Text

Description automatically generated with low confidence

**Request for Quotation**

supply and delivery OF dental supplies FOR CHILDREN and adults (toothbrush and toothpaste dental packs AND OTHER RESOURCES FOR SUPERVISED TOOTHBRUSHING PROGRAMMEs) for north northamptonshire council and On behalf of west northamptonshire council

**Contents**

[Section 1: Introduction 3](#_Toc114070927)

[1. General Requirements 3](#_Toc114070928)

[2. Procurement Timetable 5](#_Toc114070929)

[3. Clarification Questions 5](#_Toc114070930)

[4. Quotation Responses 6](#_Toc114070931)

[5. Evaluation of Quotations 6](#_Toc114070932)

[Section 2: Specification 7](#_Toc114070933)

[1. Introduction and Background 7](#_Toc114070934)

[2. Scope 7](#_Toc114070935)

[3. Business Continuity and Disaster Recovery 7](#_Toc114070936)

[4. Statement of Requirements 7](#_Toc114070937)

[5. Implementation Criteria 9](#_Toc114070938)

[6. Performance Monitoring and Review/Project Management 10](#_Toc114070939)

[7. Social Benefits / Environmental Sustainability 10](#_Toc114070940)

[8. Appendixes and/or Annexes 10](#_Toc114070941)

[Section 3: Supporting Information 11](#_Toc114070942)

[Section 4: Pricing Sheet 15](#_Toc114070943)

[1. Pricing and Costs 15](#_Toc114070944)

[Section 5: Freedom of Information 19](#_Toc114070945)

[Section 6: Declaration 21](#_Toc114070946)

[Section 7: Due diligence 22](#_Toc114070947)

[Section 8: CONTRACT AWARD 23](#_Toc114070948)

[Appendix 1: Conditions of Contract 24](#_Toc114070949)

[Appendix 2: Examples of toothbrushes and toothbrush racks for Supervised Toothbrushing Scheme 24](#_Toc114070950)

# Section 1: Introduction

## General Requirements

* 1. North Northamptonshire Council, and on behalf of West Northamptonshire Council, (hereafter referred to as “The Council”) invites quotations for the provision of dental supplies for children and families (toothbrush and toothpaste dental packs and separate items, and storage racks/cabinets and timers for supervised toothbrushing programmes).
  2. The Council’s detailed requirements are defined in Section 2: Specification.
  3. Please take care in reading this document, in particular the Specification. In the event of any questions or queries in relation to this Request for Quotation (RFQ), please contact the Officer detailed in Table B.
  4. 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.
  5. 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 Responses 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 RFQ entirely at your own risk.
  6. All documents and materials, which comprise the RFQ response, must be written in English only.
  7. Quotations are to remain open for acceptance for a period of 90 days from the Deadline for Submission of Bids.
  8. Potential Suppliers must be explicit and comprehensive, keeping the information provided specific to and locate within the question asked as this will be the single source of information on which responses will be scored and ranked.
  9. **Rights of the Council in Relation to the RFQ**
     1. The Council reserves the right to:

1. Waive or change the requirements of this RFQ at any time during the procurement process without prior (or any) notice being given by the Council;
2. Make changes to the timetable, structure or content of this RFQ or any other documents associated with this procurement process. Any such changes will be in accordance with the procurement timetable;
3. Abandon the procurement process at any stage without any liability to the Council, or to re-invite responses on the same or any alternative basis;
4. Choose not to award any contract as a result of this procurement process; and/or
5. Reject any RFQ Responses that are over budget without further evaluation of the response.
   1. Answer fully all relevant questions and respond in accordance with any specific requests as detailed in the question e.g., maximum word/page limits, etc.
      1. Where the Council has identified word limits, Potential Suppliers are strongly requested to adhere as closely to these as possible. Whilst it is not the Council’s intention to count the number of words a Potential Supplier uses in their responses, if the Council reasonably determines that a word limit has been exceeded, it may take that into account when awarding a score for that question; i.e.; words submitted over this limit may not be evaluated;
      2. All words in any format (including but not limited to words in diagrams, pictures, maps, tables and charts) will count towards the word count. Potential Suppliers must state the number of words in any diagram, picture, map, table or chart directly underneath it. This includes any other method of presentation which is not just text. Potential Suppliers must not attempt to circumnavigate the word limit e.g., by joining up words or using special characters to join words.
      3. Submit any attachments requested in an acceptable format to the Council which includes MS Word, MS Excel, MS PowerPoint, JPEGs and PDF files or any file format as specified in the question. Potential Suppliers who wish to submit an attachment in an alternative format must first check with the Council that it will be accepted.
      4. When uploading attachments, please state the question number only in the file title.
      5. Submit any zipped files in WinZip format only.

## Procurement Timetable

* 1. This RFQ follows a clear, structured and transparent process to ensure a fair and level playing field is maintained at all times, and that all Potential Suppliers are treated equally.
  2. All documents, which comprise any RFQ Response, must be received by the Council no later than the Deadline for Submission of Bids, set out in Table A, below.
  3. The RFQ process is intended to follow the timetable set out in Table A, below.

**Table A**

| Activity | | Time and Date |
| --- | --- | --- |
|  | Request for Quotation Documents issued | Tuesday, 20 December 2022 |
|  | Deadline for Questions from Potential Suppliers | 17:00 on Friday, 6 January 2023 |
|  | Deadline to Provide Answers to Questions from Potential Suppliers | Wednesday, 11 January 2023 |
|  | Deadline for Submission of Bids | 12:00 (midday) on Friday, 20 January 2023 |
|  | Evaluation of Bids Received\* | Tuesday, 24 January 2023 |
|  | Contract Award\* | Monday, 30 January 2023 |
|  | Contract Start\* | Wednesday, 1 February 2023 |
|  | Contract End\* | Wednesday, 31 January 2024 |
|  | Contract End (INCLUDING Extension Periods) \* | Friday, 31 January 2025 |

* 1. The Council reserves the right to amend this timetable, and items marked with an asterisk, i.e. \*, are provided for **guidance only** and are **subject to change** at short notice.
  2. Any RFQ received after the Deadline for Submission of Bids identified in Table A, may be rejected. Therefore, it is the Potential Supplier’s responsibility to ensure that the deadline is not breached.

## Clarification Questions

* 1. Any queries about this document, the procurement process, or the proposed contract itself, should be referred via e-mail to the Officer detailed in Table B, below, no later than the Deadline for Questions from Potential Suppliers date found in Table A.
  2. A copy of all requests for clarifications and the responses will be published to all potential suppliers, where the clarification and response are not considered confidential.
  3. If a potential supplier wishes the Council to treat a clarification as confidential and therefore not publish the response to all, it must state this when submitting the clarification. If in the opinion of the Council, the clarification is not confidential, the Council will publish in an anonymised format.
  4. The deadline for receipt of clarifications relating to this procurement is set out in the procurement timetable. Clarifications sent to the Council after this deadline may not be responded to.

**Table B**

|  |  |
| --- | --- |
| Name | Joanne Spenceley |
| Job Title | Public Health Commissioning Officer |
| Telephone number | 07388 718907 |
| E-Mail address | joanne.spenceley@northnorthants.gov.uk |

## Quotation Responses

* 1. Should you wish to take part in the selection process please complete this RFQ and return via e-mail to the Officer detailed in Table C, below, no later than the Deadline for Submission of Bids date in Table A.

**Table C**

|  |  |
| --- | --- |
| Name | Joanne Spenceley |
| Job Title | Public Health Commissioning Officer |
| E-Mail address | joanne.spenceley@northnorthants.gov.uk |

## Evaluation of Quotations

* 1. **THOSE POTENTIAL SUPPLIERS WHO FAIL ANY PASS/FAIL, MANDATORY, COMPULSORY AND/OR ESSENTIAL QUESTIONS WILL be rejected from the RFQ PROCESS.**
  2. Any bids which are not compliant or not completed fully will be rejected. If a bid is eliminated for any reason, the price submitted within the quote concerned shall also be excluded from the evaluation. Based on the information provided by Potential Suppliers, each compliant RFQ Response will be evaluated based on the following criteria:
  3. **Evaluation Method: Weighted Combination of Quality and Price**
     1. All responses to the Experience and Quality Questions (in Section 3) will be assessed against the criteria set out in Table D, below.

**Table D**

| **Score** | **Criteria for Awarding Score** |
| --- | --- |
| 0 | Considered to be a **poor response** on the basis that:   * No response is provided; or * It does not answer the question or is completely irrelevant. |
| 1 | Considered to be a **limited response** on the basis that:   * Overall, it lacks sufficient detail or is perceived to be unclear, meaning that evaluators are not confident that the criteria will be delivered to an acceptable level. |
| 2 | Considered to be an **acceptable response** on the basis that:   * It addresses most of the relevant criteria; and/or * The supporting detail is clear for the most part and provides evaluators with an understanding that the criteria it does address will be met to an acceptable level. |
| 3 | Considered to be a **good response** on the basis that:   * It addresses all relevant criteria; and/or * The supporting detail is clear and provides evaluators with confidence that the criteria will be delivered to a good standard. |
| 4 | Considered to be an **outstanding response** on the basis that:   * It addresses all relevant criteria; and/or * The supporting detail is clear and robust and provides evaluators with the utmost confidence that all criteria will be delivered to the highest standard. |

* + 1. The scores from the quality questions will contribute to 40% of the evaluation outcome, as demonstrated in Table E.

**Table E**

|  | **Section Headings** | **Weighting**  **Within Total** |
| --- | --- | --- |
| **Quality Questions (40%)** | | |
| **Provision of the Requirement (40%)** | | |
|  | Experience and quality (Questions 5.1-5.3) | 36% (12% each) |
|  | Environmental sustainability (Question 6) | 4% |
| **Pricing (60%)** | | |
|  | Total Cost of items specified in pricing sheet | 60% |
|  | **Grand Total** | **100%** |

* + 1. The Quality Question score as detailed in Table D, will be divided by 4 and multiplied by the question weighting (within Total) (%), set out in Table E, to provide a final Quality score (%) for each question, in accordance with the following example:
       1. If the question weighting (within Total) is 20% and the Potential Supplier’s response is scored ‘2’, their final score (%) will be:

2 / 4 x 20 = 10% for that question.

* + - 1. The Potential Supplier’s response to each question will be evaluated and scored a maximum of 4 marks as per Table D.
    1. Example scores to the answers to our Quality Questions, provided by Potential Suppliers, are included in Table F, below, which will be used in the remainder of this example.

**Table F**

| **Potential Supplier No.** | **Potential Supplier Quality Score** | **Maximum Quality Score Available** | **Rank** |
| --- | --- | --- | --- |
| Potential Supplier 1 | 20 | 40 | 3 |
| Potential Supplier 2 | 30 | 40 | 2 |
| Potential Supplier 3 | 40 | 40 | 1 |

* + 1. The Potential Supplier with the lowest overall compliant price will be awarded the full Price score, as set out in Table E. All other RfQ Responses will be scored in accordance with the following calculation:
       1. An example is provided in Table G, below. This example is based on a 60% price weighting, as previously identified in Table E, where the lowest compliant price is £100,000.

**Table G**

| **Potential Supplier No.** | **Potential Supplier Price Offer** | **Price Calculation** | **Price Score** | **Rank** |
| --- | --- | --- | --- | --- |
| Potential Supplier 1 | £100,000.00 | =60%  (lowest compliant price) | 60 | 1 |
| Potential Supplier 2 | £125,000.00 | =60-((125,000-100,000)/125,000)\*100 | 40 | 2 |
| Potential Supplier 3 | £150,000.00 | =60-((150,000-100,000)/150,000)\*100 | 26.67 | 3 |

* + 1. Potential Suppliers who receive a minus score will be allocated a score of 0% for the Pricing element.
    2. Based on the points awarded for **Quality** in Table F and **Price** in Table G, the final scores are as set out in Table H, below, which are calculated in accordance with the following methodology:
       1. Quality Score + Price Score = Total Score

**Table H**

| **Potential Supplier No.** | **Quality Score**  *Out of 40* | **Price Score**  *Out of 60* | **Total Score**  *Out of 100* | **Rank** |
| --- | --- | --- | --- | --- |
| Potential Supplier 1 | 20 | 60 | 80 | 1 |
| Potential Supplier 2 | 30 | 40 | 70 | 2 |
| Potential Supplier 3 | 40 | 26.67 | 66.67 | 3 |

# Section 2: Specification

## Introduction and Background

North Northamptonshire Council, and on behalf of West Northamptonshire Council, working in partnership with NHS England, is seeking a single Contractor to supply and deliver dental supplies (toothbrush and toothpaste packs, individual toothbrushes and toothpaste, toothbrush storage, timers and other resources associated with oral health).

The award of the contract will be for an initial 12 months, with an option to extend for a further 12 months, making 24 months in total.

These resources will support a range of oral health improvement projects designed to promote good oral health and to improve the oral health of children and adults in Northamptonshire, particularly in areas with higher incidence of dental decay. Resources will be delivered directly to the organisation(s) coordinating these projects at intervals over the contract period.

## Scope

Quotations are invited from reputable organisations with experience of providing dental supplies and resources for similar public health projects. Exact resource and volume requirements will be confirmed at stages across the contract period. Approximate requirements are given below and an example annual order is detailed in Table J (Section 4) for potential suppliers to quote for.

Delivery will be to multiple coordinating organisations and community organisations rather than directly to children and adults. Stock is to be delivery at intervals on request. Proof of delivery is required. The supplier will be responsible for any losses or damage in transit.

## Business Continuity and Disaster Recovery

The supplier should have adequate business continuity plans in place to ensure the supply of these items is not disrupted.

In the event the supply is disrupted, the supplier should be in a position to provide alternative products of a similar quality.

Changes in procedures or processes that will impact any arrangements relating to the supply of these products should be communicated to the council as soon as possible.

## Statement of Requirements

The successful supplier will be **one** organisation who can provide different types of toothbrush and toothpaste packs, and other related products, at high volume for the following projects. Resources must meet a minimum quality standard and samples may be requested. Numbers given below are estimates to give an idea of the scale of the contract and facilitate the gathering of quotes/completion of pricing schedules. Exact requirement will be confirmed over the course of the contract.

**Project 1 – Toothbrush and toothpaste packs for distribution to Foodbanks and community settings**

*Year 1:*

1. Approximately 6,000 Adult toothbrush packs containing 1 x Adult Toothbrush, 1 x 75ml tube of toothpaste (1450 ppm fluoride) in sealed packet.

2. Approximately 10,000 Child toothbrush packs containing 1 x Child Toothbrush (suitable for age 3-8 years), 1 x 75ml tube of toothpaste (1450 ppm fluoride), in sealed packet.

3. Approximately 5,000 Infant toothbrush packs containing 1 x Infant Toothbrush (suitable for age 0-3 years), 1 x 75ml tube of toothpaste (1450 ppm fluoride), in sealed packet.

Delivery of packs directly to coordinating Foodbanks/community hubs (likely to be one location in West Northamptonshire and one or more in North Northamptonshire) quarterly. Exact resource numbers and delivery locations will be confirmed as required after commencement of contract – **requirements may be higher or lower than outlined above**.

*Year 2:*

There is potential for the same resources to be distributed as in year 2, TBC subject to funding.

**Project 2 – Supervised toothbrushing scheme (STB) for early years settings (including children’s centres)**

Both NICE and Public Health England recommend that local authorities commission supervised toothbrushing programmes in areas at risk of poor oral health. The resources list below must be suitable for regular supervised toothbrushing in an early years class setting, including storage in line with recommended infection prevention and control[[1]](#footnote-1).

*Year 1:*

1. Approximately 2,000 x Child toothbrushes (suitable for ages 6 months to 5 years) in bundles of 20 (100 bundles). **Each toothbrush in a bundle should have a unique icon/symbol that correspond with an icon on the rack and be provided in a range of colours. The toothbrushes provided must slot directly into the toothbrush rack.**

2. Approximately 500 x 75 ml tubes of 1450 ppm fluoride toothpaste (suitable for children).

3. Approximately 10 racks to hold 20 toothbrushes. These should be provided in a range of colours with each toothbrush slot identifiable by a small icon that matches those on the toothbrushes

4. Approximately 10 large two minute timers.

5. Approximately 10 storage cabinets/trolleys that can accommodate filled toothbrush racks and toothpaste tubes.

A small number of tubes of non-foaming 1450 ppm fluoride toothpaste will also be required.

Please refer to Appendix 2 of the documentation for images displaying examples of the products listed above.

**The toothbrushes provided must slot directly into the toothbrush rack as the images in Appendix 2 display. Any toothbrushes or toothbrush racks provided that are non-compatible will be considered noncompliant and rejected on these grounds.**

Stock to be delivered to project coordinator’s base in Northamptonshire quarterly. **Exact resource numbers will be confirmed as required after commencement of contract – requirements may be higher or lower.** Toothbrushes are replaced quarterly in each setting but toothbrush racks are only required for new settings or to replace worn out or broken racks.

*Year 2:*

1. Approximately 5,000 Child toothbrushes/250 bundles of 20 (as described above).

2. Approximately 1,250 75 ml tubes of 1450 ppm fluoride toothpaste.

3. Approximately 20 racks (with lids) to hold 20 toothbrushes (as described above).

4. Approximately 20 large two minute timers.

5. Approximately 20 storage cabinets/trolleys (as described above).

**Exact resource numbers and delivery locations will be confirmed as required during year 2 of contract – requirements may be higher or lower than outlined above.**

**Project 3 – My New Baby Tooth packs delivered by Health Visitors**

*Year 1:*

Approximately 7,500 Infant toothbrush packs containing 1 x Infant Toothbrush and 1 x 75ml tube of toothpaste (1450 ppm fluoride), in sealed packet.

Stock to be delivered to 16 separate sites in Northamptonshire quarterly. **Exact resource numbers and delivery locations will be confirmed as required quarterly after commencement of contract – requirements may be higher or lower than outlined above.**

*Year 2:*

The same requirements as year 1 may be needed for year 2, TBC.

## Implementation Criteria

Stock orders will be placed approximately quarterly for projects 1-3 from February 2023. Exact needs and delivery locations to be confirmed.

## Performance Monitoring and Review/Project Management

Timeliness of delivery and quality of stock will be checked with recipients. Failure to deliver acceptable quality stock in an acceptable timeframe may result in review of contract.

## Social Benefits / Environmental Sustainability

Applications are welcome from organisations that can show consideration of environmental sustainability, such as responsibly and sustainably sourced materials, reduced/reused/recycled packaging and recycling routes for goods.

## Appendixes and/or Annexes

| **No.** | **Document Name** | **Document Location** |
| --- | --- | --- |
|  | Appendix 1: Conditions of Contract | Within Specification |
|  | Appendix 2: Examples of toothbrushes and toothbrush racks for Supervised Toothbrushing Scheme | Within Specification |

# Section 3: Supporting Information

1. Please complete Section 3 below.

| **General Information** | | | | |
| --- | --- | --- | --- | --- |
| **Question 1:** | | **Scoring Methodology:** | Question Answered? Yes/No | |
| 1.1. (a) | Full name of the Potential Supplier completing Information | | | Click to enter text. |
| 1.1. (b) (i) | Registered office address | | | Click to enter text. |
| 1.1 (b) (ii) | Registered website address | | | Click to enter text. |
| 1.1. (c) (i) | Trading Status | | | Choose an item. |
| 1.1. (c) (ii) | \*If you selected ‘**Other\***’, please specify | | | Click to enter text. |
| 1.1 (d) | Date of registration in country of origin | | | Click to enter date. |
| 1.1. (e) | Company registration number | | | Click to enter text. |
| 1.1. (f) | Charity registration number | | | Click to enter text. |
| 1.1 (g) | Head Officer DUNS number | | | Click to enter text. |
| 1.1 (h) | Registered VAT number | | | Click to enter text. |
| 1.1 (i) | Trading name(s) that will be used if successful in this procurement. | | | Click to enter text. |
| 1.1. (j) | Are you a Small, Medium or Micro Enterprise (SME)? | | | Choose an item. |
| 1.1 (k) | If applicable, details of immediate parent company | | | Click to enter text. |
| 1.1 (l) | If applicable, details of ultimate parent company | | | Click to enter text. |

**Please Note:** To avoid any unnecessary duplication for the Potential Supplier, by signing the Declaration at Question 2, you are also signing to confirm the following, as included in this RFQ Response, and all associated subsections therein contained:

1. Section 5: Freedom of Information; and
2. Section 6: Declaration.

| **Contact Details and Declaration** | | | | |
| --- | --- | --- | --- | --- |
| **Question 2:** | | **Scoring Methodology:** | Question Answered? Yes/No | |
| *Potential Supplier contact details for enquiries about this RFQ Response* | | | | |
| 2.1. (a) | Contact name | | | Click to enter text. |
| 2.1. (b) | Name of organisation | | | Click to enter text. |
| 2.1. (c) | Role in organisation | | | Click to enter text. |
| 2.1. (d) | Phone number | | | Click to enter text. |
| 2.1. (e) | E-mail address | | | Click to enter text. |
| 2.1. (f) | Postal address  *including postcode* | | | Click to enter text. |
| 2.1. (g) | Signature  *electronic is acceptable* | | | Click to enter text. |
| 2.1. (h) | Date | | | Click to enter date. |

| **Insurance** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Question 3:** | | **Scoring Methodology:** | Pass/Fail |  | |  |
| Potential Suppliers who answer ‘No’ to any of the levels below will be eliminated from this procurement process. | | | | | | |
| *Please confirm that your organisation already has or is prepared to obtain the level of insurance cover prior to award of the contract? The levels of insurance cover are indicated below.* | | | | | | |
| 3.1. | Employer’s (Compulsory) Liability Insurance at no less than £5 million  *It is a legal requirement that all Potential Suppliers hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.* | | | | Choose an item. | |
| 3.2. | Public Liability Insurance at no less than £5 million | | | | Choose an item. | |
| 3.3. | Product Liability Insurance at no less than £5 million | | | | Choose an item. | |

| **Requirements under Modern Slavery Act 2015** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Question 4:** | | **Scoring Methodology:** | Pass/Fail |  | |  |
| Potential Suppliers who answer ‘No’ will be eliminated from this procurement process. | | | | | | |
| 4.1. (a) | The Council wants to ensure that within your business and its supply chain, there is no servitude or forced labour, slavery human trafficking, arranging or facilitating the travel of another person with a view that a person is being exploited or conducting any activities that contain violation of human rights.  Please confirm that your supply chain with regards to this quotation response complies with the Modern Slavery Act 2015? | | | | Choose an item. | |

| **Experience and quality** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Question 5.1:** | **Scoring Methodology:** | 12% (see Table D/E) | **Word Limit:** | Maximum 250 words | |
| 5.1. Please detail your organisation’s experience of providing and delivering resources for use in similar oral health promotion projects and/or providing dental supplies tailored for children. | | | | | |
| **Answer:** | | | | | |
| Click to enter text. | | | | | |
| **Word Count:** | | | | | Enter no. |
| **Question 5.2:** | **Scoring Methodology:** | 12% (see Table D/E) | **Word Limit:** | Maximum 250 words | |
| 5.2. Please describe how your products meet the specification requirements (Section 2 part 4), particularly those resources required for the Supervised Toothbrushing Scheme (Project 2). | | | | | |
| **Answer:** | | | | | |
| Click to enter text. | | | | | |
| **Word Count:** | | | | | Enter no. |
| **Question 5.3:** | **Scoring Methodology:** | 12% (see Table D/E) | **Word Limit:** | Maximum 250 words | |
| 5.3. Please detail your approach in delivering this work, including how you will undertake and deliver each order (including an indication of timescales), how you will communicate with North Northamptonshire Council, and how you will mitigate any issues you can foresee. | | | | | |
| **Answer:**  Click to enter text. | | | | | |
| **Word Count:** | | | | | Enter no. |

| **Environmental sustainability** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Question 6:** | **Scoring Methodology:** | 4% (see Table D) | **Word Limit:** | Maximum 250 words | |
| 6. Please describe any environmental credentials of the materials used in the production of goods (such as toothbrushes and packaging) and any other initiatives you have that contribute to environmental sustainability. | | | | | |
| **Answer:** | | | | | |
| Click to enter text. | | | | | |
| **Word Count:** | | | | | Enter no. |

# Section 4: Pricing Sheet

## Pricing and Costs

* 1. A Potential Supplier’s RFQ Response *may* be rejected if it exceeds the capped budget for this procurement exercise, which is £80,000.
  2. Please complete the Detailed Price Breakdown at Table J, below and include the itemised cost under each heading, as appropriate and any additional costs. The stock detailed in Table J is for an example annual order to enable fair comparison. The stock ordered may vary to meet requirements.
  3. Please complete the Pricing Schedule at Table I, below, ensuring that you have provided a fixed and firm cost in each of the relevant boxes. The figures entered into each row of Table I should be the sub-totals from Table J.

* 1. Please add or remove rows to form the Price Breakdown table, as necessary.
  2. All prices quoted must exclude VAT.
  3. Should you be successful, your fixed cost for the contract must be included in your RFQ Response and any costs which are not included will not be met by the Council either before or during the contract.
  4. Where the Council considers a price to be abnormally low, it may seek clarification and/or an explanation from the Potential Supplier, and the Council may reject any RFQ Response, at its absolute discretion, if it appears to be unreliable.
  5. The Potential Supplier with the lowest overall compliant price will be awarded the full Price score. All other RFQ responses will be scored in accordance with the following calculation:
  6. An example is given in Section 1 part 5.

**Table I**

| **Pricing Schedule for example stock** | | |
| --- | --- | --- |
|  | A completed copy of this Pricing Schedule spreadsheet **must** be included with your RFQ Response. | |
|  | Materials (Sub-total A from Table J) | £Click to enter text. |
|  | Delivery (Sub-total B from Table J) | £Click to enter text. |
|  | Additional Costs not otherwise specified (Sub-total C from Table J) | £Click to enter text. |
|  | Total Cost (A+B+C)  This is the figure that will be used for the price evaluation, as detailed in this document. | £Click to enter text. |

**Table j**

| **Detailed Price Breakdown for example stock** | | | |
| --- | --- | --- | --- |
| **A.** | **Materials** | | |
|  | **Item** | **Quantity (Units)** | **Cost** |
|  | Adult toothbrush packs containing 1 x Adult Toothbrush, 1 x 75ml tube of toothpaste (1450 ppm fluoride) in sealed packet | 6000 | £Click to enter text. |
|  | Child toothbrush packs containing 1 x Child Toothbrush (suitable for age 3-8 years), 1 x 75ml tube of toothpaste (1450 ppm fluoride), in sealed packet | 10000 | £Click to enter text. |
|  | Infant toothbrush packs containing 1 x Infant Toothbrush (suitable for age 0-3 years), 1 x 75ml tube of toothpaste (1450 ppm fluoride), in sealed packet | 12500 | £Click to enter text. |
|  | Child toothbrushes (suitable for ages 6 months to 5 years) in bundles of 20 (100 bundles). **Each toothbrush in a bundle should have a unique icon/symbol that correspond with an icon on the rack and be provided in a range of colours. The toothbrushes provided must slot directly into the toothbrush rack.** | 2000 brushes / 100 bundles of 20 | £Click to enter text. |
|  | 75 ml tubes of 1450 ppm fluoride toothpaste (suitable for children). | 500 | £Click to enter text. |
|  | Racks to hold 20 toothbrushes. These should be provided in a range of colours with each toothbrush slot identifiable by a small icon that matches those on the toothbrushes | 10 | £Click to enter text. |
|  | Large two minute timers | 10 | £Click to enter text. |
|  | Storage cabinets/trolleys that can accommodate filled toothbrush racks and toothpaste tubes | 10 | £Click to enter text. |
|  | **Sub-Total** | | **£Click to enter text.** |
| **B.** | **Delivery – As delivery locations and frequencies are still to be confirmed, please give an indication of your delivery costs for the below examples** | | |
|  | **Item** | **Quantity (Units)** | **Cost** |
|  | 6000 toothbrush and toothpaste packs (mixed adult, child and infant) to one location in Northampton | 1 | £Click to enter text. |
|  | 80 infant toothbrush and toothpaste packs to one location in Towcester | 1 | £Click to enter text. |
|  | 6 storage units (for toothbrushes in racks and toothpaste),96 bundles of 20 toothbrushes, 6 Large 2 Minute timers – one delivery to one location in Wellingborough | 1 | £Click to enter text. |
|  | **Sub-Total** | | **£Click to enter text.** |
| **C.** | **Additional Costs not otherwise specified** | | |
|  | **Item** | **Quantity (Units)** | **Cost** |
| C.1. | Click to enter text. | Click to type. | £Click to enter text. |
| C.2. | Click to enter text. | Click to type. | £Click to enter text. |
| C.3. | Click to enter text. | Click to type. | £Click to enter text. |
| C.4. | Click to enter text. | Click to type. | £Click to enter text. |
|  | **Sub-Total** | | **£Click to enter text.** |
| **D.** | **Total Cost (A+B+C)** | | **£Click to enter text.** |

# Section 5: Freedom of Information

1. Information in relation to this RFQ may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000 (“The Act”) and your organisation details will be disclosed and/or published where the expenditure is over £500, as per the Government Transparency agenda.
2. Potential Suppliers must state if any of the information supplied by them is confidential and commercially sensitive or should not be disclosed in response for the Information under The Act. Potential Suppliers must state why they consider the information to be confidential or commercially sensitive.
3. Note that inclusion below will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in The Act. Note that the Declaration for this Section has been completed and signed at Section 3, Question 2.1 (g) of this document.

| **Information/Document** | | **Reference/Page No.** | **Reasons for Non-Disclosure** | **Duration of Confidentiality** |
| --- | --- | --- | --- | --- |
|  | 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. |

# Section 6: Declaration

1. By signing Section 3, Question 2.1. (g) I hereby declare that:
   1. I am signing on behalf of the Company named at Section 3, Question 1.1 (a) and am duly authorised to do so;
   2. to the best of my knowledge, the information provided is complete and accurate;
   3. the price in Section 4 is our best offer;
   4. no collusion with other organisations has taken place in order to fix the price;
   5. that there is no conflict of interest in relation to the Council’s requirement;
   6. the requirement be subjected to the terms and conditions set out in Conditions of Contract identified at Appendix 1;
   7. that no goods, supplies, services and/or works will be delivered or undertaken until both parties have executed the formal contract documentation as identified at Appendix 1 and an instruction to proceed has been given by the Council in writing; and
   8. I understand that the Council may reject my submission if there is a failure to answer all relevant questions fully or if I provide false and/or misleading information.

# Section 7: Due diligence

* 1. The Council will undertake its due diligence in advance of any contract award.
  2. The preferred Potential Supplier(s) will not be awarded the Contract until the Council is satisfied with any further checks and due diligence it has carried out and these will need to be acceptable to the Council before a contract can be awarded. The Council reserves the right to disqualify any Quotation Response which is incomplete.
  3. Due diligence may include credit checks in relation to the preferred Potential Supplier(s) (including each member of any consortium and of any key sub-contractor). This is important to the Council to ensure that any organisation who wishes to enter into a contract with the Council will be in a position to provide the goods, services and/or works on an ongoing basis as agreed within any contract. The Council works with external credit agencies to provide these financial checks.
  4. The Council reserves the right to reject a Potential Supplier from the procurement process, where any findings from the Council’s due diligence reveal a serious concern or risk for the Council that cannot be remedied in a reasonable amount of time before award. Potential Suppliers are strongly encouraged to check and manage their financial score within the industry.
  5. The Council reserves the right to revisit any selection criteria questions at any time before award stage, where the Council believes there is a risk that selection responses might have changed. The Council reserves the right to disqualify any Potential Supplier who no longer meets the selection criteria if it originally led to them continuing in the procurement process.

# Section 8: CONTRACT AWARD

1. The Council will notify all Potential Suppliers of its intention to award a contract.

1. This will include details of the:
   * 1. Award criteria scores;
     2. Name of the successful provider(s).
2. The following documents shall form part of the contract between the Council and the successful provider(s):
   * 1. Specification;
     2. Terms and Conditions plus related Schedules (such as service levels, site plans, asset lists, contracts list, list of transferring employees, relevant policies, etc.);
     3. A pricing schedule (as completed by the Potential Supplier);
     4. Responses to requirements; and
     5. A list of commercially sensitive information.

## Appendix 1: Conditions of Contract

Draft Services Agreement:



* 1. Special Conditions relevant to this Quotation are detailed in the box below

|  |
| --- |
| Toothbrush size, printing of logos on toothbrushes to match logos in racks and toothbrushes fitting in racks (for supervised toothbrushing project), delivery time and locations and continuation of supply. |

## Appendix 2: Examples of toothbrushes and toothbrush racks for Supervised Toothbrushing Scheme





1. [Improving oral health: supervised tooth brushing programme toolkit - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/improving-oral-health-supervised-tooth-brushing-programme-toolkit) [↑](#footnote-ref-1)