

**PT1 – Specification for goods/services or works between £10,000 & £100,000 (services) / £400,000 (works)**



Please complete all fields, referring to guidance notes at end of document. Where the specification is set out in a separate document please state 'See Attached' where applicable.

Summary of goods, services or works	
<b>Requirement category</b>	Works
<b>Brief description of your requirement</b> Insert a brief description of what you want to buy	Replacement of the existing windows and doors with an equivalent layout, with double glazing. At Middlesex Street Estate, Petticoat Tower
<b>Aims and objectives</b> This should include: <ul style="list-style-type: none"> <li>• Overall aims of the project</li> <li>• Proposed outcomes</li> <li>• Corporate Social Responsibility</li> </ul>	To ensure high quality delivery of the project within budget and with the tenants experiencing the least amount of disruption.
<b>Pricing type</b>	Fixed Price
<b>Technical Requirements</b> Please refer to guidance notes	
<b>Internal Approvals required</b>	Committee
<b>Location</b> Insert address	Petticoat Tower, Middlesex Street
<b>Details for site visit</b> If applicable insert date and contact details for site visit	TBC
<b>Has anyone external to City of London been involved in the preparation of this specification?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Will the contractor be occupying City of London premises?</b> *If yes, City Procurement, City Surveyors and Comptrollers comments and approval are required to determine Lease arrangements. Comments & approval should be entered on page 2.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Will City of London receive income generated by the contract (other than rent)?</b> If yes, City Procurement, City Surveyors and Comptrollers comments and approval are required to determine arrangements for a Concession contract. Comments and approval should be entered on page 2.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Timescales	
<b>Services/Works</b>	Start Date: June 2017 End date: September 2017
<b>Goods</b>	Delivery date: N/A

Type of purchase	
<b>Type of purchase</b>	One-off
<b>Budget Estimate</b>	£383,000
<b>Approved budget?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Project specific questions	
Standard weighting is 60% (Quality) / 40% (Price) unless otherwise expressed	
Questions	Scoring (to add up to 100%)
Q1.	Q1. <Choose a weighting>
Q2.	Q2. <Choose a weighting>
Q3.	Q3. <Choose a weighting>

Identified Suppliers			
Supplier Name	Reason for selection	On CBIS	Local/SME
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

		<input type="checkbox"/>	<input type="checkbox"/>
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<b>Terms and Conditions</b>	E - Building Works
<b>Contract exempt from Transparency Code publication</b>	No

<b>Requestor</b>	Jason Crawford
<b>Department</b>	DCCS - Housing
<b>Comments</b> Please input any additional comments or information	Subject to committee approval we will liaise with City Procurement to invite three specialist contractors to carry out the works as specified by our Consultant via a standard quotation exercise.

<b>*City Procurement comments and approval</b> where a contractor will be occupying City of London premises and/or the City will receive rent or other income	
<b>*City Surveyors comments and approval</b> where a contractor will be occupying City of London premises and/or the City will receive rent or other income	
<b>*Comptrollers comments and approval</b> where a contractor will be occupying City of London premises and/or the City will receive rent or other income	

**Office use:**

<b>Requisition</b>	
<b>Buyer</b>	

**Process steps**

Action	Timescale	Procurement Activities	Officer Activities
City Procurement receives an approved requisition with completed specification attached.	3 working days	Allocation to buyer Validation or creation of supplier list Creation of project on Capital Contact suppliers	Respond to Buyer queries; agree quote documentation
Request for quotation – price only	Minimum of 5 working days	Issue documents Manage queries from suppliers Provide tender summary Update officer	Respond to queries
Request for quotation – project specific questions	Minimum of 10 working days	As above	Evaluate project specific questions.
Request for quotation – non compliant response	Additional 5 working days	Manage clarification process	Support clarification process
Contract execution (over £50k)	Additional 5 working days	Co-ordinate signatures	Obtain City signature
Post-tender administration	Within 3 days of completion	Convert requisition to PO Notify successful and unsuccessful suppliers Close project on capital	Goods receipt
Contract published	Automatically	Contract details published on London Councils Portal	

**Glossary:**

Term	Meaning
Capital	Capital E-Sourcing the City's e-sourcing portal
Contract execution	The time taken for the City to create the contract and issue to the supplier for signature.
Estimated budget	The amount of money allocated for the requirement or the amount spent in previous years.

Non-compliant request	When the returns from a supplier are not in line with what was requested: - doesn't agree with terms and conditions - can't provide requested insurances - Doesn't return all documents - Doesn't meet the requirements of the specification
Goods	All items, supplies, materials, equipment and furniture, computer, IT and telecommunications equipment; software, office supplies; household appliances and furniture.
Quote	The City of London requesting a prices for works/goods or services
Requisition	A form in CBIS/Oracle which authorises City Procurement to undertake a quote process
Service Level Agreement/SLA	Agree level of service required under the Agreement
Services	Services such as repairs and maintenance; advisory; design; cleaning etc.
Specification/Scope	The requirements
Technical Requirements	What is to be delivered by the supplier
Transparency Code	Local Government code to increase democratic accountability; making it easier for local people to contribute to local decision making processes
Works	Infrastructure projects to construct, improve, rehabilitate, demolish, repair, restore, or maintain buildings, roads and bridges, etc.

**Notes:**

1. Officers are responsible for providing a sufficient level of information to enable City Procurement to approach the market for quotes. Specifications with insufficient information will be returned to officers for completion. In the event that a form is returned the timescales maybe extended.
2. Requisitions without a completed specification (or waiver) will be returned to the Officer for further action.
3. Timescales are minimum timescales; both buyers and Officers can recommend these are extended.
4. If a site visit is required then additional time should be allowed during the tender process.
5. In the event that all suppliers refuse to accept the nominated terms and conditions a Chief Officer will be required to accept the risk; or a retender will be required.
6. If the award criteria is price only and the Officer does not want to accept the cheapest price then authority from the Chief Officer (or a waiver) is required.
7. It is the Officer's responsibility to complete any internal approval processes or consultations required to accept the preferred quote within the agreed timescales. Any delay in achieving approvals may impact the agreed timescales.