**REQUEST FOR QUOTATION**

**GOODS, SERVICES AND/OR WORKS**

Devon and Somerset Fire and Rescue Authority (DSFRS) is seeking to obtain, services for the following. As a bidder, I invite you to submit a quotation.

Please return your submission electronically using the contact e-mail address provided by the stated date and time. If you do not intend to quote, please inform the lead contact at the earliest opportunity.

The ranking/prioritisation of the evaluation criteria will be based on the most economically advantageous tender (MEAT) from the point of view of the Authority who is under no obligation to accept the lowest priced quotation or any quotation it receives. Any quotation will be based on the Terms and Conditions of the Authority only.

**INFORMATION TO BIDDERS FROM DSFRS**

**General Information:** Bidder note: Please include these references on all future correspondence and invoices.

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| Quotation title: | Red One Ltd Corporate Governance Consultancy |
| Quotation ref: | DSQ126-17 |

**Requirements:** Bidder note: Please refer to any technical drawings/specifications which may be attached separately

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| Description: | Consultancy work on enhancing commercial activity governance arrangements of Red One Ltd |
| Purpose: | To appointment a suitably qualified/experienced contractor to provide governance consultancy as detailed in the requirement below. |
| Details: | The Devon & Somerset Fire & Rescue Authority is the sole shareholder in Red One Ltd. (“the company”), an “unlisted” private company established by the Authority to deliver its commercial trading aspirations in accordance with relevant legislation.  The Authority is seeking to commission an appropriately skilled and experienced organisation to work with the company, on its behalf, in developing and delivering an action plan and putting in place an appropriate, proportionate and robust governance framework, with appropriate documentation and processes, compliant with existing best practice, including the Institute of Directors Corporate Governance Guidance and Principles for Unlisted Companies in the UK.  For the purpose of this work, assume there is little or no governance framework in place, other than the Articles of Association for the Company (attached), which may need to be reviewed to enhance clarity of relationship between the company and the Authority and specifically to reflect that the Authority is the sole member of the company. |
| Requirement | It is anticipated the action plan and associated governance framework will address the following (not exclusive) areas:   * The composition of the Board of Directors, including the development of associated role profiles; * The Articles of Association of the company – including aspects such as the appointment and removal of directors; matters that should be reserved to the Authority as sole shareholder; director remuneration; * Development of a good governance “manual” and associated procedures for the company. While these should be robust, they should also be proportionate and feature policies, processes and relevant guidance, documented as appropriate, on:   + internal financial management and control;   + procurement and contract management;   + management of company risk;   + identification, declaration and management of interests by directors;   + management of gifts and hospitality;   + remuneration of expenses incurred on company activities;   + appropriate induction and appraisal procedures for directors;   + records and meeting maintenance and management. * The development and documentation of effective reporting and control arrangements between the Company and the Authority (as sole shareholder).   The successful bidder will, subject to completion of appropriate Non-Disclosure Agreements, be provided with copies of previous reviews and reports on governance and associated matters. |
| Delivery date(s): | 9th October 2017 |
| Delivery address: | Service Headquaters, The Knowle, Clyst St George, Exeter EX3 0NW |
| Other information | Red One Ltd is a trading arm of the Devon and Somerset FRS. |
| Other information | * Engagement strictly on the Authority’s standard Terms and Conditions * The Authority will only issue payment on completion of services * Strictly no payments in advance of services rendered. |
| Attachments: | DSFRA Standard Terms and Conditions |

**DSFRS lead contact:** Bidder note: Please contact the person detailed below only in relation to this quotation

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| For the purpose of this quotation: | |
| Name: | Pete Aighton – Procurement Team |
| Address: | Headquarters, The Knowle, Clyst St George, Exeter EX3 0NW |
| Telephone: | 01392 872396 |
| E-mail: | [Paighton@dsfire.gov.uk](mailto:Paighton@dsfire.gov.uk) |
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**Return of Quotation:** Bidder note: Quotations received after the due date and time may not be considered

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| Return date/time: | 15th September 2017 at 12pm to procurement@dsfire.gov.uk. |

**MEAT Evaluation:** Bidder note: Evaluations will be through responses to this quotation and other means as required:

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| Criteria ranking: | 1. Price and cost effectiveness – 40% 2. Technical merit (ability to meet requirements) 30% 3. Delivery date/period or period of completion 15% 4. Existing resources, capacity and experience in undertaking this work. 10% 5. Details of previous similar assignments undertaken 5% |

**INFORMATION FROM BIDDER TO DSFRS**

By submitting a quotation the bidder has read and understood and agrees to accept the DSFRS Standard Terms and Conditions and agrees to provide the goods, services and/or works in accordance with the requirements and pricing schedule. All costs must be included, for example; packaging, delivery, insurance, warranty etc. and the circumstances in which they will apply. Prices must be quoted in £ GBP sterling, excluding VAT.

**Terms and Conditions of Contract:**

The Authority’s Standard Terms and Conditions of Contract shall apply to this contract. These are published on <http://www.dsfire.gov.uk/procurement>.

**Company Information:**

|  |  |
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| Full name: |  |
| Position (job title): |  |
| Company name: |  |
| Company address: |  |
| Telephone number: |  |
| E-mail: |  |
| Website: |  |
| VAT registration number: |  |
| Bank sort code: |  |
| Bank account number: |  |
| Date: |  |

**Pricing Schedule:**

|  |  |  |
| --- | --- | --- |
| **Detail** (including stage payments, day rates) | **Dates** | **£** |
|  |  |  |
|  |  |  |
| **Total** | |  |

**Quotation questions:**

Bidder note: Responses will be awarded a mark between 0 out of five and a pass fail criteria on ability to meet requirements.

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| **Ref** | **Question** | **Total marks available** | **Response**  **(Delete as appropriate)** |
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| 1 | The bidder must agree to the DSFRS Terms and Conditions of contract (see attached) | Pass/fail | Yes/No |
| 2 | The offer to supply must comply with all relevant legislation in the provision of these goods, services and/or works. | Pass/fail | Yes/No |
| 3 | The offer to supply must be in accordance with the requirements detailed within this quotation. | Pass/fail | Yes/No |
| 4 | Does your organisation accept payment by government procurement card? | For information | Yes/No |
|  | | | |
| 5 | Please provide details of your company’s resources, capacity and experience for this assignment. | 10 | Enclosed?  Yes/No |
| 6 | Please provide details of previous similar assignments. | 5 | Enclosed?  Yes/No |
| 7 | Please provide a method statement on your approach to meeting the requirements. | 30 | Enclosed?  Yes/No |
| 8 | Please provide an outline of your plan to deliver the requirements in the timescales provided. | 15 | Enclosed?  Yes/No |
| 9 | Please provide details of the lead contact for the delivery of these services. | For information | Enclosed?  Yes/No |
| 10 | Please provide a comprehensive pricing proposal of all services undertaken and details of any travelling and expenses. | 40 | Enclosed?  Yes/No |

DSFRS may contact the providers for clarification of any submissions, and prior to appointment of a preferred provider before award of contract.