



## REQUEST FOR QUOTATION

### SUPPLY OF SHORT COURSES THAT ARE FUNDED THROUGH ADULT SKILLS FUND TO LEARNERS WITH DEVON AND TORBAY RESIDENTIAL POSTCODES.

This request is being managed by: Graham Greateorex  
Procurement Co-ordinator  
Email: [graham.greateorex@petroc.ac.uk](mailto:graham.greateorex@petroc.ac.uk)  
Telephone: 07450 180705 / 01271 447086

Petroc (herein after referred to as 'College') wish to appoint a supplier or suppliers to provide services in relation to the supply of short courses that are funded through Adult Skills Fund to learners with Devon and Torbay residential postcodes as set out in the following documentation.

Your response must clearly indicate all discounts thereby showing the net amount payable. Any award that shall take place as a result of this Request for Quotation will be subject to the *standard terms and conditions of the College* which shall have precedence over all others.

Your submission must be returned on this document and received no later than 16:00 19<sup>th</sup> February 2025.

Enclosed within this Request for Quotation are the following documents:

#### **Part 1: To be retained by the supplier**

Instructions to Suppliers and Conditions of Submission  
Schedule A: Overview & Description / Specification of Requirement

#### **Part 2: To be returned to The College**

Schedule B: Price Schedule and Proposed Solution

We look forward to receiving your completed submission.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Greateorex", with a stylized flourish at the end.

Graham Greateorex  
Procurement Co-ordinator

**Part 1**  
(To be retained by the supplier)

**REQUEST FOR QUOTATION**

**SUPPLY OF SHORT COURSES THAT ARE FUNDED THROUGH ADULT SKILLS FUND IN  
DEVON AND TORBAY POSTCODES.**

**Instructions to Suppliers**

**1. Introduction**

Petroc (herein after referred to as 'College') wish to appoint a supplier or suppliers to provide services in relation to the supply of short courses that are funded through Adult Skills Fund to learners with Devon and Torbay residential postcodes. The appointment will be by a process of a Request for Quotation.

The requirement is set out in the Part 1 of this document.

**2. Completion of Tender**

Your proposal should be returned to the College as requested and comprise of the following documents:

**Part 2: To be returned to the College**

Schedule B: Price Schedule and Solution Method

You are not required to submit any other documents unless otherwise requested.

Complete by inserting all of the detail requested, where any additional information is requested or you have additional information to support your proposal it should be attached in the specified format.

The prices you quote should exclude VAT.

## **Conditions of Submission**

### **1. General**

#### **1.1 Contents of the Request for Quotation**

The quotation is to be made strictly in accordance with the requirements of this document which, together with any appendices that are issued, are together referred to as the Request for Quotation.

#### **1.2 Enquiries concerning the Request for Quotation**

Any query in connection with this Request for Quotation must be submitted via email to the following;

[graham.greatorex@petroc.ac.uk](mailto:graham.greatorex@petroc.ac.uk)

Where relevant the response by the College as well as the nature of the query will be notified to all suppliers, without disclosing the name of the supplier who initiated the query.

On no account before the submission date is the supplier to contact or communicate with any other person involved in work concerning this Request for Quotation unless the College redirects the enquiry.

#### **1.3 Independent Proposal**

By submission of a proposal, the supplier warrants that:

(a) The prices in the proposal have been arrived at independently, without consultation, communication, agreement or understanding for the purpose of restricting competition, as to any matter relating to such prices, with any other supplier or with any competitor.

(b) Unless otherwise required by law, the prices which have been quoted in the proposal have not knowingly been disclosed by the supplier, directly or indirectly, to any other supplier or competitor, nor will they be so disclosed.

(c) No attempt has been made or will be made by the supplier to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

#### **1.4 Modification by the College**

Any advice of a modification to this Request for Quotation shall be issued at least seven days before the submission date and shall be issued as an addendum to and shall be deemed to constitute part of the Request for Quotation. If necessary, the College shall revise the submission date in order to comply with this requirement. Except under exceptional circumstances no extension of time and date by which the proposal must be submitted will be granted.

## **2. Preparation of Proposal**

### **2.1 Cost of Proposal**

The College will not be responsible for any costs or expenses incurred by the supplier in connection with the preparation or delivery or in the evaluation of the proposal.

### **2.2 Language of Proposal**

The proposal and all accompanying documents are to be in English.

### **2.3 Validity Period of Proposal**

All details of the proposal, including prices and rates, are to remain valid for acceptance for at least 90 days after the submission date.

### **2.4 Currency of Proposal**

Prices shall be in sterling (GB pounds)

## **3. Delivery of Proposal**

Full details of the documents to be returned are given in this Request for Quotation. These documents shall together comprise the "Proposal".

### **3.1 Submission Date**

Proposals must be despatched in the manner described herein and **delivered no later than 16:00 19<sup>th</sup> February 2025** this date being the Submission Date.

The College accepts no responsibility for any misunderstanding of these instructions.

Submissions must be received via email to [graham.greatorex@petroc.ac.uk](mailto:graham.greatorex@petroc.ac.uk) . If any electronic files containing the submission are corrupt, contain a virus or are unreadable for any reason, it will not be considered.

### **3.2 Terms and Conditions**

Any award that shall take place as a result of this request for quotation will be subject to the *Colleges standard terms and conditions* which can be seen on the Procurement section of the college website ([www.petroc.ac.uk](http://www.petroc.ac.uk)).

## **4. Treatment of Proposals**

### **4.1 The College's discretion**

The College does not undertake to accept the lowest priced proposal, or part, or all of any proposal, and the acknowledgement of receipt of any submitted proposal shall not constitute any actual or implied agreement between the College and the supplier. The College reserves the right to accept any part, or all, of any proposal or proposals at its sole discretion and to award to multiple sub-contractors.

In order to reflect the specific requirement identified in this document, the College will use the following criteria to accept the most economically advantageous proposal:

- Price dependent on actual cost - 20%
- Maintain Quality of provision to ensure high quality and low risk to public funds - 65%
- Timescales for Completion 15%

### **4.2 Proposal Not Returned**

No part of the proposal submitted will be returned to the supplier.

### **4.3 Results**

When the final decision on the results of the Request for Quotation has been taken all suppliers will be informed whether or not they have been successful.

### **4.4 Freedom of Information Act 2000**

The College is committed to meeting its legal responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to the College, as public body, may need to be disclosed by the College in response to a request under the Act. We may also decide to include certain information in the publication scheme which we maintain under the Act. If you consider that any of the information included in your proposal is commercially sensitive, please identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. You should be aware that, even where you have indicated that information is commercially sensitive, we may be required to disclose it under the Act if a request is received. Please also note that the receipt of any material marked 'confidential' or equivalent by the College should not be taken to mean that the College accepts any duty of confidence by virtue of that marking. If a request is received, we may also be required to disclose details of unsuccessful proposals.

## **Schedule A:**

### **Overview & Description of Requirement**

#### **1. Overview of the College**

Petroc is a high performing, entrepreneurial and inclusive College of Further and Higher Education based in North and Mid Devon, supporting the skills and development needs of the wider South West region through exciting, innovative and productive partnerships. Serving a predominantly rural, geographically dispersed population with substantial pockets of economic deprivation, Petroc provides broad-ranging, high-quality education, training and development opportunities to meet the needs of the communities it serves. Our overriding aim is to be the first choice provider of education, training and skills for our communities.

#### **2. Description of Requirement**

Petroc wish to appoint a supplier or suppliers to provide services in relation to the supply of short courses to learners with a residential postcode in Northern Devon or Torbay that are funded through Adult Skills Fund.

The College is seeking a cost effective and efficient solution which complies with Post 16 ESFA Subcontracting standards.

Delivery of the services shall be from 1<sup>st</sup> March 2025 to 31<sup>st</sup> May 2025 with the option for this to be extended to 31<sup>st</sup> July 2025.

#### **3. Specification of Services**

- Delivery of short courses for learners with a residential postcode in Devon (principally Northern Devon) or Torbay for provision in Government priority areas.
- Delivery to be online or in person.
- Services to be provided from 1/3/2025 to 31/5/2025 with the option to extend to 31/7/2025.
- Petroc reserve the right to award to multiple sub-contractors.
- Value anticipated to be between £250,000 and £380,000
- Monthly delivery profile to be agreed between the successful supplier and Petroc with no ability to roll over any monthly shortfall to subsequent months thus providing Petroc with the ability to redirect any shortfalls to alternative suppliers.
- Provide high quality delivery and low risk to funding. Expectation is an achievement rate of 95% or better.
- Suitably qualified staff
- Meets our rationale in the fees and charges policy 24/25  
<https://www.petroc.ac.uk/about-the-college/statutory-documentation/subcontracted-provision/>

## **PART 2**

(To be returned by the supplier)

### **REQUEST FOR QUOTATION**

#### **SUPPLY OF SHORT COURSES THAT ARE FUNDED THROUGH ADULT SKILLS FUND TO LEARNERS WITH DEVON AND TORBAY RESIDENTIAL POSTCODES.**

This part of the document should be completed and returned via email to:

Graham Greateorex

Procurement Co-ordinator

Email Address [graham.greateorex@petroc.ac.uk](mailto:graham.greateorex@petroc.ac.uk)

By 16:00 on 19<sup>th</sup> February 2025

## Schedule B

### Price and Proposed Solution

Suppliers are invited to provide a submission based on the detail included in Part 1 of this document.

Suppliers are to provide information in the following tables, where additional information is requested or you have additional information to support your proposal submission it should be attached in the specified format.

**Proposal -respond to all questions which require an answer in this section**

Service Element	Proposal
Delivery of courses per learner	Price (Exc VAT)   £
Methodology and solution:	

<b>Declaration</b>	
I/ We the undersigned do agree to supply the goods and service at the prices quoted above and in accordance with the terms and conditions of the specified framework agreement which have precedence over all others.	
Supplier Name:	
Address:	
Contact:	
Telephone No:	
Position:	
Email address:	