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**e-Quotation Form**

**Corby Engagement Project**

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## Introduction and Notes to Potential Suppliers

* 1. Please find below an invitation to quote for the above-mentioned contract.
  2. To be considered, your quotation should be submitted on the attached quotation form.
  3. Your response MUST be returned to the Authorised Officer at the e-mail address included at Section 2, **not later than 12:00 noon on the 10th of January 2025.**
  4. Late quotations may not be considered.
  5. If you decide you do not wish to complete the quotation process, the Authorised Officer must be contacted to enable a reserve Potential Supplier to be invited. Failure to do so may mean you are not invited to quote for future work.
  6. Quotations shall remain open for acceptance for a minimum of 30 days. The Council expects to determine award of contract within 14 days of the closing date for submission of quotations.
  7. The Council is not bound to accept any quotation. Any quote that is accepted will be awarded based on the criteria as set out below. Acceptance of the quote by the Council shall be in writing and on the Council’s official order form.
  8. The Council reserves the right to:
     1. carry out due diligence checks on the awarded Potential Supplier;
     2. amend the Conditions of Contract included at Appendix 1;
     3. abandon the procurement process at any stage without any liability to the Council; and/or
     4. require the Potential Supplier to clarify its quotation in writing and if the Potential Supplier fails to respond satisfactorily, this may result in the Potential Supplier being rejected from the process.
  9. The Council also reserves the right, at any point and without notice, to discontinue the procurement process without awarding a contract, whether such discontinuance is related to the content of Quotation Response or otherwise. In such circumstances, the Council will not reimburse any expenses incurred by any person in the consideration of and/or response to this document. You make all quotations, proposals and submissions relating to this quotation entirely at your own risk.
  10. **This is not an order**. If this quotation is accepted, an official order will then be raised. The order will be subject to the Contract Documents which consist of any other documents attached to this Invitation to Quote.
  11. Please quote for the following on the terms (Appendix 1) overleaf and Other Contract Documents. Any query on the Contract Documents or proposed inclusion of Supplier terms or conditions must be raised with the Authorised Officer on or before delivering the Quote. The Council does not undertake to accept any quotation and reserves the right to accept any part of any quotation.
  12. Your quotation must be submitted on this form as an irrevocable offer (in consideration of your being invited to quote) and returned by the time and date identified at Section 1 of this document, to the Authorised Officer at their address.
  13. To complete the form, either choose to “Reply” to the e-mail and them edit the information before sending, or if you cannot do this, print the form and return it to the Authorised Officer, using the details included at Section 2 the quotation.

## North Northamptonshire Council Details

* 1. **Head Office Address**
     1. North Northamptonshire Council

Sheerness House, 41 Meadow Road

Kettering

Northamptonshire

NN16 8TL

* 1. **Authorised Officer Details**

|  |  |
| --- | --- |
| * + 1. Contact name: | Richard Holley |
| * + 1. Address: | As above |
| * + 1. Telephone number: | 07827088353 |
| * + 1. e-Mail address: | Richard.holley@northnorthants.gov.uk |

* 1. **Delivery Address or Site Address** (if different from above)
     1. As above
  2. **Date of Circulation to Potential Suppliers of Request for e-Quotation**
     1. 29th November 2024

## General Details of Requirement

* 1. This contract will be awarded on the basis of both quality (80%), and price (20%)*.*
  2. Assessment of quality will be based on the answers provided to the questions noted in Section 4.
  3. The Council has provided a detailed Specification for this requirement, which is embedded at Annex 1 of this document.
  4. Any questions regarding this invitation to quote must be raised with the Authorised Officer, who can be contacted using the details in Section 2, before the closing date for submission of quotes.
  5. The Council is not proposing any changes to the standard Terms and Conditions, which are included at Appendix 1 of this document.
  6. The Council’s standard payment terms are thirty (30) days from receipt of invoice, providing the work invoiced has been completed.
  7. The Council’s required **Start Date** for the Contract is **1st of March 2025**
  8. The Council’s required **Completion Date** for the Contract is **31st of August 2025**
  9. The Council’s required **Guarantee Period** is 6 months from delivery until completion of the supply.
  10. Annexed Contract Documents, relevant to its requirement, are embedded below and can be accessed by double clicking on the document icon.
      1. Annex 1 – Specification



## e-Quotation Response

## Potential Supplier Details and Authorisation

|  |  |  |
| --- | --- | --- |
| 4.1.1. | Quotation reference | PH/RH/291125 |
| 4.1.2. (a) | Potential Supplier name | Click to enter text. |
| 4.1.2. (b) | Office address | Click to enter text. |
| 4.1.2. (c) | Invoice address  (*if different from above*) | Click to enter text. |
| 4.1.2. (d) | Company or charity registration number | Click to enter text. |
| 4.1.2. (e) | Are you a Small, Medium or Micro Enterprise (SME)? | Choose an item. |
| 4.1.2. (f) | Signature  (*electronic is acceptable*) | Click to enter text. |
| 4.1.2. (g) | Date | Click to enter a date. |

* 1. **Questions**

| **Project Specific Questions: Industry Links** | | | | |
| --- | --- | --- | --- | --- |
| **Question 1:** | **Scoring Methodology:** | Pass/Fail | **Word Limit:** | 100 words |
| The Council abides by Article 5.3 of the WHO Framework Convention on Tobacco Control. As such, potential Suppliers with any links to the tobacco industry are excluded from this opportunity. Please confirm you have no links to the tobacco industry. | | | | |
| **Answer:** | | | | |
| Click to enter text. | | | | |
| **Word Count:** | | | | Enter no. |

| **Project Specific Questions: Suitability** | | | | |
| --- | --- | --- | --- | --- |
| **Question 2:** | **Scoring Methodology:** | 50% | **Word Limit:** | 500 words |
| Describe your approach to completing this engagement work, how will your organisation ensure it meet the requirements of the specification? | | | | |
| **Answer:** | | | | |
| Click to enter text. | | | | |
| **Word Count:** | | | | Enter no. |

| **Project Specific Questions: Experience** | | | | |
| --- | --- | --- | --- | --- |
| **Question 3:** | **Scoring Methodology:** | 50% | **Word Limit:** | 500 words |
| This project requires engagement with a specific subsection of Corby residents, provide an example of where your organisation has had to engage with a similar group to gather qualitative and quantitative data. | | | | |
| **Answer:** | | | | |
| Click to enter text. | | | | |
| **Word Count:** | | | | Enter no. |

## Price Offer

**Table A: Pricing Schedule**

| **Item No.** | **Stock Code** | **Goods, Services and/or Works to be Provided (“the Supply”)** | **Quantity of Units** | **Unit Price (ex. VAT)** | **Price for Qty Required** |
| --- | --- | --- | --- | --- | --- |
|  | Click to enter text. | Click to enter text. | Click to enter text. | £Click to enter text. | £Click to enter text. |
|  | Click to enter text. | Click to enter text. | Click to enter text. | £Click to enter text. | £Click to enter text. |
|  | Click to enter text. | Click to enter text. | Click to enter text. | £Click to enter text. | £Click to enter text. |
|  | Click to enter text. | Click to enter text. | Click to enter text. | £Click to enter text. | £Click to enter text. |
|  | Click to enter text. | Click to enter text. | Click to enter text. | £ *Click to enter text.* | £Click to enter text. |
|  |  |  | *Sub-Total* | | *£Click to enter text.* |
|  |  |  | *Postage, Packaging & Delivery* | | *£Click to enter text.* |
|  |  |  | *VAT* | | *£Click to enter text.* |
|  |  |  | **Total** | | **£** **Click to enter text.** |

## Appendix 1: Conditions of Contract

1. The Council’s standard terms and conditions can be found by clicking on the following link:
   1. <https://www.northnorthants.gov.uk/finance/conditions-contract-purchase-orders-below-ps25000>
   2. Special Conditions relevant to this e-Quotation are detailed in the box below