**Documentation Provided by Council**

1. All the documentation necessary to submit this quotation are set out in the following appendices:
* contract Terms and Conditions
* Appendix B – instructions for quotation
* Appendix C – Procurement timetable
* Appendix f - Specification
1. Any clarifications should be sought from Luke Farmer (LFarmer@lambeth.gov.uk) in accordance with the timetable set out 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 Luke Farmer at LFarmer@lambeth.gov.uk 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: 40% and Quality 60%.

**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 %** |
| **Criteria 1 – Skills and Knowledge** | 1) Please set out your ability to review technical daylight/sunlight assessments in line with BRE standards and prepare written reports on assessment results including analysis and recommendations. You may wish to reference any qualifications as well as experience in your response. | 40 |
| **Criteria 2 – Technical Requirements** | 2) Please set out your proposals/approaches for conducting technically sound and accurate daylight/sunlight assessments for local authorities.  | 20 |
| **Criteria 3 – Quality Standards** | 3) Please discuss the tools and methodology to review daylight and sunlight assessments against the BRE guide using BS EN 17037. This should include the use of coloured window maps to identify affected windows and the degree of impact. | 25 |
| **Criteria 4 – Quality Processes** | 4) Please detail your approaches for presentation of daylight/sunlight analysis for reports, industry meetings, and internal reviews using graphic illustrations. You may wish to include a sample piece in this response. | 15 |
| **Total (Quality Score)** | **100** |

**Information Requirements**

1. Please ensure your method statement is provided in Arial Font Size 11. Please limit your responses to:

Question 1 – 1 side of A4

Question 2 – 1 side of A4

Question 3 – 1 side of A4

Question 4 – up to 3 sides of A4

**Please also submit a copy of your CV along with your method statement this should be no more than 1 page 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 spelling, punctuation, and grammar, it will assist evaluators if attention is paid to these areas including identifying key sections within responses.
* Please note that Question number 4 within in Table 1 is a threshold question. If the provider is unable to submit a satisfactory response i.e., equal to a score of 3 as per the scoring methodology below, this will result in automatic elimination from the procurement process.

**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 itemized 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.

Table 3 – Pricing Submission

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No.** | **Deliverables** | **Hourly Rate (per hour)** | **Number of hours** | **Hourly Rate x number of hours[[1]](#footnote-1) (£ excl. VAT)** |
| 1 | Preparation and production of reports on daylight/sunlight assessments on planning applications (Please refer to Appendix F as an indicative volume) |  |  |  |
| 2 | Preparation and production of reports on daylight/sunlight assessments on pre-applications, including site visits for 50% of all enquires |  |  |  |
| 3 | Attendance at committee meetings including preparation of analysis and provision of guidance, responding to questioning. Please refer to Appendix F for indicative volumes for this contract. For evaluation purposes only please assume 2 meetings per year. |  |  |  |
| 4 | Modelling of daylight/sunlight impacts from proposed development. (Please refer to Appendix F as an indicative volume) |  |  |  |
| 5 | Training for Lambeth officers and members. Please refer to Appendix F for indicative volumes for this contract. For evaluation purposes only please provide pricing for the provision of 1 training session.  |  |  |  |
| 6 | Training for Lambeth officers and members (1 training session) |  |  |  |
|  | **Total for items 1 to 6 (to be used for price evaluation purposes)** |  |  |  |

**Pricing considerations**

1. Please note the number of meetings, site visits, committee meetings and reports are estimates and the provider will be paid on a pro rata basis.
2. For price, each submission will be assessed on the total cost (item 5 in Table 3 above) 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 basis.
1. Based on an average of 11 daylight/sunlight enquires per year [↑](#footnote-ref-1)