



Request for Quotation

Date: 07/01/2021	Ref No: 1	Return by: 18/01/2021
From: Ben White	Tel: 07484296623	E-mail: ben@teenspiritltd.com
Address for delivery	Bj's Leisure world, Sea Lane, Ingoldmells, Skegness PE25 1PG Skegness Aquarium Tower Esplanade, Skegness PE25 3HH.	
Please return all quotations electronically via email due to the tight turnaround of this project to email address ben@teenspiritltd.com by date and time shown in documents.		

You are invited to submit a quotation for Lot 1 LED lighting replacement, Lot 2 neon replacement and Lot 3 neon and LED signage replacement, as outlined in the specification that follows
Suppliers can quote for either or all lots detailed below.

Quotations need to be returned by 18/01/2021 17:00 hours.

This procurement process is being run in conjunction with a grant application to the Smart Energy Greater Lincolnshire (SEGL) programme. The programme is part funded by European Regional Development Fund (ERDF). The successful supplier (s) will be appointed subject to a grant being awarded by SEGL. If your quotation is accepted, a formal Purchase Order will be issued. Unless specified otherwise, you should assume that delivery will be to the address stated above.

This request for quotation does not form any commitment to buy. The contract will be awarded to the most economically advantageous quotations evaluated against 60% price and 40% quality.

Teen spirit may take up credit checks and/or references if you choose to quote.

Please refer to the Invitation to Quote -Specification document that follows for full details of what is required and how to respond.

Yours Sincerely

Ben White

Request for Quotation – Specification

1. Invitation to Quote

Teen Spirit Ltd invites quotations for Lot 1 LED lighting replacement, Lot 2 neon replacement and Lot 3 neon and LED signage replacement, as outlined in the specification that follows

Suppliers can quote for either or all lots detailed below. The scope of requirements to be provided and the manner in which you should respond to this invitation are defined below.

2. Background

Teen Spirit Ltd of Skegness are currently working in partnership with Smarter Energy Greater Lincolnshire Programme to deliver for Lot 1 LED lighting replacement, Lot 2 neon replacement and Lot 3 neon and LED signage replacement at two of our biggest sites in an effort to become more sustainable as a company.

3. Tender Details

The contracting authority for the purpose of this invitation to quote is Teen Spirit Ltd

4. Specification

The requirements to be provided are set out in the table below

<u>Quantity</u>	<u>Description</u>
LOT 1 LED lighting replacement	Please see Appendix 1 LED lighting replacement for Bj's leisure and the Skegness Aquarium. Bj's leisure LED lighting is required for our Bj's site. This is a significant project with a large carbon and electricity saving.

	<p>In most instances a like for like replacement of a more efficient LED fixture will be required.</p> <p>Dependent on recommended install if fixtures provide sufficient illumination others may not need to be replaced.</p> <p>Skegness Aquarium LED lighting is required for our Aquarium site. This is a significant project with a large carbon and electricity saving.</p> <p>In most instances a like for like replacement of a more efficient LED fixture will be required.</p> <p>Dependent on recommended install if fixtures provide sufficient illumination others may not need to be replaced.</p>
LOT 2 LED neon replacement	<p>Please see Appendix 2 LED neon replacement. Bj's Leisure A retrofit of existing neon is required for our Bj's site and this should be replaced by energy efficient LED neon.</p> <p>This is a significant project with a large carbon and electricity saving.</p> <p>Other LED neon will be required for other parts of the building.</p> <p>Specialists will have to quote for both the retrofit and the new fit separately as this is only part funded by a funding body.</p>
Lot 3 LED neon and LED sign(age) replacement	<p>Please see Appendix 3 neon and LED signage replacement. Bj's Leisure A retrofit of existing neon signage and one Led sign is required for our Bj's site and this should be replaced by energy efficient LED neon and LED.</p> <p>This is a significant project with a large carbon and electricity saving.</p> <p>Specialists will have to quote for both the retrofit and the new fit separately as this is only part funded by a funding body.</p>
Delivery by	17/03/2020

5. Quotation Requirements

Your quotation should include:

- a) A brief description of your company; please complete the company information below
- b) Examples of/ references for previous work which is relevant
- c) A detailed breakdown of costs. Prices should include packaging, delivery, installation (if applicable), and any other charges as well as the cost of any equipment or supplies. The total price should be shown exclusive of VAT. Please include the following details where relevant.

- Lead Time
- Your quote should be valid for at least 60 days
- Please ensure your quotation includes relevant contact information

6. Contract Term

All work relating to this quotation must be completed and signed off by 17/03/2020

7. Payment Terms

Terms will be agreed with the successful contractor

8. Contract Management

Teen Spirit Ltd. upholds a fair and legal procurement and contracting process. Ben White will be point of contact for Teen Spirit Ltd for the duration of the contract.

9. Quality Assurance

Please briefly outline your procedures for quality assuring your work.

Please detail any recognised quality management certification you may have, for example BS/EN/ISO9000.

10. Award Criteria and evaluation

The contract will be awarded to the most economically advantageous quotation evaluated against the following criteria

Criteria	Weighting %
Price – value for money	60
Relevant experience and track record	5
Understanding of project requirements and ability to deliver	35

A simple scoring mechanism

A relatively simple scoring system has been adopted, as explained below:

- 0 Exceptionally Poor or Missing
- 1 Poor – major failings to meet the documented requirements
- 2 Unsatisfactory – only meets some of the documented requirements
- 3 Satisfactory – meets the documented requirements with only minor shortcomings
- 4 Good – meets the documented requirements
- 5 Exceptional - meets the documented requirements and offers enhanced performance

The highest scoring bid against the quality criteria will be assigned the full 40% for quality and all other quality scores will be scaled appropriately.

The lowest price will be assigned the maximum 60% for cost and all scores will be scaled accordingly.

11. Queries

To ensure a fair and transparent process no approach of any kind in connection with this quotation should be made to any other person within, or associated with, Teen Spirit Ltd other than the named contact, Ben White. Failure to comply may result in disqualification from the process.

Teen Spirit Ltd reserves the right to terminate the procurement process at any time prior to award without compensation.

12. Quotation Return

The completed quotation and any associated documents must be submitted to Ben White by email to ben@teenspiritltd.com

Estimates are not acceptable, only fixed quotations.

13.Closing Date: 18/01/2020

14.Award Date: 20/01/2020

REQUEST FOR COMPANY INFORMATION

Company details

You are requested to provide the following written information about your company:

Name and address of company for all correspondence	
Telephone number/ Fax number	
Email address	
Is the company a sole trader, partnership, private limited company, public limited company, or other (please state)?	
If your company is a limited company, please supply the following additional information as applicable: <ul style="list-style-type: none">● Date of registration and registration number under the Companies Act 1985● Date of registration and registration number under the Industrial and Provident Societies Act 1965-1978● If a member of a group of companies, the names and addresses of the ultimate holding company and all other subsidiaries	
Please give information about the person applying on behalf of the company: <ul style="list-style-type: none">● Name & position in the company● Telephone number / Fax number● Email address	
For the last 5 years please provide details of any director, partner or associate who has/have been involved with any company which has: become bankrupt; made a composition with its creditors; had a winding up order made; had a resolution for voluntary winding up passed; had a proposed liquidator, receiver or manager appointed; or, had an administrator's order made. These details must include the person's name, company name, position in the company and date of event.	

The following information will be requested from the successful supplier

Financial information

Please provide the following summary of the last three years annual trading results of your company and your parent company, if your company is a subsidiary: <ul style="list-style-type: none">● Annual Report and Full Accounts for your latest submitted tax year;● Net assets; Turnover for the two years preceding your last tax year;● Profit before tax for the two years preceding your last tax year.	
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Insurance

<p>Please provide copies of the following insurance policies. Policies should show the name of the insurer; policy number; extent of cover and expiry date:</p> <ul style="list-style-type: none">● Employer's Liability Insurance;● Public Liability (Third Party) Insurance;● Professional Indemnity;● Service Quality Information	
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Quality

<p>Does your company have any accreditations e.g. ISO; British Standards; Investors in People? If so, please give details.</p>	
<p>Does your company have an Equal Opportunities/ Equalities policy? If so, please provide a copy.</p>	

Environmental sustainability criteria

<p>Does your company have an environmental/sustainability policy or operate an Environmental Management System? If so, please provide details of any certification such as ISO14001/EMAS and a copy of your policy.</p>	
<p>What evidence does your company have to show that it is seeking to minimise or reduce its environmental impact? You should include a brief statement demonstrating how you are seeking to reduce negative environmental impacts (e.g. carbon emissions) associated with the delivery of this contract.</p>	