

**ROYAL BOROUGH OF KENSINGTON AND CHELSEA  
TENANT MANAGEMENT ORGANISATION LIMITED**

**FIRE RISK ASSESSMENTS**

## Quotation Form

We, RSP Safety Services Ltd, having examined the Consultants' Brief offer to undertake to provide all necessary services and to carry out and complete the whole of the works identified in the Brief Parts 1,2,3,4 and Appendices within 12 months for the amounts inserted below.

We are capable of completing the assessments and surveys within 6 months and have inserted prices accordingly.

	<b>Fixed Price Lump Sums</b>	
<b>Fire risk assessment reports</b>	<b>12 months £</b>	<b>6 months £</b>
Very small blocks	239.25	239.25
Small blocks	362.50	362.50
Medium blocks	725.00	725.00
Large blocks	725.00	725.00
Extra large blocks	725.00	725.00

	<b>Fixed Price Lump Sums</b>	
<b>Fire risk assessment reviews (reviewing our own risk assessments)</b>	<b>12 months £</b>	<b>6 months £</b>
Very small blocks	181.25	181.25
Small blocks	239.25	239.25
Medium blocks	543.75	543.75
Large blocks	543.75	543.75
Extra large blocks	543.75	543.75

	<b>Fixed Price Lump Sums</b>	
<b>Floor plans</b>	<b>12 months £</b>	<b>6 months £</b>
Very small blocks	125.00	125.00
Small blocks	187.50	187.50
Medium blocks	250.00	250.00
Large blocks	375.00	375.00
Extra large blocks	500.00	500.00

Time charge rates	Level of staff	Rate per hour £
Overview of project	RSP Safety Services Ltd Managing Director	Free of Charge
Project management/Attendance at meetings	Project Leader	82.50
Attendance at meetings	Lead Assessor	65.00
Ad hoc fire risk assessment	Fire Risk Assessors	50.00
Coordination and liaison	Coordinator	15.00

We propose to SUB-LET parts of the Service as follows:

Name of Sub-Consultant	Part of Service
Firesafe Design Ltd	Fire Risk Assessment, Report writing Joint Project Management, Coordination

#### INSURANCES

	Current level of cover	Renewal date
Professional Indemnity		
Public Liability		
Employers Liability		

WE AGREE that this quotation shall be on a firm price basis with prices fixed until 31<sup>st</sup> August 2011 and will not be subject to adjustments for any increases or decreases in wages or prices of equipment on which the prices have been calculated until after this date.

WE FURTHER AGREE that we will not adjust the amount of the quotation in accordance with any agreement or arrangement with any person other than the Royal Borough of Kensington and Chelsea Tenant Management Organisation Limited.

WE FURTHER AGREE to hold this quotation open for acceptance by the Royal Borough of Kensington and Chelsea Tenant Management Organisation Limited for a period of thirteen weeks from the date of submission.

WE FURTHER AGREE that until a contract is completed, this quotation and acceptance thereof by the Royal Borough of Kensington and Chelsea Tenant Management Organisation Limited, signified by letter, shall constitute a binding contract.

WE DECLARE that this quotation is submitted on the basis of the information and terms and conditions contained in the Project Brief for Consultants Parts 1, 2 and 3 and the invitation letter and on the understanding that by submitting this quotation, the terms and conditions are accepted by us and no variation or amendment will be made to any part of the Project Brief and WE UNDERTAKE to enter into a Contract with the Royal Borough of Kensington and Chelsea Tenant Management Organisation Limited incorporating the Project Brief for Consultants Parts 1, 2 and 3.

Signed:



Name:

Diane Smith.

Dated:

4<sup>th</sup> August 2009

For and on behalf of:

RSP Safety Services Ltd, Archdeaconry House, Gravel Walk,  
Peterborough, PE1 1YU

# Bona Fide Quotation

ROYAL BOROUGH OF KENSINGTON AND CHELSEA  
TENANT MANAGEMENT ORGANISATION LIMITED

FIRE RISK ASSESSMENTS

## BONA FIDE QUOTATION

The essence of selective tendering is that the Client shall receive bona fide competitive tenders/quotations from all those invited to do so. In recognition of this principle we certify that this is a bona fide quotation intended to be competitive and that we have not fixed or adjusted the quotation by or in accordance with any agreement with any other person. We also certify that we have not done and we undertake that we will not do, at any time before the hour and date specified for the return of this tender, any of the following:-

1. Communicating to a person other than the person calling for those quotations the amount or approximate amount of the proposed quotation or make up of the consortium (if appropriate) except where the disclosure in confidence was necessary to obtain professional indemnity insurance.
2. Entering into any agreement or arrangement with any person that he shall refrain from quoting or as to the amount of any quotation to be submitted.
3. Offering or paying or giving or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or having caused to be done in relation to any other quotation or proposed quotation.

Signed:



Name (Print):

DIANE SMITH

For and on behalf of:

RSP SAFETY SERVICES LTD

ARCHDEACONRY HOUSE

GRAVEL WALK

PETERBOROUGH PE1 1YU

Date:

04/08/09

# Statement in Relation to the Freedom of Information Act 2000

ROYAL BOROUGH OF KENSINGTON AND CHELSEA  
TENANT MANAGEMENT ORGANISATION LIMITED

FIRE RISK ASSESSMENTS

## STATEMENT IN RELATION TO THE FREEDOM OF INFORMATION ACT 2000

We acknowledge that the TMO has obligations in relation to Freedom of Information.

In accordance with the provisions of sections 41 and 43 of the Freedom of Information Act (the Act) we ~~wish to~~ request an exemption for the information provided to the TMO in preparation and completion of our quotation for consultancy services with the TMO.

We understand that section 41 of the Act provides an absolute exemption for disclosure of information held by a public authority, which would constitute an actionable breach of confidence. During the course of the quotation process all information provided to the TMO by us under Table 1 (below) is provided in confidence up to the date of the award of the Contract by the TMO.

We further believe that disclosure of the information referred to in Table 1 (below) after the contract is awarded would, or is likely to, prejudice our commercial interests. In particular, the disclosure of this information would be likely to weaken our position in a competitive environment by revealing market-sensitive information or information of potential usefulness to our competitors.

If we were awarded this Contract we ask that the information in Table 1 be put in a commercially sensitive schedule to the contract.

Table 1: Confidential and commercially sensitive information

Exemption(s) Claimed	Information	Minimum Period of Exemption
Sections 41 and 43	ANY INFORMATION ON THE QUOTATION FORM	2 YEARS
Sections 41 and 43	FIRE RISK ASSESSMENT FORMS CVs	2 YEARS

If for any reason the TMO considers releasing any of the above confidential or commercially sensitive information, we ask in the first instance that you contact + DIANE SMITH. This will enable us to review the nature of the material under consideration for release and also provides the opportunity to support the TMO in its decision whether or not to disclose the information.

We will use all reasonable endeavours to review the commercial sensitivity of the information and inform the TMO (in writing) whether or not we agree that the information should be released within 3 working days of receiving the request.

\* Delete where not applicable

+ Insert name of contractor's representative

Signed: DAVE SMITH

Name (Print): DAVE SMITH

For and on behalf of: RSP SAFETY SERVICES LTD  
ARCHDEACONRY HOUSE  
GRAVEL WALK  
PETERBOROUGH PE1 144

Date: 04/08/09