

The City of Edinburgh Council

**Invitation to Quote for Memorial Sculpture of Helen Crummy
REF:ENOLC/13/01**

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0 General

- 0.1 Failure to comply with instructions contained within these documents may result in the rejection of Quotes.
- 0.2 Tenderers are required to provide all of the information requested within these documents in the format and order specified.
- 0.3 The City of Edinburgh Council (the Council) reserves the right to amend any part of this documentation at any time during the procurement process.
- 0.4 The Council reserves the right to cancel this procurement process at any point prior to placement of the final purchase order without penalty.
- 0.5 The Council will not be responsible for any expenses incurred by Tenderers during this procurement process, whether or not an award of Contract is made.
- 0.6 The Council reserves the right to reject or disqualify a Tenderer where the Tenderer fails to comply fully with the specified requirement.
- 0.7 The Council reserves the right to reject or disqualify a Tenderer where the Tenderer is guilty of a serious misrepresentation in supplying any information required in this document.
- 0.8 The Council is not bound to accept the lowest, most economically advantageous or any Quote received.
- 0.9 The Freedom of Information (Scotland) Act 2002 designates the Council as a Scottish public authority and therefore subject to the provisions and obligations in that Act.
- 0.10 Quotes must be open for acceptance for a period of 30 days, from the final date for Quote submissions.

1 Quote Submissions

**The closing time/date for Quote submissions is:
12 noon on 15 March 2013.
Late submissions will not be accepted.**

2 Quote Evaluation

- 2.1 Quotes will be evaluated in an objective manner, with reference to artistic merit, compliance with the brief, and being within cost.
- 2.2 Quote submissions should consist of the following:
 - Completed Award Criteria questions (included within this document);
 - Completed Form of Tender (included within this document);
 - Pricing Schedule (separate document); and
 - Examples of previous work.

- 2.3 Only information provided as a direct response to the criteria questions and the Pricing Schedule (separate attachment) will be evaluated.
- 2.4 Tenderers should respond on the basis that the Council has no prior knowledge of their organisation.
- 2.5 Information and detail which form part of general company literature or promotional brochures etc. will not form part of the evaluation process. Marketing material should not be included.
- 2.6 Tenderers will be notified of the outcome of their Quote once the evaluation of all Quotes has been completed.

3 Selection & Award Criteria

- 3.1 The total amount available is £25,000, including preparation, fees, materials, installation, and future maintenance. The Contract will be awarded on the basis of the quality, artistic merit and compliance with the brief.
- 3.2 The quality analysis will be based on the answers provided in response to the weighted Award Criteria Questions within this document. Responses to these questions will be scored as per the scoring matrix at Appendix 1 of this document.

4 Terms and Conditions of Contract

- 4.1 The Contract shall be subject to the attached City of Edinburgh Council's Terms and Conditions of Contract (separate attachment).
- 4.2 Any alternative Terms and Conditions of Contract offered by a Tenderer shall, if inconsistent with the Council's Terms and Conditions, be deemed to have been rejected unless expressly accepted by the Council in writing.

5 Specification

- 5.1 Your Organisation is invited to quote for the provision of the following goods/services.

Concept

Artists are invited to tender for a figurative sculpture in memory of the late Helen Crummy and the women of Craigmillar. The sculpture must include a mother and child with a violin, include an image of Craigmillar Castle and books.

The idea is to produce an image of a woman with a child and a violin; this reflects the famous story of how The Craigmillar Festival Society was started.

This figurative sculpture would stand on a plinth. Around the plinth would be a series of panels that refer to the many people who were involved with CFS and the worldwide recognition Craigmillar has achieved over the years being a pioneer of Community Arts and its vision to create "a caring and sharing" society. It is hoped to include several quotes including "History will be made when the people play their part" and "Let the people sing". But other Community songs could be incorporated as well.

More information can be obtained from the local library or The Craigmillar Community.

Site

The proposed site is outside the East Neighbourhood Centre (that incorporates Craigmillar Library) 101 Niddrie Mains Road, Edinburgh EH16 4DS.

Budget

The budget for the project will be £25,000 which includes all costs including fees, installation and

materials. The successful proposal shall be sustainable, low-maintenance and expected to last for the foreseeable future.

Timetable

The deadline for submission of proposals is **12.00 noon, 15 March 2013**.

Four copies of proposals should be delivered in a sealed envelope to

Helen Crummy Memorial Sculpture
Graham Rowan
East Neighbourhood Centre
101 Niddrie Mains Road
EDINBURGH
EH16 4DS.

The decision has been delegated to the Environment Forum of the Portobello & Craigmillar Neighbourhood Partnership, which has established a selection panel including some of the women who worked with Helen. This Panel may display the proposals locally to garner local opinion.

It is hoped that the winning design can be produced and installed for a launch in July 2013.

6 Award Criteria Questions

All Tenderers are required to provide a detailed response to all of the following questions. Your responses will be assessed as part of the overall evaluation of your Quote.

1. Concept	Quality Weighting 75%
<ul style="list-style-type: none">• Explain how your proposal conveys the essence of the brief.<ul style="list-style-type: none">○ Drawings and illustrations may be included.	
Response:	

2. Materials and maintenance

Quality Weighting 25%

- Explain how your proposal requires low-maintenance and will be sustainable.

Response:

FORM OF TENDER

We, the undersigned, having considered these documents and subject to and upon the City of Edinburgh's Terms and Conditions of Contract, offer the provision of the goods/services for the price(s) entered in the Pricing Schedule.

The Council is not bound to accept this or any Quote, however, any Contract that may result from this Quote will be subject to Scots Law and the Tenderer hereby irrevocably submits to the jurisdiction of the Scottish Courts.

We undertake to complete the performance of the whole of the goods/services set out in these documents within the times stated therein.

By submitting a Quote, we acknowledge that our Quote is a bona fide Quote, intended to be competitive, and that we have not fixed or adjusted the amount of the Quote by or under or in accordance with any agreement or arrangement with any other person.

Tenderer's Name (block capitals):	
Tenderer's Signature:	
Company Name & Address:	
Witness Name (block capitals):	
Witness Signature:	
Date:	day of 2012

Evaluation Criteria Scoring Definitions

Scoring Methodology:

0 and 1 - Not acceptable - An unacceptable response with no response received or the response received completely or mainly fails to meet the Council's brief. Deviates from planning and/or design brief to a great extent, providing no confidence in alternative proposals. Great uncertainty regarding ability of proposal to meet Project objectives.

2 and 3 - Deficient – A deficient response significantly deficient in major aspects which fails to meet the Council's brief. Significantly deviates from planning and/or design brief without providing confidence in alternative proposals. Considerable uncertainty regarding ability of proposal to meet Project objectives.

4 and 5 - Limited – A limited response with some deficiencies in response but most of a minor nature. Deviation from planning and design brief, with reservations in relation to alternative proposals. Some uncertainty regarding ability of proposal to meet Project objectives.

6 and 7 - Acceptable – An acceptable response with deficiencies only of a minor nature. Compliance with planning and/or design brief or an alternative proposal which gives the Council some degree of confidence. No real uncertainty of ability of proposal to meet Project objectives.

8 and 9 - Comprehensive – A comprehensive response with very few or no deficiencies. Compliance with planning and design brief or an alternative proposal which gives the Council a good degree of confidence. No uncertainty of ability of proposal to meet Project objectives.

10 - Superior – A superior response with no deficiencies. Compliance with planning and design guidance or an alternative proposal which gives the Council complete confidence. No uncertainty of ability of proposal to meet Project objectives and evidence that the proposal will exceed the Project objectives in a way which will be of benefit to the Council and other stakeholder

