**PART FOUR: QUOTATION RESPONSE**

**NOTES FOR COMPLETION**

Once you have fully completed Part Four (Quotation Response), you MUST:

1. ensure that the Quotation Response and all supporting information is in English;

1. send it to [**webprocurement@kettering.gov.uk**](mailto:webprocurement@kettering.gov.uk);
2. be titled: **“GLaM – Improvements and Transformation” to RIBA stage 3**
3. ensure that the Quotation Response is received by the Procurement Unit **no later than 12 noon on 12th May 2020**.
4. Any late submissions by email will be disregarded.
5. Failure to observe this will mean the disqualification of the Quotation Response.

**QUOTATION RESPONSE / PROPOSAL**

**Section 1: Organisation and Contact Details**

|  |  |  |
| --- | --- | --- |
| Name of your organisation |  | |
| Registered office (if applicable) |  | |
| Company Registration (if applicable) |  | |
| Trading address (if different from registered  office) |  | |
| Organisation Registration Number (if applicable) |  | |
| VAT Number (If Applicable) |  | |
| Is your organisation a: | Sole Trader |  |
|  | Partnership |  |
| Public Limited Company |  |
| Private Ltd Company |  |
| Voluntary & Community Sector |  |
| Charity |  |
| SME (Small and Medium Enterprise) |  |
| Other |  |
|  | If you selected other, please specify | |
| If the Company is a member of a group of companies, please give the name and address of the ultimate holding company |  | |
| Name of person to whom any queries relating to this quote should be addressed |  | |
| Telephone |  | |
| Email |  | |
| Address (if different to the Address above) |  | |

**Section 2: INSURANCE INFORMATION**

| Please confirm whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: | | |
| --- | --- | --- |
|  | Public Liability Insurance - cover in the minimum sum of £10,000,000.00 in respect of any one incident and the number of incidents covered shall be unlimited and should be adequate to cover all risks in the performance of the Services | ▢ Yes  ▢ No |
|  | Employers Liability Insurance\* - minimum sum of £10,000,000.00 in respect of one incident and the number of incidents covered shall be unlimited  \* It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to sole traders – please ensure that you have checked with your insurance provider/ broker before submitting your Quotation Response | ▢ Yes  ▢ No  ▢ Not applicable |
|  | Professional Indemnity Insurance - against the risk of professional negligence on the part of the Bidder and or its staff in the minimum sum of £2,000,000.00 in respect of any one incident and the number of incidents covered shall be unlimited | ▢ Yes  ▢ No  ▢ Not applicable |
|  | Product liability insurance with a limit of indemnity of not less than £5,000,000.00 in relation to any one claim or series of claims. | ▢ Yes  ▢ No  ▢ Not applicable |
| Please submit copies of your Insurance Certificates with your Quotation Response. | | |

**SECTION 3: EVALUATION AND ASSESSMENT**

Any contract awarded as a result of this procurement process will be awarded on the basis of the offer that is the most economically advantageous to KBC. Quotation Responses will be evaluated on the following, with a weighting as follows:

| **Section Headings** | **Maximum Score Available** |
| --- | --- |
| **Quality Assessment** | 70% |
|  |  |
| (Score sub-total – Quality Assessment) | **(70%)** |
|  |  |
| **Price** | 30% |
|  |  |
| (Score sub-total – Price Assessment) | **(30%)** |
| **Total** | **100%** |

Bidders are required to submit a Quotation Response strictly in accordance with the requirements set out in this ITQ, to ensure KBC has the correct information to make the evaluation. Evasive, unclear or hedged Quotation Responses may be discounted in evaluation and may, at KBC's discretion, be taken as a rejection by the Bidder of the terms set out in this ITQ.

**QUALITY ASSESSMENT – 70%**

|  |  |  |
| --- | --- | --- |
| **RESOURCING AND MANAGING** | | |
| **Question 1:** | **Word Limit: 1000 words** | **Maximum Score: 15%** |
| Please define the management structure that you would put in place to support the successful delivery of this contract, including all the personnel who will be working on the programme starting **with the main consultant**, direct employees and any sub-contractors. Please also list their respective qualification / experience that ensures their technical capability. | | |
| **Answer:** | | |
| **Question 2:** | **Word Limit: 1000 words** | **Maximum Score: 15%** |
| Please describe how you administer the project, to monitor **and ensure the quality of work and expertise, communication and customer care are undertaken that you are expected to provide.** | | |
| **Answer:** | | |
| **PERFORMANCE MONITORING** | | |
| **Question 3:** | **Word Limit: 500 words** | **Maximum Score: 15%** |
| Please provide details of what steps you will be put in place to ensure that performance will be maintained and managed throughout the duration of the contract. | | |
| **Answer:** | | |
| **ADDED VALUE** | | |
| **Question 4:** | **Word Limit: 500 words** | **Maximum Score: 5%** |
| Please detail what steps you will take to introduce added value into the contract and support the improvement in the way the council’s requirements are being delivered. | | |
| **Answer:** | | |
| **SOCIAL VALUE, SUSTANABILITY AND ENVIROMENTAL** | | |
| **Question 5:** | **Word Limit: 500 words** | **Maximum Score: 10%** |
| Please describe how your approach will benefit the community of **Kettering, how you will reuse materials arising from the services/ works/ goods and support the Council’s Climate Emergency** Declaration of making the area covered by the Borough Council carbon neutral by 2030. Please provide details of the steps you are taking to prevent climate change and if available please provide a copy of your strategy, policy and or plan. | | |
| **Answer:** | | |
| **REFERENCES** | | |
| **Question 6:** | **Word Limit: N/A** | **Maximum Score: 10%** |
| With regards to similar projects, please provide names, addresses, telephone numbers and contact names of referees from whom references may be sought and can verify the quality and services standards you currently or have recently provided in the last two years. | | |
| **Answer:**   |  |  |  |  | | --- | --- | --- | --- | |  | Contract 1 | Contract 2 | Contract 3 | | Name of customer organisation |  |  |  | | Direct point of contact in customer organisation |  |  |  | | Position in the organisation |  |  |  | | E-mail address |  |  |  | | Contract start date |  |  |  | | Contract completion date |  |  |  | | Estimated Contract Value |  |  |  | | Please provide a **brief description/case study** of the contract delivered including evidence as to your technical capability in this market. **(appendices are acceptable**) |  |  |  | |  | | |  | | | |

**Price – 30%**

Please insert your fixed priced costs in the table attached (expanding as necessary), ensuring that you have provided a fixed and firm cost in each of the relevant boxes and a list of costs. Should you be successful, your fixed cost for the contract must be included in your Quotation Response and any costs which are not included will not be met by KBC either pre or during the contract.

All prices quoted should exclude VAT.

Please Note:

1. add or remove rows to/ from the Price Breakdown table as necessary; and
2. Where KBC considers that a quotation to be abnormally low, then it will seek clarification/ an explanation from the bidder and it may reject any Bid if it appears to be unreliable.
3. **Please ensure the cost of individual consultants/specialisms are itemised for transparency**

**PRICING SCHEDULE**

**EXAMPLE**

|  |  |  |
| --- | --- | --- |
| **Goods/ Service/ Works** | **Quantity of Units** | **Price (excluding VAT)** |
| For works as described within specification |  |  |
| The Council’s standard payments terms are 30 days from receipt of a correctly issued invoice. | | |
| Sub Total |  |  |
| Postage, Packing and Delivery |  |  |
| VAT |  |  |
| Total |  |  |

**SECTION 4: FORM OF QUOTATION**

**GLaM – Improvements and Transformation**

I/ We the undersigned, hereby quote and offer at fixed price to provide the Contract as detailed in the ITQ documents. Our quote is based on our best estimate of the costs of providing the services/ supplies/ works as specified by the ITQ and remains valid for 120 days from the published deadline for submission.

Name:

Job Title:

Signature:

Date

For and on behalf of: