**Documentation Provided by Council**

1. All the documentation necessary to submit this quotation are set out in the following appendices:
* **Appendix A – Background information**
* **Appendix B – instructions for quotation**
* **Appendix C – Procurement timetable**
* **Appendix D – Delivery Milestones**
* **Appendix E – terms and Conditions**
* **Appendix f – Specification**
* **Appendix 1 – Floor plan Lambeth archives minet library**
* **Appendix 2 – Details of collections / Sample move plan**
* **Appendix 3a – Strong room layout in new space**
* **Appendix 3b – search room and office in new space**
1. Any clarifications should be sought from Len Riley ljreilly@lambeth.gov.uk in accordance with the timetable in Appendix C – Procurement Timetable.

**Submission of Quotation by Provider**

1. Your proposals should be set out in the method statement and pricing document and returned to Len Riley in accordance with the submission date/time in Appendix C.

**criteria for evaluation**

1. Your submission will be evaluated by an evaluation panel. The evaluation will be based on Price: 20% and Quality 80%.

**method statement**

1. Providers are invited to submit their proposal based on the questions set out in Table 1 – Evaluation Criteria and Questions below which is based on the requirements set out in Appendix F – The Specification. Each question will be scored in accordance with Table 2 – Scoring Methodology.

**Table 1 – Evaluation Criteria and Questions**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Questions** | **Weighting %** |
| **Criterion 1** | Please set out a detailed project plan for the delivery of the move in accordance to the Council’s timetable and how you will deal with interruptions or revisions to the schedule. Please include within your response the resource that will be assigned to each phase of the project.  | 20 |
| **Criterion 2** | Please detail how you will meet the requirements for packing, sequencing, transportation, unpacking and reshelving of the collections in their given sequence/order. In your response, please include details of materials / equipment / transportation and moving apparatus that will be utilised to meet the Council’s requirements.  | 20 |
| **Criterion 3** | Please demonstrate the methodology you would use to assist with planning the installation of the collections in the new space and in particular the refining of the Move Plan.  | 5 |
| **Criterion 4** | Please detail your methodology for meeting the Council’s:* Handling Requirements (3%)
* Reporting Procedures (3%)
* Security Requirements (3%)
* Vehicle / Transit Requirements (3%)
* Required Quality Standards (3%)
 | 15 |
| **Criterion 5** | Please provide 2 examples of previous experience completed in the past 3 years of similar moves in terms of scale, type of media, planning tools, packing requirements and what provisions are in place if damage occurs to an object and/or materials within your possession.  | 15 |
| **Criterion 6** | The Council has a [Responsible Procurement Policy](https://www.lambeth.gov.uk/sites/default/files/brl-Lambeth-responsible-procurement-policy.pdf). Please detail your proposals for this contract with respect to the following:* London Living Wage
* Sustainability – Vehicle Fleet Operator Recognition Scheme (FORS) Silver accreditation or equivalent and detail the Percentage of fleet used for the contract that are zero emission vehicles
* Activities to reduce consumption of materials, reuse materials, repair and recycle
* Compliance with the Modern Slavery Act 2015, Whistle-blowing policy for employees to blow the whistle on suspected modern slavery
* Other Innovative Offers
 | 5 |
|  | **Total quality score** | **80%** |

**Information Requirements**

1. Please ensure your method statement is provided in Arial Font Size 11 (Single line spacing). Please limit your responses to the following with any accompanying project plan/ diagram:

Criterion 1 – 2 sides of A4

Criterion 2 – 1 side of A4

Criterion 3 – 1 side of A4

Criterion 4 – 1 side of A4

Criterion 5 – 1 side of A4

Criterion 6 – 1 side of A4

* The council reserves the right to challenge any information provided in response to the RFQ and request further information in support of any statements made therein.
* Potential Providers’ responses must clearly demonstrate how they propose to meet the requirements set out in the question and address each element in the order they are asked.
* Potential Providers’ responses should be limited to and focused on each of the component parts of the question posed. They should refrain from making generalized statements and providing information not relevant to the topic.
* Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas, including identifying key sections within responses.

**Table 2 – Scoring Methodology**

|  |  |
| --- | --- |
| 0  | Failed to address the question/issue.  |
| 1  | An unfavourable response/answer/solution. There is limited or poor evidence of skill/experience sought; a high risk that relevant skills will not be available.  |
| 2  | Less than acceptable. The response/answer/solution/information lacks convincing evidence of skill/experience sought; lack of real understanding of requirement or evidence of ability to deliver; medium risk that relevant skills or requirement will not be available.  |
| 3  | Acceptable response/answer/solution/information to the particular aspect of the requirement; evidence has been given of skill/experience sought.  |
| 4  | Above acceptable – response/answer/solution/information demonstrates real understanding of the requirement and evidence of ability to meet it (based on good experience of the specific provision required or relevant experience of comparable service or supply.  |
| 5  | Excellent – response/answer/solution provides real confidence based on experience of the service or supply provision required. Response indicates that the supplier will add real value to the organisation with excellent skills and a deep understanding of the service or supply requested.  |

PRICE SUBMISSION

1. The Council is seeking an itemised submission in accordance with the deliverables set out in Table 3 – Pricing Submission. The pricing submission should assume and include all disbursements and costs associated with the production of the deliverables.
2. Price proposals should include the requirements and standards as set out in Appendix F – The Specification and its appendicies.

**Table 3 – Pricing Submission**

|  |  |  |
| --- | --- | --- |
| **Item No.** | **Deliverables** | **Itemised lump sum cost (£ excl. VAT)** |
| 1 | Total cost for services with a breakdown by project phase. Costs must be all inclusive covering but not limited to; packing material /handling/moving equipment, transport, and recycling.  |  |
| **TOTAL COST** |  |

**Pricing considerations**

1. For price, each submission will be assessed on the Total Cost using the following equation:



1. The Quality Score will be added to the Price Score to determine the Final score. The Council will select a supplier on a most economically advantageous tender.