



## **Invitation to Tender (ITT)**

**To supply Insurance cover to Fleet Town Council  
3 year Long Term Agreement  
Starting April 2023**

**Tender deadline: 5pm on Monday 20<sup>th</sup> February 2023**

**FLEET TOWN COUNCIL**

The Harlington, 236 Fleet Road, Fleet, GU51 4BY

Tel: 01252 625246 Email: [info@fleet-tc.gov.uk](mailto:info@fleet-tc.gov.uk)

[www.fleet-tc.gov.uk](http://www.fleet-tc.gov.uk)

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- 1 Tenderer Questionnaire
- 2 Anti Collusion
- 3 Certificate Bona Fide Tender
- 4 Form of BID

# **Tender Process**

## **1. Tender Submissions**

- 1.1 The Council does not bind itself to accept the lowest or any tender. The company shall not have any claim for expenses incurred in the preparation of a quote.
- 1.2 Contractors tender at their own cost and their tender shall remain open for acceptance for a period of 90 days after the due date for submission.
- 1.3 Contractors may visit the locations in order to familiarise themselves with Council assets if required.
- 1.4 The Contractor will provide a fixed price Tender. A Form of Bid is provided at Appendix 4.
- 1.5 **Tenders are to be emailed to [procurement@fleet-tc.gov.uk](mailto:procurement@fleet-tc.gov.uk) no later than by 5pm on Monday 20<sup>th</sup> February 2023.**
- 1.6 **If you require the Council to complete a standard quotation request form, please contact us by 13<sup>th</sup> February 2023.**
- 1.8 The Tenderer should submit:
  - 1.8.1 A completed Tenderer Questionnaire (Appendix 1)
  - 1.8.2 A completed Anti-Collusion Certificate (Appendix 2)
  - 1.8.3 A completed Certificate of Bona Fide Tender (Appendix 3)
  - 1.8.4 A completed Form of Bid (Appendix 4)

## **2. Clarification Requests**

- 2.1 All clarification requests should be submitted to [info@fleet-tc.gov.uk](mailto:info@fleet-tc.gov.uk) or Tel: 01252 625246 with a confirmation email.
- 2.2 The Town Council is under no obligation to respond to clarification requests received after the Clarification Deadline (detailed in section 7).
- 2.3 Any clarification requests should clearly reference the appropriate paragraph in the ITT documentation.
- 2.4 Fleet Town Council reserves the right to issue any clarification request made by you, and the response, to all potential suppliers unless you expressly require it to be kept confidential at the time the request is made. If Fleet Town Council considers the contents of the request not to be confidential, it will inform you and you will have the opportunity to withdraw the clarification query prior to Fleet Town Council responding to all potential suppliers.

Clarification requests and the Council's response will be uploaded to the contract finder page.

- 2.5 Fleet Town Council may at any time request further information from potential suppliers to verify or clarify any aspects of their tender response or other information they may have provided. Should you not provide supplementary information or clarifications to the Town Council by any deadline notified to you, your tender response may be rejected in full and you may be disqualified from this Procurement Process.

### 3. Evaluation of Bids

**Stage 1:** *Tender responses will be checked to ensure that they have been completed correctly and all necessary information has been provided. Tender responses correctly completed with all relevant information being provided will proceed to Stage 2. Any tender responses not correctly completed in accordance with the requirements of this ITT and/or containing omissions may be rejected at this point. Where a tender response is rejected at this point it will automatically be disqualified and will not be further evaluated.*

**Stage 2:** *If a bidder succeeds in passing Stage 1 of the evaluation, then it will have its detailed tender response to Fleet Town Council's requirements evaluated by an evaluation panel in accordance with the criteria set out below.*

3.1 Tenders will be evaluated on the basis of the most economically advantageous offer to the Council. The criteria to be considered in the assessment are:

- Price 50%
- Cover level on Key items 40%
- Experience - whether they are active in the council sector 10%

3.2 Tenderers are encouraged to provide as much detail as possible to enable the Council to undertake a thorough price and quality evaluation.

### 4. Award Criteria

4.1. The following weighting will be allocated to the assessment criteria:

- Price
- Cover level on Key items
- Experience - whether they are active in the council sector

4.2 The tenderer receiving the highest score in each category will be awarded the maximum percentage and the other tenders will be allocated a percentage relative to their score over the highest score. The score information will be provided to the Council as part of their review and approval process.

#### 4.3 Award Criteria Scoring

Criteria		Max score available	Total Score
<b>Price</b>		50%	
<b>Cover level on Key items</b> <i>Marks will be awarded for insurers able to offer cover as per the specification. Reductions will be made for areas where the insurer is unable to meet the full requirements of the specification. If there are serious omissions in the policy cover no points will be awarded and the tender will be rejected.</i>		40%	
<b>Experience</b> <i>Whether they are active in the council sector</i>		10%	
			<b>TOTAL</b>

## **5. Award Process**

- 5.1 Tenderers will be notified simultaneously and as soon as possible of any decision made by the Council during the tender process, including award. When the Council has evaluated the tenders, it will notify all tenderers about the intended award.
- 5.2 Acceptance of the tender by the Council shall be in writing and shall be communicated to the Tenderer. Upon such acceptance the Contract shall thereby be constituted and become binding on both parties, and, notwithstanding that, the Contractor shall upon request of the Council execute a formal contract in the form contained in the Contract Documents.

## **6. Key Documents and further information**

Further relevant documents / information are provided as appendices as listed below:

1. Tenderer Questionnaire
2. Anti Collusion
3. Certificate Bona Fide Tender
4. Form of BID

## **7. Timings**

<b>Dates</b>	<b>Event</b>	<b>Comments</b>
13 <sup>th</sup> February 2023	Quotation Request Form deadline	
16 <sup>th</sup> February 2023	Clarification Requests deadline	
By 5pm 20 <sup>th</sup> February 2023	All bids to be returned to Fleet Town Council	Bids will then be appraised w/c 20 <sup>th</sup> February & Report made
21 <sup>st</sup> February 2023	To Note - Report to Council to be finalised by	
1 <sup>st</sup> March 2023	Full Council Meeting - winning bid to be approved	
One day w/c 6 <sup>th</sup> March 2023	Announcement of approved contractor	

### **Tenders to be received by 5pm on Monday 20<sup>th</sup> February 2023**

Tenderers shall ensure that their tender arrives on time. No tender will be accepted if it is received after the stated arrival time.