REQUEST FOR QUOTATION FOR

The Supply of Uniform for Adults Social care



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# INTRODUCTION

## 

## GENERAL REQUIREMENTS

Cambridgeshire County Council invites quotations for the provision of Uniform supplies for staff within an Adult Social Care Team. This document will be your response that will be submitted to the authority for evaluation. Please take care when reading the document, in particular the ‘Specification’ and ensure you complete the document fully.

## PROCUREMENT TIMETABLE

|  |  |
| --- | --- |
| **Request for Quotation Issued** | 09/08/2021 |
| **Deadline for Clarification Questions** | 25/10/2021 |
| **Deadline for Quotation Responses** | 01/11/2021 |
| **Quotation Evaluation** | 02/11/2021 |
| **Contract Awarded** | TBC |
| **Contract Start Date** | 01/12/2021 |
| **Contract End Date** | 01/12/2026 |

## 

Any quotation received by the Authority shall be rejected if it is received beyond the Deadline for whatever reason. Therefore it is the Potential Providers’ responsibility to ensure that the Deadline cut off point is not breached. The Deadline is the date and time specified in the RFQ document.

## CLARIFICATION QUESTIONS

If you have any queries about this document, the procurement process, or the proposed contract itself, there is an option to raise these queries by way of what is known as Clarification Questions. Any queries should be referred to the below contact details:-

|  |  |  |
| --- | --- | --- |
| **Name** | Victoria Cravitz | Angela Smith |
| **Job Title** | Senior Business Officer | Business Development Coordinator |
| **Mobile** | 07385 777021 | 07771 344983 |
| **Email** | [Victoria.cravitz@cambridgeshire.gov.uk](mailto:Victoria.cravitz@cambridgeshire.gov.uk) | [Angela.smith@cambridgeshire.gov.uk](mailto:Angela.smith@cambridgeshire.gov.uk) |

## 

## QUOTATION RESPONSES

Should you wish to take part in the selection process please complete this RFQ and return via:-

|  |  |
| --- | --- |
| **Name** | Victoria Cravitz |
| **Job Title** | Senior Business Officer |
| **Telephone** | 07385 777021 |
| **Email** | [Victoria.cravitz@cambridgeshire.gov.uk](mailto:Victoria.cravitz@cambridgeshire.gov.uk) |

## 

## EVALUATION OF QUOTATIONS

All responses will be reviewed and awarded a score by way of an evaluation. Any bids not compliant or completed fully will be discarded. Based on the information provided by organisations, each compliant submission will be evaluated based on the following criteria:

|  |
| --- |
| **Evaluation Method 1: Minimum Quality Standard. 100% Price** |

Potential Providers must pass all pass/fail questions asked within the ‘Questionnaire’ section of the document in order to be considered. Bids not meeting the minimum standards will be discarded. Potential providers must then meet a minimum quality requirement to be considered. The minimum quality that must be achieved to be considered is 60% of the maximum score available. Following the evaluation of these minimum requirements the winning provider will be determined as the one who submits the lowest price. In the unlikely event that the two highest ranking providers score the same, the Authority will revert to the Quality element. The provider who achieved the highest quality score would then be awarded the contract.

**The quality questions will be scored using the below scale then converted to a % based on the weightings for each quality question asked:-**

|  |  |
| --- | --- |
| Score | Criteria to Award Score |
| 0 | Response does not meet requirements or no response provided. |
| 1 | Response partially meets requirements but contains significant weaknesses, issues or omissions. |
| 2 | Response meets requirements to an acceptable standard but contains some weaknesses, issues or omissions. |
| 3 | Response meets requirements to a high standard. Robust and detailed in all aspects. |

These scores will be divided by 3 and multiplied by the sub weighting (%) of the question, to give a final score (%) for each question. For example, if the sub weighting for the question is 20% and the potential provider is marked a ‘2’, their final score (%) for that question will be:

**2/ 3 X 20 = 13.33%**

**Part 1 - Quality Example – Minimum Quality is 60% (please note: this is for example purposes only):-**

|  |  |  |
| --- | --- | --- |
| Bid | Potential Provider Quality Score % | Eliminated (Yes/No) |
| Bid 1 | 30% | Yes |
| Bid 2 | 60% | No |
| Bid 3 | 80% | No |

**Part 2 – Price Example – Price is 100% (please note: this is for example purposes only):-**

|  |  |  |
| --- | --- | --- |
| Bid | Potential Provider Price | Rank |
| Bid 1 | £100 | Eliminated in Quality Round |
| Bid 2 | £200 | 1 (Winning Bid) |
| Bid 3 | £300 | 2 |

**Specification**

1. **Introduction**
   1. Cambridgeshire county Councils Reablement team are seeking a tenderer for the provision of uniform for our social care support workers. The Reablement and the Technology Enabled Cares Team both provide domiciliary care and support services to adults within Cambridgeshire with employees supporting residents in their own homes or within a prison environment either as Enhanced Responders, Technology staff or Reablement Support Workers.
2. **Scope**
   1. The team comprises of approximately 300+ employees who are issued with various garments to suit their working patterns and needs.
   2. We are looking to restyle and potential add additional items to the current garments available to staff. Our current uniform includes:
      1. Tunics
      2. Trousers
      3. Dresses
      4. Polo Tops
3. **Location**
   * 1. Sackville House, Cambourne, Cambridgeshire
     2. Hereward Hall, March, Cambridgeshire
     3. Cambridge Professional Development Centre, Trumpington, Cambridgeshire
     4. Hinchingbrooke Hospital, Huntingdon, Cambridgeshire
     5. Princess of Wales Hospital, Ely, Cambridgeshire
     6. Amundsen House, St Ives, Cambridgeshire
4. **Term**
   1. This contract is for 5 years and will commence on 01/12/2021.
5. **The Provider**
   1. The Provider will work closely with the service throughout the contract to ensure style and branding of the garments meets the expectations of the buyer and that deliverables are sent in timely fashion making the buyer aware of any supply issues.
6. **Requirements**
   1. We are looking for the manufacture of a range of garments suitable for use in a domiciliary home care setting for a variety of Social Care and Support Workers.
   2. The tenderer should have in house branding capabilities as garments will need to be embroidered with the required logo. Requirements will need to be discussed with the relevant management team(s) and samples of merchandise will need to be agreed before production on work wear begins.
   3. Clothing samples will need to be provided either by meeting or post and where possible trial garments are to be supplied to ensure clothing is suitable for wearers.
   4. Once branding and garment design has been approved, the tenderer must have the capability to produce garment requirements in bulk as needed and deliver across 6 sites in Cambridgeshire.
   5. A single point of contact will be required to ensure ease of procurement when requiring further deliveries of clothing.
7. **Core**
   1. Design and supply of uniform for a Local Authority Adult Social Care Provider.
   2. Various Garments to be supplied to 300+ staff working in various roles.
   3. Garments must be durable, comfortable and smart to withstand use for long days and washing after every wear.
8. **Timetable**
   1. We would hope to be able to start distributing the garments to our staff from early 2022.
   2. The contract will end 01/12/2026.
9. **Reporting**
   1. The contract is monitored by our internal accounts teams and also service management teams to ensure transparency in spend.
   2. The performance of the contract will be managed by service managers to ensure that deliverable meet the desired standards and continuity of the standard of deliverables is maintained.
10. **Quality and Performance**
    1. Garments will need to be of good quality and made from a breathable fabric.
    2. Garments must wear and wash well for consistent daily use by staff.
    3. Garments should be true to size and come in a variety of lengths and sizes.
    4. The provision of samples will be required.
    5. Cambridgeshire County Council are committed to reducing Carbon Emissions a similar dedication from potential suppliers will be of benefit.
11. Subcontracting Arrangements
    1. Where the Provider wishes to subcontract an area of service provision to a partner agency, full regard should be given to existing services in the area and to any centrally commissioned services in order to avoid duplication or double funding.
    2. The Provider must use Contracts Finder for sourcing its subcontractor opportunities within the scope of this provision wherever possible. The Provider must provide reports to the Authority to show they are actively complying.
    3. The provider must use local subcontractors within the scope of this provision and provide reports to the Authority to show they are actively complying.
12. **Implementation**
    1. We would like to work with the awarded supplier to provide an extensive range of clothing to our staff. The initial phase of implementation will be working with the supplier to suitably design the garments so they are appropriately branded and recognisable to our service users as well as being comfortable, durable and smart. We would then hope to distribute items early in 2022
13. **Modern Slavery, Child Labour and Inhumane Treatment**
    1. Potential Providers:
       1. shall not use, nor allow its Subcontractors to use forced, bonded or involuntary prison labour;
       2. shall not require any Supplier Staff or Subcontractor Staff to lodge deposits or identify papers with the Employer and shall be free to leave their employer after reasonable notice;
       3. warrants and represents that it has not been convicted of any slavery or human tracking offenses anywhere around the world.
       4. warrants that to the best of its knowledge it is not currently under investigation, inquiry or enforcement proceedings in relation to any allegation of slavery or human tracking offenses anywhere around the world.
       5. shall make reasonable enquires to ensure that its officers, employees and Subcontractors have not been convicted of slavery or human tracking offenses anywhere around the world.
       6. shall have and maintain throughout the term of each Contract its own policies and procedures to ensure its compliance with the Modern Slavery Act and include in its contracts with its subcontractors anti-slavery and human trafficking provisions;
       7. shall implement due diligence procedures to ensure that there is no slavery or human trafficking in any part of its supply chain performing obligations under a Contract.
       8. shall not use, nor allow its employees or Subcontractors to use physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation of its employees or Subcontractors.
       9. shall not use or allow child or slave labour to be used by its Subcontractors.
       10. shall report the discovery or suspicion of any slavery or trafficking by it or its Subcontractors to the Buyer and Modern Slavery Helpline.

SUPPORTING INFORMATION

## ORGANISATION AND CONTACT DETAILS

|  |  |
| --- | --- |
| **A-1 Name of your organisation** |  |
| **A-2 Registered office (if applicable)** |  |
| **A-3 Trading address (if different from registered**  **office)** |  |
| **A-4 Organisation Registration Number**  **(if applicable)** |  |
| **A-5 Is your organisation a:**   * Sole Trader * Partnership * Public Limited Company * Private Ltd Company * Charity * Other |  |
| **If you selected other, please specify** |  |
| **A-7 If the Company is a**  **member of a group of companies,**  **please give the name and**  **address of the ultimate holding**  **company** |  |
| **A-8 Name of person to whom**  **any queries relating to this quote**  **should be addressed** |  |
| **A-9 Telephone** |  |
| **A-10 Email** |  |

## QUESTIONNAIRES

Please complete the below questionnaire. For details on weighting and scoring criteria please see ‘Evaluation of Quotations’.

**Selection Questions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Question** | **Provider Response** | **Supplier Help** | **Pass/Fail (Internal Use Only)** |
| **1.** The level of insurance required is Public Liability, Employers Liability, Goods in transit.  Can you confirm that your organisation has the required level of cover or is prepared to obtain the level of cover prior to award? | □ **Yes** - have levels of cover already and will continue to for this contract  □ **No** - but will provide the Authority‘s level of cover requested if awarded contract  □ **No** - have not got cover and won't provide Authority’s level of cover | *Potential Providers who answer ‘No – have not got cover and won’t provide Authority’s level of cover’ will be eliminated from the process.* |  |
| **2.** The Authority wishes to ensure that within your business or in its supply chain there is no servitude or forced labour, slavery human trafficking, arranging or facilitating the travel of another person with a view that a person is being exploited or conducting any activities that contain violation of human rights. Please confirm that your supply chain with regards to this quotation response complies with the Modern Slavery Act 2015. | □ **Yes** – in response to this quotation our supply chain complies with the Modern Slavery Act 2015  □ **No** – in response to this quotation our supply chain does not comply with the Modern Slavery Act 2015 | *Potential Providers who answer ‘No’ will be eliminated from the process.* |  |
| **3.** Please confirm that you and your supply chain with regards to this quotation response comply with all applicable data protection legislation including but not limited to the General Data Protection Regulations (GDPR) and Data Protection Act. | □ **Yes** – in response to this quotation ourselves and our supply chain comply with all applicable data protection legislation including but not limited to with the General Data Protection Regulations (GDPR) and Data Protection Act**.**  □ **No** – in response to this quotation ourselves and/or our supply chain does not comply with all applicable data protection legislation including but not limited to with the General Data Protection Regulations (GDPR) and Data Protection Act. | *Potential Providers who answer ‘No’ will be eliminated from the process.* |  |

**Quality Questions**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Question** | **Question Weighting**  **%** | **Supplier Help** | **Provider Response** | **Provider Score (0-3)** |
| **1.**  Please inform of previous experience in supplying garments within Health and Social Care settings. | 20% |  |  |  |
| **2.**  Please inform of your organisations capability to produce the deliverables by describing the methodology of approach to accomplish the project’s required outcomes. | 80% |  | *.* |  |

PRICING SHEET

## PRICING AND COSTS

The available budget for this procurement exercise is up to £60000 Total at the end of the 5 year contract. Please insert your costs in the table below. The costs should be broken down into components with a full description of each component and its associated time and costs.

|  |  |  |
| --- | --- | --- |
| **[Component]** | **[Component description]** | **[Costs (£)]** |
| Set Up of branding per template | Approximately 5 different teams will require slightly different logos and so templates for each will need to be setup. |  |
| Delivery | Any delivery charges that would be incurred. |  |
| New Garments | Currently each staff member is given 2 pairs of trousers and 3 tops when starting in their role and this is replaced every 12 – 18 months. |  |
|  | **Total Costs (£):** |  |

FREEDOM OF INFORMATION & SIGNATURE AND DATE

Information in relation to this RFQ may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000 (“The Act”) and your organisation details will be disclosed where the expenditure is over £500 for Cambridgeshire County Council as per the Government Transparency agenda. Details of all contracts worth £25,000 for Cambridgeshire County Council or more in total value will also be published on the Authority’s website.

Organisations should state if any of the information supplied by them is confidential and commercially sensitive or should not be disclosed in response for the Information under the Act. Organisations should state why they consider the information to be confidential or commercially sensitive.

Please state here any specific information in this RFQ that you do not wish to be disclosed under Freedom of information Act. This will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in the Act.

**Request for Quotation for** **[Insert identification of requirement]**.

|  |  |
| --- | --- |
| I the undersigned hereby declare by marking an X in the box: |  |

that the information provided is complete and accurate;

1. that the price is our best offer;
2. that no collusion with other organisations has taken place in order to fix the price;
3. to be subjected to the terms and conditions set out in Conditions of Contract identified in Appendix 1;
4. that no works/goods/supplies/services will be delivered or undertaken until both parties have executed the formal contract documentation as identified in Appendix 1 and an instruction to proceed has been given by the Authority in writing.

|  |  |
| --- | --- |
| **Name** |  |
| **Position Held** |  |
| **Date** |  |

CONDITIONS OF CONTRACT

Click on the link below for further details:

Service:

<https://cccandpcc.sharepoint.com/:w:/r/sites/CCCResources/Shared%20Documents/Procurement/Quotations%20self-service%20toolkit%20(under%20%C2%A3100k)/Contract%20Terms%20%26%20Conditions/CCC%20Terms%20and%20Conditions%20for%20Services%20between%20%C2%A325,000%20and%20%C2%A3100,000.doc?d=wb2bba0db84764fcda3f00849e5802c7a&csf=1&web=1&e=3xh23B>

Goods:

<https://cccandpcc.sharepoint.com/:w:/r/sites/CCCResources/Shared%20Documents/Procurement/Quotations%20self-service%20toolkit%20(under%20%C2%A3100k)/Contract%20Terms%20%26%20Conditions/CCC%20Terms%20and%20Conditions%20for%20Goods%20between%20%C2%A325,000%20and%20%C2%A3100,000.docx?d=w7df825db56424b61b3cce6b3a3a71004&csf=1&web=1&e=seQKSz>