in the specification.
- 3.2 The contractor will be responsible for approving any sub-contracting activities and assuring themselves of adequate (risk management and public liability insurance).

4. Standards

All work to be carried out in conjunction with The Construction (Design & Management) Regulations (CDM 2015).

5. BASIS FOR AWARD

- 5.1 The contract will be awarded to the respondent submitting the **best value** quotation and the ability to meet **all** of the Councils stated requirements.
- 5.2 The Council does not bind itself to accepting the lowest or any quotation and reserves the right to terminate the procurement process at any time prior to award without compensation.
- 5.3 One contractor will be selected.

6. Pricing

- 6.1 Please ensure that the rates provided are inclusive of all the costs necessary to deliver the contract (e.g. travel, fuel, materials, equipment etc.).
- 6.2 The amount stated as due in an invoice shall be in accordance with the Schedule of Prices contained in the Quotation.

7. Evaluation – Best Value

The tenderers submitting the best value quotation for each lot that satisfy **ALL** compliance criteria detailed within the reply form shall be awarded the contracts.

8. Project Timescales

	ACTIVITY	DEADLINE
1	Final date for clarifications	18/02/24
2	Deadline for return of quotations	01/03/24
3	Evaluation and contract award	18/03/24
4	Contract start date	01/08/24

9. Instructions for the submission of quotations

- Quantities provided may differ from those requested at quotation stage.
- The Council reserves the right to cancel orders.
- Electronic Signatures will be accepted when making a soft copy quotation. Please note that the typing in of your name is sufficient for these purposes.
- Any costs incurred by the supplier in the preparation and submission of this quote will be borne by the supplier and not the customer.
- The Council will answer all enquiries via the Council by email – clerk@hibaldstowparishcouncil.gov.uk and the source of any questions will be kept confidential and will circulate all questions and answers to all registered parties for information.
- Completed tender responses must be submitted to 39 Woodland Drive, Broughton, DN20 0NG no later than **12 Noon on 18th March 2024**. Tenders will not be permitted after the stated deadline has passed. Tenders **MUST** be marked Hibaldstow Village Hall – TENDER on the envelope.
- The Council will not accept quotations made by telephone.

PROPOSAL REPLY FORM 1: Compliance Certificate

To: – Hibaldstow Parish Council

I/We the undersigned offer to extend and refurbish the current Hibaldstow Village Hall at the prices set out in the Pricing Schedule.

We declare and confirm that all prices and rates quoted are exclusive of VAT and are open for acceptance for 90 days following the closing date specified by the Council for the receipt of proposals.

We declare and confirm that the information provided in our response is correct to the best of our knowledge.

We understand that the Council does not bind itself to accepting the lowest or any quotation/proposal.

We confirm that we have completed and returned the Reply Forms.

Company Name:

Address

.....

.....

Name of Authorised Signatory:

Position in Company:

Signature:

Date:

PROPOSAL REPLY FORM 2: Compliance Confirmation

The evaluation criteria used for this quotation process will be best value compliant. Hibaldstow Parish Council must ensure that providers have the capacity and capability to undertake the required project, therefore, any responses to Reply Form 2 that are deemed non-compliant in any area, the Evaluation Team may adopt one of the following courses of action:

- To pursue the respondents for additional information with regards to their failure. Should the additional information not be supplied, or be deemed to be unsatisfactory, the respondent will be rejected.
- Reject the respondent.

Designated Contact & Job Title:	
Telephone Number:	
E-Mail Address:	

Qualifications & Experience

Q	Qualifications & Experience	Evidence - Provide Copies of Certificates	

Reply Form 2: Pricing Schedule

Instructions to the Pricing Schedule

1. Prices quoted must remain fixed and firm for the duration of the contract.
2. The quotation must be open for acceptance for a period of not less than 90 days. Prices must be inclusive of all costs except VAT.
3. Payment Terms will be 30 days following the receipt of a correct and valid invoice.
4. No interest charges will accumulate on invoices under dispute.
5. All invoices should include a description of the services delivered, the net and VAT sums of the charges together with the VAT registration number, and quote the Council official purchase order number, which will be issued upon award.

Invoices should be sent to:-

Hibaldstow Parish Council
c/o 39 Woodland Drive
Broughton
North Lincolnshire
DN20 0EQ

Pricing Schedule

Schemes	Price to deliver works in accordance with the drawings/specification (£Ex VAT)
<u>Extension and Refurbishment of Hibaldstow Village Hall</u>	£
	£

Reply Form 3: Supplier Questionnaire

No	Question	Response	
1	Name and address of your organisation		For Information Only
2	Designated contact and job title		
3	Address for correspondence (if different from above) Tel number: Fax number: Email address: Web site address:		
4	Please specify whether your organisation is classed as a partnership, limited company or other body		
5	Registration number and date of registration under the Companies Act 1985		
6	Date of company formation		
7	If your organisation is a member of a group, please describe its relationship within the group (with a diagram if necessary)		
8	If your organisation is a member of a group, please state the names and addresses of the ultimate holding company and all other subsidiaries	Holding Company: _____ Address: _____ _____ _____ Subsidiary: _____ Address: _____ (Please use additional sheets if required)	

No	Question	Response	
9	Does your organisation have a nominated representative for quality assurance matters?	<p>YES / NO (delete as appropriate)</p> <p>If YES please complete the section below</p> <p>Name:</p> <p>_____</p> <p>_____</p> <p>Title:</p> <p>_____</p> <p>_____</p> <p>Who they report to:</p> <p>_____</p>	For Information Only
10	<p>The Construction (Design and Management) Regulations 2015</p> <p>Asbestos Management Survey 03/09/16</p>	<p>Adhere to the Regulation and ensure a H & S file is kept which will be provided at the end of construction.</p> <p>YES/NO (delete as appropriate)</p> <p>Adhere to recommendations within the survey</p> <p>YES/NO (delete as appropriate)</p>	
11	Compliance with all aspects of the specification	YES/NO (delete as appropriate)	<p>Yes = Pass</p> <p>No = Fail</p>

Insurance

11	Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:	Please indicate your answer by marking 'X' in the relevant box.		Scoring/ Criteria
		Yes	No	
	Employer's (Compulsory) Liability Insurance = £10m			Pass /Fail
	Public Liability Insurance = £5m for all trades working on site			
	Are able to provide a schedule of works with details plans			
	Are able to work to all H & S and legal standards			
	Provide 3 references from previous work undertaken.			
	Motor insurance			
	<p>* It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £10million as a minimum. Please note this requirement is not applicable to Sole Traders.</p>			

When you have completed the questionnaire please ensure that: -

You have answered all the questions

You have enclosed all the documents requested

You have read and signed the declaration below

Please read and sign the following declaration.

I certify that the information supplied is to the best of my knowledge accurate and that I accept the conditions and undertaking requested in the questionnaire. I understand and accept that false information could result in the rejection of this application.

Signed for and on behalf of the organisation: -

Signed: _____

Position / Status within the organisation: _____

Organisation Name: _____

Organisation Address: _____

Date: _____