# getresource

Tenderers

1st September 2017

Dear Tenderer

**Request for Quotation for Wayfinding and Signage Strategy and Design for Devonshire Park Redevelopment**

**Please take care in reading this document, in particular the specification and in the event of any questions or queries please contact the named person below.**

Eastbourne Borough Council requires the development of a Fundraising Strategy as detailed at Appendix 1.

An Appointment Brief, Appendix 1, for the project is attached. This is being posted to Contracts Finder.

Should you wish to take part in the selection process please submit your full Quotation marked “Quotation” and the contract/subject to which it relates by email to dpsignage@eastbourne.gov.uk

by 14:00 **on 6th October 2017.**

Your quotation should include the following information which will be evaluated as indicated.

|  |  |
| --- | --- |
| **Information** | **Evaluation weighting** |
| Fee and Resource Proposal | 30% Lowest fee will be awarded 20%. Highest resource will be awarded 10%.Scores for other quotations will be awarded proportionately to the difference. |
| Relevant experience:CV of lead resource plus details of three similar projects and why relevant | 40% Score of 1 – 10 will be awarded with 10 being maximum marks available for an excellent response that has strong relevant experience and credentials, with 1 being minimum mark for a response of little or no relevance. The score will then be weighted to 40%. |
| Outline methodology – 1 – 2 A4 pages to outline your anticipated approach | 30% Score of 1 – 10 will be awarded with 10 being maximum marks available for an excellent response that has a good clear methodology that gives confidence and can be delivered within timescale, with 1 being minimum mark for a response of little or no detail. The score will then be weighted to 30%. |

Please note that Eastbourne Borough Council reserves the right not to accept any quotation and is under no obligation to do so.

Should you not wish to respond to this Request for Quotation I would be grateful if you could advise me accordingly.

Yours sincerely

Paul Quanstrom

Client Project Manager

**IMPORTANT NOTICES**

The attention of organisations is drawn to the fact that by issuing this request to quote the Council is in no way committed to awarding any contract and reserves the right to cancel the appointment process at any point. The Council is not liable for any costs resulting from any cancellation of this appointment process nor for any other costs incurred by those expressing an interest in or making a submission for this opportunity.

The Council reserves the right to vary or change all or any part of the basis of the procedures for the process at any time or not to proceed with the proposed appointment at all. The Council reserve the right at any time:

* to issue amendments or modifications to the documentation;
* to alter the timetable to selection;
* and/or not to select a service provider and to withdraw from this process.

All applicants are solely responsible for their costs and expenses incurred in connection with their participation in this procurement process. Under no circumstances will the Council be liable for any costs or expenses borne by the applicant or any of its supply chain partners or advisors in this process.

Organisations should note that no submission or offer is deemed accepted until the relevant contractual documents have been duly signed on behalf of the Council and all other relevant parties and declared unconditional. No dialogue or communication with the Council whether prior to, during or subsequent to the selection process (including any notification of a successful submission) imply acceptance of any offer or constitute an indication that the organisation will be awarded the position of service provider. Only the express terms of any written contract which is finally agreed and signed for and on behalf of the relevant parties and which is duly declared unconditional shall have any contractual effect.

The Council and their advisors will not be held liable to any party for any direct or indirect losses, financial or otherwise, associated with any contents of this invitation, associated documents or any research or analysis completed to date which is referenced in this document. The documents do not purport to be all inclusive, to contain all of the information that a prospective service provider may require, or to have been independently verified.  The documents should not be considered as an investment recommendation made by the Council. Any person considering making a decision to enter into contractual relationships with the Council or any other person on the basis of the information provided should make their own investigations and form their own opinion.

No disclaimer in this document is intended to exclude liability for fraud or fraudulent misrepresentation.

**Non-Collusion**

The Council reserves the right to disqualify (without prejudice to any other civil remedies available to the Council and without prejudice to any criminal liability which such conduct by a organisation may attract) any organisation who, in connection with this process:

1. fixes or adjusts the amount of its submission by or in accordance with any agreement or arrangement with any other organisation (other than a member of its own consortium or supply chain);
2. enters into any agreement or arrangement with any other organisation to the effect that they shall refrain from making a submission or as to the amount of any submission to be submitted;
3. causes or induces any person to enter such agreement as is mentioned in either paragraph a) or b) or to inform the organisation of the amount or approximate amount of any rival submission;
4. offers or agrees to pay or give or does pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done any act or omission in relation to any other submission or proposed submission for this process; or
5. communicates to any person other than the Council the amount or approximate amount of his proposed submission (except where such disclosure is made in good faith in order to obtain quotations necessary for the preparation of a submission).

The Council also reserves the right to disqualify (without prejudice to any other civil remedies available to the Council and without prejudice to any criminal liability which such conduct by a organisation) any organisation who, in connection with this opportunity:

1. offers any inducement, fee or reward to any member or officer of the Council or any person acting as an adviser for the Council in connection with this process;
2. does anything which would constitute a breach of the Bribery Act 2010 or under Section 117 of the Local Government Act 1972;
3. canvasses any officer or member of the Council in connection with this process.

**Information**

The Council may disclose detailed information relating to submissions to the Council's members, directors, officers, employees, agents or advisors and the Council may make the key documents available for private inspection by the Council's members, directors, officers, employees, agents or advisors.

The Council also reserve the right to disseminate clarifications and information that is materially relevant to the opportunity to all bidders, even if the clarification or information has only been requested by one bidder. The Council will act reasonably as regards the protection of commercially sensitive information relating to bidders in the light of the latest published guidance on this area.

**Freedom of Information**

Organisations should note that the Council is subject to the Freedom of Information Act 2000 ("FOIA") and the Environmental Information Regulations 2004 ("EIR"). This means that, subject to certain exemptions, an individual may request access to any information held by them and they may have to accede to such a request. This may include information on a submission or details of the selection process.

If you consider that any specific information supplied by you is either commercially sensitive or confidential in nature, you may clearly identify such information in your submission, together with the reasons for the sensitivity and confidentiality. Please note however, that the Council may still be required to disclose such information in accordance with the FOIA or EIR.

The Council will endeavour to consult with you prior to making a decision to disclose under FOIA or EIR information you have identified as commercially sensitive.

If you are unsure as to the Council's obligations under FOIA regarding the disclosure of sensitive information please seek independent legal advice.

**General Matters**

The Council reserves the right, in their sole discretion, to reject any submission.

Organisations should note that the information given at any stage may be subject to verification at any time during the procurement process. If any error, omission, false statement or misrepresentation is discovered, the Council reserves the right to disqualify the organisation, without regard to what stage the selection process has reached when the error, omission, false statement or misrepresentation is discovered.

Organisations should note that the Council reserves the right to terminate any ensuing contract with the organisation at any time if it is discovered that the organisation has made any false statement or material misrepresentation in any document submitted as part of this process.

The Council will rely upon the representations in response to this invitation in selecting those organisations to become service providers and may seek its wasted costs from an organisation if any representations are materially untrue or incorrect (or later become untrue or materially incorrect in the absence of immediate notification by the organisation to the Council).

The Council reserve the right to reject or disqualify an organisation where any submission is submitted late, is completed incorrectly, is incomplete or fails to meet any other submission requirements which have been notified to the organisations.

This invitation and subsequent information will be provided on the same basis to all organisations, however the Council reserves the right to seek clarification on submissions from particular organisations during the selection process.

The Council is concerned to avoid conflicts of interest. Organisation should note that, the Council reserves the right to disqualify organisationswhere there is an actual or potential conflict of interest. Organisations are encouraged to seek to clarify the Council's view on actual or potential conflicts at the earliest opportunity before submission.

Save where expressly provided to the contrary, the laws of England shall apply to this process and any resulting contract.

**Request for Quotation**

# Appendix 1 – Appointment Brief