

**HEAT METER FRAMEWORK AGREEMENT**

**REFERENCE FC10366**

**MINI COMPETITION REQUEST**

**LOCAL AUTHORITY:**

**PROCUREMENT OFFICER NAME:**

**TEL NO:**

**EMAIL:**

**DATE OF REQUEST:**

Dear Sirs/Madam,

**INVITATION TO MINI COMPETITION FOR**

**QUOTE Ref:**

You are invited by [insert named Local Authority]to quote for the provision of detailed in the attached brief documentation, under the Heat Metering and Billing Framework Contract No 10366. Your quotation must be returned to the secure postbox/[insert email address] by [insert time, day and date]**.** It is the responsibility of all suppliers to ensure that their quotation response is received no later than the appointed time. [Insert named Local Authority] will not consider quotations received after that time.

[Insert named Local Authority] is not bound to accept the lowest priced or any quote and shall not be bound to accept the supplier as sole supplier. Prices quoted shall remain firm for the duration of the contract. Value Added Tax (VAT) should be shown separately and the VAT registration number given.

The quotation will be evaluated using the following criteria and weightings:

|  |  |
| --- | --- |
| **Evaluation Criteria** | **Weighting** |
| Price | 60% |
| Service | 40% |

By providing us with a quotation you agree to be bound by the Terms and Conditions, as agreed under the Heat Metering and Billing Framework Contract No 10366, and will apply to any contract awarded to you after you have provided us with your response. The minimum levels of insurances required are stated in the Heat Metering and Billing Framework Contract No 10366.

Enquiries regarding this Invitation to Quote should be addressed to “add buyer contact details here/Questions & Answers Section PCS”.

Yours sincerely,

INSERT NAME

INSERT JOB TITLE

**Note: This document should be tailored to your requirements. The level of detail within the brief should adequately reflect the nature of your requirements and some of the information may not be necessary and can be omitted.**

**Brief Document**

**INVITATION TO MINI COMPETITION FOR "(Insert name of service/goods)"**

**QUOTE Ref: "(Insert quotation ref)"**

**Introduction**

The main aim and purpose of work should be indicated here.

**Background**

The information provided here should be of sufficient length and detail to ensure the supplier has an understanding of why this work is being commissioned.

**Objectives**

**a. Scope of Requirement**

Clearly describe what the supplier is expected to provide including definitive quantities.

* Be specific without using brand names where possible
* Don’t over specify – only ask for what you need
* Include delivery requirements if applicable (one central location, various deliveries, timescales etc.)
* Include any training requirements
* Warranty requirements
* Consider any applicable legislation, e.g. British Standards etc., COSHH

**b. Outputs and Milestones**

Provide an outline project plan detailing timescale for the project including (where applicable):

* Scheduled meetings, include venue for meetings;
* Site plans;
* What presentations and reports are required;
* Detail the format of draft and final reports expected stating the number of reports;
* Outline final deliverables expected by your organisation within this project;
* Project plan (if applicable);
* Any payment milesones required for the project.

|  |  |
| --- | --- |
| **QUESTION** | **ANSWER** |
| **Please state your delivery lead-time from receipt of order for the item(s) quoted** |  |
| **Please advise any minimum order quantities/values that apply for the item(s) quoted** |  |
| **Please advise the warranty/guarantee periods applicable for the items(s) quoted and please provide any additional conditions/information.** |  |
| **Please advise if there are any extended warranty options available for the item(s) quoted and provide details of applicable costs.** |  |
| **Please advise any maintenance agreement options that are available for the item(s) quoted and provide details of applicable costs.** |  |
| **Please advise the colour ranges/options available for the item(s) quoted and advise if any additional costs are applicable for any of the available choices.** |  |
| **Please advise if there are any “finish” options that require to be selected for the item(s) quoted** |  |
| **Please provide details of the main “spares” applicable to the item(s) quoted and provide details of applicable costs and availability.** |  |
| **Please advise if any of the item(s) quoted are (in your opinion) considered “hazardous”? If yes, provide all relevant information to comply with the REACH Enforcement Regulations 2008.** |  |
| **Please state any applicable quality standards for the item(s) quoted, i.e. BS…, Kitemark etc.** |  |
| **Please provide illustration(s) of the item(s) quoted (supply as a separate attachment if desired)** |  |

You may wish to specify anticipated outcomes of what you expect to be able to do as a result of this contract.

**Selection Criteria**

You should first assess suppliers on their **capability**. You should include your Selection Criteria together with any weightings for each area, or any minimum standards required. If the supplier(s) meet the thresholds you identified you should then assess them on your Award Criteria.

You may wish to include such areas as:

* Previous relevant experience
* Equal Opportunities
* Health and Safety
* Lead Time
* Maintenance and Warranty
* Spares

**Award Criteria**

You may wish to include some of the following areas. Again, you should include any weightings you will be using within the Brief.

* Understanding of this specific project requirements
* Methodology and approach proposed
* Specific expertise proposed for the service
* Delivery / Timescales proposed
* Price

All criteria must be relevant to the goods or services being provided.

Detail what Key Performance Indicators will be applied to the contract and ensure they realistically reflect what the final outputs and milestones, examples are:

* Time targets
* Productivity indicators
* Quality of service
* Demand
* Availability

**Additional information**

Relevant additional information, as applicable to your project, may include, but is not restricted to;

* Details of EU funding or grants that apply to the project;
* Your organisation’s key contact details;
* Intellectual property rights which you wish to be retained by your organisation;
* Any sustainability issues that could impact on the contract i.e. recycled paper for reports;
* Any health & safety issues that may impact on the contract.

**Sustainability**

You should mention the Council’s sustainability policy, with reference to the Council Plan’s aim of promoting a sustainable society, within the brief to ensure best practice is promoted throughout the organisation and minimise the impact on the environment.

**Fees and Costs**

Rates and prices should be exclusive of VAT and shall be deemed inclusive of all additional costs and expenses howsoever incurred.

[Remove any unrequired items]

|  |  |  |  |
| --- | --- | --- | --- |
| **Reference** | **Product Description** | **Scenario** | **Unit Price** |
| Contract 1 | Supply Only Domestic Heat Meters | Meters only at construction stage - 20mm |  |
| Contract 2 | Supply Only Non-Domestic Heat Meters | Meters only at construction stage - 50mm size |  |
| Contract 3 | Supply Only Heat Cost Allocator | Option where heat meters can't be installed |  |
| Contract 4 | Supply Only Bulk Meters | Meters only at construction stage - 65mm |  |
| Contract 5 | Meter and Equipment Installation Services (£ Daily Rate) | Installation of meters and associated equipment - quotation following site survey |  |
| Contract 6 | Meter and Equipment Installation Services (£ Hourly Rate) | Installation of meters and associated equipment - quotation following site survey |  |
| Contract 7 | Annual Prepay Billing & Customer Care Service | Prepay billing service only - per property |  |
| Contract 8 | Annual Credit Billing & Customer Care Service | Credit billing service only - per property |  |
| Contract 9 | Planned Meter Maintenance Service Only | Routine maintenance package not including call-outs - per property |  |
| Contract 10 | Response Meter Maintenance Service Only | Fully inclusive maintenance package including call-outs and labour - per property |  |
| Contract 11 | System Training Package | System Training for Local Authority Users - may vary |  |
| Contract 12 | Installers Training Package | Training to Local Authority's appointed installers where these are appointed |  |
| Contract 13 | Consultancy Services – Day Rate | Consultancy services rates may vary - this should be checked with the Provider first |  |

**Scope of Works**

Prodive a detailed response explaining how you will meet the requirements as outlioned in this document. Your response should take account of any other information you have supplied wihtin this document.

**Freedom of Information (Scotland) Act 2002/Environmental Information (Scotland) Regulations 2004**

All information submitted to the Council may need to be disclosed and/or published by the Council.  The Council may consult with you prior to releasing information however the ultimate decision whether to release the information or not rests with the Council.  Without prejudice to the foregoing generality, the Council may disclose information in compliance with the Freedom of Information (Scotland) Act 2002 (“the Act”) or the Environmental Information (Scotland) Regulations 2004 (“the Regulations”), (the decisions of the Council in the interpretation thereof shall be final and conclusive in any dispute, difference or question arising in respect of disclosure under its terms), any other law, or, as a consequence of judicial order, or order by any court, tribunal or body with the authority to order disclosure (including the Scottish Information Commissioner).

If appropriate, please complete Schedule [x], Freedom of Information Statement identifying what information you consider falls within an exemption to the Act or an exception to the Regulations and explain (in broad terms) what harm will result from disclosure and provide an estimate of the period of time during which you believe that such information will remain exempt. It should be remembered that, even where you have indicated that information is exempt or excepted from release, the final decision whether to release or withhold this information rests with the Council. Receipt by the Council of any material marked “confidential” or equivalent should not be taken to mean that the Council accepts any duty of confidence by virtue of that marking.”

**Freedom of Information Statement**

We believe that Fife Council should withhold the following information from release under the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004:

|  |  |  |
| --- | --- | --- |
| Information NOT to be disclosed | Reason it should not be disclosed (including any harm caused) | Proposed Time the exemption should apply for |
|  |  |  |

|  |  |
| --- | --- |
| Name: |  |
| Designation: |  |
| Company Name: |  |
| Date: |  |

**TENDER COMPLETION INFORMATION**

**Completing the Document**

Tenderers are responsible for ensuring that they have completed the tender fully and accurately, and that prices quoted are arithmetically correct for the units stated.

The format of the submission is preferred to be in Word format or a PDF format. The size of any one document can be no greater than 10MB, and the total size of the submission (tender plus supporting documents) must be no greater than 30MB.

Tenderers must complete the Tender documentation as set by Fife Council and the format should not be altered by the Tenderer.

It is the preference of Fife Council that all information which is relevant to the Tender bid is incorporated into the Tenderer’s submission. Only if absolutely necessary, further information can be submitted as a separate attachment within the guidelines for submission to the secure postbox.

**Tender Queries**

Companies should have already registered interest on [www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk). Tenderers can use the on-line facility here to ask a question, and to view the responses of questions submitted by other Tenderers - please ensure that propriety or confidential information is not disclosed in any submitted question.

If Tenderers require to ask a question which is confidential in its nature, please contact the Fife Council named contact for this requirement, whose details can be found on the Contacts page of this document.

In the event that any Tenderer reasonably requests further information relating to the Invitation to Tender documents, such information will be sent out to all Tenderers not later than six days before the last date for receipt of Tenders (or four days if the restricted or accelerated procedure is being used).

Once Fife Council has posted a response to the query, the Tenderer shall automatically be notified by email. The question and answer shall also be available for all companies who have noted an interest in the Tender to view.

Any contact made directly with any other employee of Fife Council other than the Fife Council contact named in this document shall be considered a violation of the terms of the response criteria and may be cause for disqualifying a Tenderer at the sole discretion of Fife Council.

**Electronic Response**

Responses to this Tender should be provided electronically. Completed Tender documents should be electronically submitted in the secure postbox for this purpose at [www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk) or [www.publictendersscotland.publiccontractsscotland.gov.uk](http://www.publictendersscotland.publiccontractsscotland.gov.uk)

The format of the submission is preferred to be in Word format or a PDF format. The size of any one document can be no greater than 10MB, and the total size of the submission (tender plus supporting documents) must be no greater than 30MB.

Detailed Information on the postbox facility can be found at <http://www.millstream.eu/guides/en-gb/Scotland/Postbox%20-%20Supplier%20Guide.pdf>

It is the responsibility of Tenderers to ensure that the Tender is uploaded to the secure postbox at [www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk) by the designated time and day.

Tenderers requiring to submit their completed Tender by any means other than via the secure postbox at [www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk) **MUST** ensure they contact the Fife Council named contact for alternative arrangements,which must be made but **by prior agreement only.** Requests should be made at least 7 days prior to the submission deadline stated on page one of the Tender document**.** While the Council will try to respond to a request for an official envelope received after that date, no guarantee can be made to do so in time for the tender to be submitted prior to the tender deadline.

All documents shall be scanned for viruses upon upload. If a virus is detected the file will be deleted and the Tenderer shall be notified. Provided the deadline has not passed, Tenderers can re-submit a clean file.

As corruption cannot be detected, Fife Council shall reject any corrupt submission which cannot be viewed. It is the responsibility of the Tenderer to ensure complete and legible submissions.

Tenders can be submitted as any Microsoft Office Document or as a PDF file. If submitting Microsoft office documents, Tenderers are requested to ensure these are submitted as office 97-2003 & 6.0/95 format. If numerous files are required to be uploaded, Tenderers must ensure they name each document with a relevant title.

Tenderers should not upload encrypted documents as this may prevent Fife Council from accessing the document.

If a Tender is submitted and a mistake is realised, this cannot be recalled. Tenderers can however resubmit the document, but must alert the Fife Council named contact who can be found on the Contacts page of this document to which version should be considered.

**It is strongly recommended that Tenderers do not wait until the last minute before creating and despatching the electronic response in case of any unforeseen problems, such as internet connection problems. Tenderers are advised that they should begin uploading their documents at least 2 hours prior to the submission deadline.**

**Supplementary Information**

If Tenderers wish to provide any supplementary information such as policies and other supporting information these must be incorporated into the Tender submission, or submitted as a separate attachment within the guidelines for submission to the secure postbox. (Note: No promotional material may be enclosed unless required within the Specification)

If Tenderers require to provide hard copies of supplementary information via Royal Mail, the Fife Council named contact must be contacted in advance of this for appropriate guidance. Any information provided via a postal route **must not** contain any commercially sensitive information, such as pricing.

**The completed Tender submission must be received by the date and time stated on page one of the tender document.**

**CONTACTS**

**Tenderers Company details and person whom reference may be made regarding this Tender:-**

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Phone:** |  |
| **Email:** |  |

**Tenderers Company details and nominated person who would manage this contract on a day to day basis:-**

|  |  |
| --- | --- |
| **Name:** |  |
| **Phone:** |  |
| **Email:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dated This Day:** |  | **Month:** |  | **Year:** |  |
| **Position:** |  | | | | |

**Any general queries you may have about this Tender, that will also be relevant to other organisations interested in the tender, should be directed through the On-line Questions & Answers facility at:**

**[www.publiccontractsscotland.gov.uk or www.publictendersscotland.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk  or www.publictendersscotland.publiccontractsscotland.gov.uk )**

**Any technical queries you may have regarding the electronic submission of this Tender should be directed to:-**

**Public Contracts Scotland Customer Services**

**Telephone: - 08445 610673**

**The Fife Council contact for this Tender, and to whom you should ONLY direct any confidential queries is:-**

**\*\*\*, Corporate Procurement Officer/Buyer**

**Telephone: -**

**Email: -**