



**SOFEA**

**Request for Quotation**

**Conversion of Unit 1E to a  
multi-use education space**

**Building Works**

Closing date for return of RFQ

2100 hrs 5 Nov 21

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## PART A - GENERAL INFORMATION

### 1. DEFINITION OF TERMS

	Bid	means a Bidder's response to this RFQ
	Bidder	means the entity responding to this Request for Quotation.
	Bidder's Representative	means the Bidder's representative who will coordinate all communications with SOFEA Representative in relation to this Request for Quotation.
	Method Statement	means the outline description of how the Bidder proposes to perform or deliver the Service.
	SOFEA Representative	means the Project Manager at SOFEA, who will coordinate all communications with the Bidder in relation to this Request for Quotation.
	Request for Quotation (RFQ)	means this document and all its appendices which have been sent to all Bidders.
	Service	means the goods, works and/or services sought by SOFEA in accordance with the provisions of this Request for Quotation.
	Specification	means the description of the Service contained in Appendix 1 to this Request for Quotation.

## **2. BACKGROUND TO THE PROCUREMENT**

2.1 SOFEA is an innovative education and training organisation with a strong track record in enabling disadvantaged young people to (re)engage with learning, skills development and work. Whilst young people are referred to us by schools and colleges, social services, CAMHS and the police, many are at significant risk of becoming long-term NEET and falling into a life of poor qualifications, low skills, insecure work or unemployment.

Whilst Covid-19 has disproportionately impacted younger people, those with poorer qualifications and lower skilled jobs SOFEA is a named partner in Oxfordshire's Economic Recovery Plan and is providing 26 Kickstart apprenticeships over the next 12 months in addition to its own Government funded work programmes.

Based in Didcot, SOFEA runs FareShare food redistribution operations and our skills development and employability training programmes are provided within the functioning warehouse, providing various qualifications including warehouse management, forklift driving and logistics.

Having recently expanded the warehouse capacity SOFEA is about to reconfigure our existing warehouse and offices into a multi-use education space. This will include the refurbishment of our training rooms and technology refurbishment workshop to ensure more young people are able to achieve the qualifications, work experience, confidence and self-esteem to lift them out of a life of disadvantage and become positive and productive members of society and contributors to the local economy.

**This procurement is for the building works element of the conversion.**

2.2 Bidders are invited to quote for the provision of the Services described at Appendix 1 Specification.

2.3 The maximum value of bids must not exceed £82,000

## **3. INSTRUCTONS FOR COMPLETION AND RETURN OF RFQ**

Please e-mail any question(s) regarding this document and/or the RFQ process to [projects@sofea.uk.com](mailto:projects@sofea.uk.com). Questions and answers will be added to the SOFEA website. All questions must be received by 2100 hrs 3 Nov 21. No questions will be answered after that date.

The documentation to be returned is listed as Sections A, B, C, and D of this RFQ. Failure to submit all documentation may result in your Bid being discounted.

Additional attachments should be clearly labelled in relation to the Section and question. In addition, please indicate under the relevant question that this has been done.

Bids must be in English.

If you reproduce the RFQ, the paragraph numbering, content or wording of the questions must not be changed in any way.

Where a question is not relevant to your organisation, you should respond “Not Applicable”.

Please do not supply general marketing, promotional or similar material in response to a question, unless such material is specifically requested or the material supplied is particularly relevant to the question. In either event, the material should be marked clearly to show your name, the number of the question to which it relates and, if appropriate, the page number or the section of the material which is relevant.

SOFEA may require you to clarify any part of your Bid or to supply additional information if it considers this appropriate.

Where this RFQ refers to UK legislation, qualifications, codes or similar matters you should, if you are established outside the UK, base your response on the equivalent legislation, qualifications or codes that apply in the relevant domestic jurisdiction.

If you are a member of a group of companies (e.g. sister organisation, subsidiary etc.), the Bid should be completed on behalf of your organisation only and not on behalf of the group as a whole (except where group information is specifically requested).

SOFEA will not accept a Bidder’s terms of business in lieu of or in addition to the conditions included at Appendix 2. By submitting a Bid, Bidders are agreeing to be bound by the conditions at Appendix 2 without further negotiation or amendment should their Bid be accepted, unless changes are agreed by SOFEA and such changes notified to all Bidders prior to Bid submission.

Please return an electronic copy of your Bid including any supporting material by e-mail to: [projects@sofea.uk.com](mailto:projects@sofea.uk.com)

Please use a delivery and read receipt on your email to confirm it has been delivered.

Failure to submit your Bid by the closing time and date may result in your Bid not being evaluated.

Bids must remain valid and open for acceptance for three months from the closing date for return of the RFQ.

## **4. AWARD CRITERIA**

4.1 Each Bid received will be evaluated against a range of scored and mandatory criteria comprising the following:

- The scored criteria using the mechanism for scoring set out in Tables 1 and 2 respectively
- The mechanism for scoring Price set out in Table 3
- Quality and sustainability will be scored using the information requested in the specification at Appendix 1

Table 1 Scored criteria for this RFQ and respective weightings:

Criteria	Weighting (%)
Price	30%
Quality	50%
Sustainability	20%

Table 2 Scoring mechanism for the scored criteria of this RFQ:

**Assessment Score Table**

Score	Definition
10	<b>Very Good (fulfils the requirement)</b>
	The response meets all that is expected for the criteria. It leaves SOFEA in no doubt as to the capability and commitment to deliver what is required. The response therefore shows: <ul style="list-style-type: none"> <li>▪ Very good understanding of the requirements</li> <li>▪ Considerable competence demonstrated through relevant evidence</li> <li>▪ Considerable insight into the relevant issues</li> </ul>
	Where the response relates to the development of a product or service, it is considered to be viable and that it will meet expectations in full.
8	<b>Good (provides the requirement with limited minor issues)</b>
	The response broadly meets what is expected for the criteria. There are no significant areas of concern, although there may be limited minor issues that need further exploration or attention later in the procurement process. The response therefore shows: <ul style="list-style-type: none"> <li>▪ Good understanding of the requirements</li> <li>▪ Sufficient competence demonstrated through relevant evidence</li> <li>▪ Some insight demonstrated into the relevant issues.</li> </ul>
	Where the response relates to the development of a product or service, it has demonstrated a good and sound proposal which is likely to meet expectations, with limited minor issues.

Score	Definition
	.
6	<p data-bbox="288 344 1449 383"><b>Fair (provides a basic measure of the requirement)</b></p> <p data-bbox="288 416 1449 562">The response meets most of the requirement but there is at least one significant issue of concern, or several smaller issues. These would require some further clarification or attention later in the procurement process and may arise through lack of demonstrated capability and/or appropriate evidence. The response therefore shows:</p> <ul data-bbox="288 595 1449 763" style="list-style-type: none"> <li data-bbox="288 595 1449 633">▪ Basic understanding of the requirements</li> <li data-bbox="288 663 1449 701">▪ Basic competence demonstrated through relevant evidence</li> <li data-bbox="288 730 1449 768">▪ Some areas of concern that require attention.</li> </ul> <p data-bbox="288 797 1449 909">Where the response relates to the development of a product or service, it is likely to meet most of the requirement, although there are areas of concern or shortfalls that require attention.</p> <p data-bbox="288 954 1449 992">.</p>
4	<p data-bbox="288 1012 1449 1050"><b>Poor (provides some of the requirement with significant issues)</b></p> <p data-bbox="288 1084 1449 1155">The response meets elements of the requirement but gives concern in a number of significant areas. There are reservations because of one or all of the following:</p> <ul data-bbox="288 1189 1449 1357" style="list-style-type: none"> <li data-bbox="288 1189 1449 1227">▪ There are significant issues needing considerable attention</li> <li data-bbox="288 1256 1449 1294">▪ There is insufficient evidence to demonstrate competence or understanding</li> <li data-bbox="288 1323 1449 1361">▪ The response is light and unconvincing.</li> </ul> <p data-bbox="288 1391 1449 1503">Where the response relates to the development of a product or service, it has met a limited amount of the requirement, but is light and unconvincing and has fallen short of expectations.</p> <p data-bbox="288 1547 1449 1585">.</p>
2	<p data-bbox="288 1603 1449 1641"><b>Very Poor (provides very little of the requirement)</b></p> <p data-bbox="288 1675 1449 1713">The response meets very little of what would be expected.</p> <p data-bbox="288 1742 1449 1809">Where the response relates to the development of a product or service, it has met very little of the requirement.</p> <p data-bbox="288 1854 1449 1892">.</p>
0	<b>No Answer given or Non-Compliant</b>

Table 3 Scoring mechanism for Price

Bidders' price scores will be calculated based upon the lowest price submitted by Bidders.

The Bidder with the lowest price will be awarded the full score of (e.g. 30), with the remaining Bidders gaining a pro-rata score in relation to how much higher their prices are when compared to the lowest price.

In the example below price is scored out of 30:

Tenderer	Price	(price - lowest price) / lowest price = % of price which is above lowest price	Score Maximum points x (100% - % of price which is above lowest price)
1	<b>£100</b>	$(£100 - £100) / £100 = 0.00\%$	$30 \times (100\% - 0\%) = 30$
2	<b>£125</b>	$(£125 - £100) / £125 = 20.00\%$	$30 \times (100\% - 20.00\%) = 24.00$
3	<b>£150</b>	$(£150 - £100) / £150 = 33.33\%$	$30 \times (100\% - 33.33\%) = 20.00$
4	<b>£175</b>	$(£175 - £100) / £175 = 42.85\%$	$30 \times (100\% - 42.85\%) = 17.15$
5	<b>£200</b>	$(£200 - £100) / £200 = 50.00\%$	$30 \times (100\% - 50.00\%) = 15.00$
6	<b>£300</b>	$(£300 - £100) / £300 = 66.66\%$	$30 \times (100\% - 66.66\%) = 10$

There is no minimum turnover criteria for this procurement, however you should provide accounts (or equivalent) for your previous financial year. If these are unavailable, you must explain why.

4.2 SOFEA reserves the right to:

- 4.2.1 waive or change the requirements of this RFQ from time to time without prior (or any) notice;
- 4.2.2 withdraw this RFQ at any time, or to re-invite Bids on the same or any alternative basis;
- 4.2.3 choose not to award any contract as a result of the current procurement process, or to award the contract in part.

4.3 SOFEA will not be liable for any bid costs, expenditure, work or effort incurred by a Bidder in proceeding with or participating in this RFQ process including if the process is terminated or amended by SOFEA.

**5. ADDITIONAL INFORMATION**

**Freedom of Information**

All information provided by you in your response to this RFQ will remain confidential and will not be disclosed to any other party except where required for official audit purposes or to the extent that SOFEA considers that disclosure is required pursuant to the Freedom of Information Act 2000 or any other applicable legislation, legal requirement or code of practice.

**Confidentiality**

By receiving this RFQ you agree to keep confidential the information contained in the RFQ or made available in connection with further enquiries and questions. Such information may be made available to your employees and professional advisers for the purpose only of responding to this RFQ.

**Material Changes**

At any time before the award of the contract, SOFEA reserves the right to disqualify any organisation whose circumstances change to the extent that it ceases to meet the selection criteria or makes a material change in respect of its Bid unless substantial justification can be provided to the satisfaction of SOFEA. Where a Bidder becomes aware after having submitted a Bid of a change in circumstances or information supplied, it should notify SOFEA of this as soon as possible.

**6. INDICATIVE RFQ TIMETABLE**

The deadline for the return of the RFQ is as set out here unless otherwise notified by SOFEA. All other dates are indicative only and subject to change.

<b>Timetable for proposals</b>	
<b>Activity</b>	<b>Date</b>
Advert placed on website and Contracts Finder	28 Oct 21
Final date for submission of RFQ questions	3 Nov 21 2100 hrs
Time period in which questions will be answered	28 Oct – 4 Nov 21
RFQ closing time and date	5 Nov 21 2100 hrs

Notification of award outcome to Bidders	9 Nov 21
End date for 10 day standstill period (10 full days from date all bidders are notified of the award outcome)	19 Nov 21
Contract start date	Earliest 22 Nov 21

**Proposals should be submitted before 2100 hrs 5 Nov 21**

## Appendix 1 Specification

### About us

SOFEA is an innovative education and training organisation with a strong track record in enabling disadvantaged young people to (re)engage with learning, skills development and work. Whilst young people are referred to us by schools and colleges, social services, CAMHS and the police, many are at significant risk of becoming long-term NEET and falling into a life of poor qualifications, low skills, insecure work or unemployment.

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Based in Didcot, SOFEA runs FareShare food redistribution operations and our skills development and employability training programmes are provided within the functioning warehouse, providing various qualifications including warehouse management, forklift driving and logistics.

### Purpose of procurement

Having recently expanded the warehouse capacity SOFEA is about to reconfigure our existing warehouse and offices into a multi-use education space. This will include the refurbishment of our training rooms and technology refurbishment workshop to ensure more young people are able to achieve the qualifications, work experience, confidence and self-esteem to lift them out of a life of disadvantage and become positive and productive members of society and contributors to the local economy.

**This procurement is for the building works element of the conversion.**

### Overview

The intent is to create an insulated box from the warehouse part of the unit that once suitably heated can be used as an open plan multi use education space.

### Quality

SOFEA is anticipating that this build will be in use for upwards of 10 years. When demonstrating how you will approach this build please give examples of how you will ensure that the build remains fit for purpose over that time frame. Please give some indication around the following:

1. Materials used
2. Workmanship and supervision with a view to ensuring a 'right first time' build
3. How long you will be available for snagging
4. Any guarantees you give with workmanship or materials

### Sustainability

SOFEA is committed to becoming a zero-carbon emissions organisation. All works are to be specified with that as an outcome. If that is not possible then an explanation of the reason is to be included in the bid.

Where possible please provide the following calculations:

1. The embedded carbon in materials and works
2. Ongoing carbon emissions of the building

SOFEA acknowledges that understanding and supplying the full emissions statement may be difficult. To score your tender please supply as much additional information about the sustainability of your works. The sort of information that will help is:

1. Sustainability considerations when specifying materials
2. Sustainability policies and actions in your business (your policy may help with this)
3. Sustainability considerations on site – energy use, travel reduction, waste segregation and disposal

## Natural Light

Natural light in the warehouse as it currently configured is abundant. We would like to retain all that natural light and your proposal should detail how that will be maintained. We would also welcome and encourage suggestions of how you could enhance the natural light entering the space once the build is complete. We will consider this under the quality section of the criteria.

## Specification

### Main Area

**Ceiling** - supply and install a 100 x 50 mm subgrid to support the new suspended ceiling to the open area suspended from the existing roof purlins

Supply and install 600 grid lay in suspended ceiling to open area suspended from a new subgrid as above. To be installed level

Supply and fit translucent insulated panels to the underside of each rooflight within 600 grid and cut to fit same. Material to match insulation specification below

Supply and fit layer of 200mm insulation (equivalent to 2 x 100mm mineral wool or fibreglass insulation) above Suspended Ceiling

**Wall Between Unit 1D and 1 E** - Supply and fit 70mm stud and track to the existing wall surface, install 50mm insulation (equivalent to Rockwool RWA45) followed by one layer of board, tape and joint

Supply and fit skirting

Decorations to newly installed wall boarding, standard emulsion specification

**Escape Tunnel Wall** - Remove boards to side of existing escape tunnel, infill partition with 50mm insulation (equivalent to Rockwool RWA45) followed by one layer of board, tape and joint

Extend on top of the existing wall to the suspended ceiling height utilising 70mm stud and track, install 50mm insulation (equivalent to Rockwool RWA45) followed by one layer of board, tape and joint

Supply and fit skirting

Decorations to newly installed wall boarding, standard emulsion specification

**Front external wall** -Extend on top of the existing wall to the Suspended Ceiling Height utilising 70mm Stud and Track, install 50mm insulation (equivalent to Rockwool RWA45) followed by one layer of board, tape and joint

Decorations to newly installed wall boarding, standard emulsion specification

**External** - supply and install insulated wall panels to infill existing roller shutter entrance. incorporate a single door plus half leaf in steel to match cladding

Works to roller shutter to accommodate above and prevent accidental operation of the roller shutter

**PART B – REQUEST FOR QUOTATION**

**SECTION A COMMERCIAL INFORMATION**

TO BE COMPLETED

**A1 BIDDER INFORMATION**

<b>A1.1 Bidder details</b>	<b>Answer</b>	
Full name of the Bidder completing the RFQ		
Registered company address		
Registered company number		
Registered charity number		
Registered VAT number		
Name of immediate parent company		
Name of ultimate parent company		
Please mark 'X' in the relevant box to indicate your trading status	i) a public limited company	<input type="checkbox"/> Yes
	ii) a limited company	<input type="checkbox"/> Yes
	iii) a limited liability partnership	<input type="checkbox"/> Yes
	iv) other partnership	<input type="checkbox"/> Yes
	v) sole trader	<input type="checkbox"/> Yes

	vi) other (please specify)	<input type="checkbox"/> Yes
Please mark 'X' in the relevant boxes to indicate whether any of the following classifications apply to you	i) Voluntary, Community and Social Enterprise (VCSE – defined as a non-governmental organisation that is value-driven and which principally reinvests its surpluses to further social, environmental or cultural objectives.)	<input type="checkbox"/> Yes
	ii) Small or Medium Enterprise (SME) <sup>1</sup>	<input type="checkbox"/> Yes
	iii) Sheltered workshop	<input type="checkbox"/> Yes
	iv) Public service mutual	<input type="checkbox"/> Yes

<b>A1.2 Contact details</b> Bidder contact details for enquiries about this RFQ	
Name	
Postal address	
Country	
Phone	
Mobile	
E-mail	

## A2 MANDATORY REJECTION CRITERIA

You will be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal

<sup>1</sup> See EU definition of SME: <http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/>

decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).

If you have answered “yes” to question A2.1 on the non-payment of taxes or social security contributions, and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have not yet had time to fulfil your obligations since learning of the exact amount due. If your organisation is in that position please provide details using a separate Appendix. You may contact SOFEA for advice before completing this form.

<b>A2.1 Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), Directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?</b>	<b>Please indicate your answer by marking ‘X’ in the relevant box.</b>	
	<b>Yes</b>	<b>No</b>
(a) conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime;		
(b) corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906;		
(c) the common law offence of bribery;		
(d) bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010; or section 113 of the Representation of the People Act 1983;		
(e) any of the following offences, where the offence relates to fraud affecting the European Communities’ financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities:		
(i) the offence of cheating the Revenue;		
(ii) the offence of conspiracy to defraud;		
(iii) fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;		

(iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;		
(v) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;		
(vi) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;		
(vii) destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;		
(viii) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or		
(ix) the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act;		
(f) any offence listed—		
(i) in section 41 of the Counter Terrorism Act 2008; or		
(ii) in Schedule 2 to that Act where the court has determined that there is a terrorist connection;		
(g) any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f);		
(h) money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002;		
(i) an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996;		
(j) an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;		
(k) an offence under section 59A of the Sexual Offences Act 2003;		

(l) an offence under section 71 of the Coroners and Justice Act 2009		
(m) an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or		
(n) any other offence within the meaning of Article 57(1) of the Public Contracts Directive—		
(i) as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or		
(ii) created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland.		
<p><b><u>Non-payment of taxes</u></b></p> <p><b>A2.2 Has it been established by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions?</b></p> <p>If you have answered Yes to this question, please use a separate Appendix to provide further details. Please also use this Appendix to confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines?</p>		

### A3 DISCRETIONARY REJECTION CRITERIA

SOFEA may exclude any Bidder who answers 'Yes' in any of the following situations set out in paragraphs (a) to (j);

A3.1 Within the past three years, please indicate if any of the following situations have applied, or currently apply, to your organisation.	Please indicate your answer by marking 'X' in the relevant box.	
	Yes	No
(a) your organisation has violated applicable obligations referred to in regulation 56 (2) of the Public Contract Regulations 2015 in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Public Contracts Directive as amended from time to time;		
(b) your organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where your assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State;		
(c) your organisation is guilty of grave professional misconduct, which renders its integrity questionable;		
(d) your organisation has entered into agreements with other economic operators aimed at distorting competition;		
(e) your organisation has a conflict of interest within the meaning of regulation 24 of the Public Contract Regulations 2015 that cannot be effectively remedied by other, less intrusive, measures;		
(f) the prior involvement of your organisation in the preparation of the procurement procedure has resulted in a distortion of competition, as referred to in regulation 41, that cannot be remedied by other, less intrusive, measures;		
(g) your organisation has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions;		

(h) your organisation— (i) has been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or (ii) has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contract Regulations 2015; or		
(i) your organisation has undertaken to		
(aa) unduly influence the decision-making process of SOFEA, or		
(bb) obtain confidential information that may confer upon your organisation undue advantages in the procurement procedure; or		
(j) your organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.		

### **Conflicts of interest**

In accordance with question A3.1 (e), SOFEA may exclude the Bidder if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Bidder to inform SOFEA, detailing the conflict in a separate Appendix. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by SOFEA should not represent a conflict of interest for the Bidder.

### **Taking Account of Bidders' Past Performance**

In accordance with question (g), SOFEA may assess the past performance of a Bidder (through a Certificate of Performance provided by a Customer or other means of evidence). SOFEA may take into account any failure to discharge obligations under the previous principal relevant contracts of the Bidder responding to this RFQ. SOFEA may also assess whether specified minimum standards for reliability for such contracts are met.

In addition, SOFEA may re-assess reliability based on past performance at key stages in the procurement process (e.g. contract award stage). Bidders may also be asked to update the evidence they provide in this section to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).

## 'Self-cleaning'

Any Bidder that answers 'Yes' to questions A2.1, A2.2 and A3.1 should provide sufficient evidence, in a separate Appendix, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively "self-cleans" the situation referred to in that question. The Bidder has to demonstrate it has taken such remedial action, to the satisfaction of SOFEA in each case.

If such evidence is considered by SOFEA (whose decision will be final) as sufficient, the Bidder concerned shall be allowed to continue in the procurement process.

In order for the evidence referred to above to be sufficient, the Bidder shall, as a minimum, prove that it has;

- paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
- clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
- taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by the Bidder shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by SOFEA to be insufficient, the Bidder shall be given a statement of the reasons for that decision

**A4** All financial accounts and supporting information should wherever possible be in English and GBP Sterling. Where this is not possible, SOFEA will use an exchange rate for certain parts of its assessment of financial standing. The source of the exchange rate to be used and the rate itself will be notified to the Bidder by SOFEA at the time the assessment is made.

FINANCIAL INFORMATION	
A4.1	<p><b>Please provide one of the following to demonstrate your economic/financial standing;</b></p> <p>Please indicate your answer with an 'X' in the relevant box.</p>
	(a) A copy of the audited accounts for the most recent two years
	(b) A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation

	(c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position					
A4.2	Where SOFEA has specified a minimum level of economic and financial standing and/or a minimum financial threshold within the evaluation criteria for this RFQ, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out here.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not requested for this RFQ				
A4.3	<p><b>(a) Are you are part of a wider group (e.g. a subsidiary of a holding/parent company)?</b></p> <p>If yes, please provide the name below:</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Name of the organisation</td> <td></td> </tr> <tr> <td>Relationship to the Bidder completing the RFQ</td> <td></td> </tr> </table> <p>If yes, please provide Ultimate / parent company accounts if available.</p> <p>If yes, would the Ultimate / parent company be willing to provide a guarantee if necessary?</p> <p>If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank?)</p>	Name of the organisation		Relationship to the Bidder completing the RFQ		<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of the organisation						
Relationship to the Bidder completing the RFQ						

**A5** SOFEA minimum insurance requirements for any contract(s) awarded for the goods and/or services covered by this RFQ are set out below. Evidence in the form of valid certificates of insurance for at least the sums set out below will be required prior to contract award.

A5.1	<p>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:</p> <p>Employer's (Compulsory) Liability Insurance £5m  Public Liability Insurance = £5m  Professional Indemnity Insurance = £2m</p>	<input type="checkbox"/> Yes  <input type="checkbox"/> No
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	<p>* It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</p>	
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**A6** Please provide details of up to 3 contracts performed during the past 3 years that are relevant to and demonstrate your experience in providing the Service covered by this RFQ. Although the information you provide will not be scored as part of this RFQ process, SOFEA may wish to use it in order to verify your relevant experience and capability. Please note therefore that the customer contact should be prepared to confirm the accuracy of the information provided should SOFEA wish to contact them.

**For each contract** please provide the following information:

Customer organisation name	
Customer contact name, position in organisation, phone number and email address	
Contract start date Contract completion date Estimated Contract Value	
Brief description of contract (max 150 words)	

**SECTION B METHOD STATEMENT**

Please describe how you propose to deliver the Service described in Appendix 1 Specification. [Insert any other brief directions/guidance]

We require examples of similar work you have delivered previously.

We require detail of relevant experience, and short profiles of key personnel in the organization.

METHOD STATEMENT

METHOD STATEMENT (continued)

**SECTION C PRICING SCHEDULE**

Please insert your quotation price for delivery of the Service set out in the Specification excluding VAT in GBP Sterling.

Item	Cost	Description / Assumptions
<p><b>Main Area</b></p>		
<p>Ceiling - supply and install a 100 x 50 mm subgrid to suport the new suspended ceiling to the open area suspended from the existing roof purlins</p>		
<p>Supply and install 600 grid lay in suspended ceiling to open area suspended from a new subgrid as above. To be installed level</p>		
<p>Supply and fit translucent insulated panels to the underside of each rooflight within 600 grid and cut to fit same. Material to match insulation specification below</p>		
<p>Supply and fit layer of 200mm insulation (equivalent to 2 x 100mm mineral wool or fibreglass insulation) above Suspended Ceiling</p>		
<p><b>Wall Between Unit 1D and 1 E</b> - Supply and fit 70mm stud and track to the existing wall surface, install 50mm insulation (equivalent to Rockwool RWA45) followed by one layer of board, tape and joint</p>		
<p>Supply and fit skirting</p>		
<p>Decorations to newly installed wall boarding, standard emulsion specification</p>		
<p><b>Escape Tunnel Wall</b> - Remove boards to side of existing escape tunnel, infill partition with 50mm insulation (equivalent to Rockwool RWA45) followed by one layer of board, tape and joint</p>		
<p>Extend on top of the existing wall to the suspended ceiling height utilising 70mm stud and track, install 50mm insulation (equivalent to Rockwool RWA45) followed by one layer of board, tape and joint</p>		
<p>Supply and fit skirting</p>		

decorations to newly installed wall boarding,  
standard emulsion specification

**Front external wall** -Extend on top of the existing wall to the Suspended Ceiling Height utilising 70mm Stud and Track, install 50mm insulation (equivalent to Rockwool RWA45) followed by one layer of board, tape and joint

Decorations to newly installed wall boarding,  
standard emulsion specification

**External** - supply and install insulated wall panels to infill existing roller shutter entrance. incorporate a single door plus half leaf in steel to match cladding

Works to roller shutter to accommodate above and prevent accidental operation of the roller shutter

You should identify all potential cost components anticipated in your delivery of the Service described in Appendix 1 Specification within the consultancy rate. No additional costs for travel or expenses will be considered by SOFEA unless these are clearly stated in your Pricing Schedule response.

**SECTION D FORM OF QUOTATION**

Contract for Building Works

To **SOFEA**

I/we the undersigned DO HEREBY OFFER to provide the Works upon and subject to the terms and conditions set out in such Contract Conditions, Specification, and the pricing and rates contained in the Pricing Schedule and other documents as are contained or incorporated herein. This offer remains valid and open for acceptance for three months.

The amount of my/our Bid has not been calculated by agreement or arrangement with any person other than SOFEA and that the amount of my/our Bid has not been communicated to any person until after the closing date for the submission of Bids and in any event not without the consent of SOFEA.

I/we have not and will not enter into any agreement or arrangement with any person that they shall refrain from bidding, that they shall withdraw or vary the amount of any Bid once offered or otherwise collude with any person with the intent of preventing or restricting full competition.

I/we have not canvassed and will not, before the evaluation process, canvass or solicit any member or officer, employee or agent of SOFEA in connection with the award of the Contract and that no person employed by me/us has done or will do any such act.

Signature .....

Duly authorised for and on behalf of the Bidder  
(Electronic/typed signatures are acceptable)

Position held .....

Name and Address .....  
of Bidder .....

Dated .....

**SECTION E BIDDER CHECKLIST**

Bidders should ensure that they have completed the following sections before returning their RFQ responses:

<u>SECTION HEADING</u>	<u>COMPLETED?</u>
<b>Section A Commercial Questions</b>	<input type="checkbox"/>
<b>Section B Method Statement</b>	<input type="checkbox"/>
<b>Section C Pricing Schedule</b>	<input type="checkbox"/>
<b>Section D Form of Quotation</b>	<input type="checkbox"/>

It is important that all sections are completed as failure to do so may result in your RFQ response not being considered.

Bidders who do not wish to provide a response to this RFQ are requested to advise SOFEA Representative as soon as possible.

All correspondence relating to this request for proposals should be directed to:

[insert name(s)] in writing by email to [insert email address(es)]. Any questions raised by bidders will be published on the SOFEA website so all potential respondents can view them.