



## **GUIDANCE NOTES**

### **INVITATION TO TENDER**

**Careers Information Advice, Guidance  
and Tracking Service**

**2015- 2017**

**Project Number SPS1033**

**June 2015**

## **I. General Information**

- I.1 The Royal Borough of Greenwich is inviting interested organisations to tender for contracts to deliver its Career Information, Advice, Guidance and Tracking provision. These guidance notes are intended to assist with completion of the Invitation to Tender questionnaire.
- I.2 Documents relating to this quotation are attached as follows:
- a) Guidance Notes (this document)
  - b) Schedule 1 - Specification (Careers Information Advice and Guidance Provision)
  - c) Terms and Conditions
  - d) Schedule 3 – Tender Response Questionnaire (Sections A and B) and appendices:
    - Form of tender
    - Confidentiality Agreement
    - Non collusive tendering certificate
    - Parent Company Guarantee
    - Schedule of confidentiality information /commercially sensitive information.
    - Monitoring information
    - Pricing Schedule
  - e) Finance schedule
  - f) TUPE Information<sup>1</sup>

If any of these documents are missing, please contact  
[Childrens-Services-Procurement@royalgreenwich.gov.uk](mailto:Childrens-Services-Procurement@royalgreenwich.gov.uk)

- I.3 Bidders should consider only the information contained within this ITT (including the Appendices), or otherwise communicated in writing to bidders, when making their offer.
- I.4 Bidders must complete all parts in full in English and present the information requested together with any documentary evidence required. Failure to do so will result in the submission being rejected.
- I.5 Information supplied by RBG (whether in this document or otherwise) is supplied for general guidance in the preparation of quotations. Bidders must satisfy themselves by their own investigations with regard to the accuracy of such information. RBG cannot accept responsibility for any inaccurate information obtained by bidders.

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<sup>1</sup>TUPE information shall be despatched to prospective tenderers following receipt of signed confidentiality agreement.

- 1.6 Bidders shall not, before the date and time specified for return of the quotation, communicate to any person the amount or approximate amount of the quotation or proposed quotation, except where the disclosure in confidence of the approximate amount of quotation is necessary to obtain insurance cover or bond quotations required for the purpose of the quotation.
- 1.7 The quotation shall be a bona-fide quotation and shall not be fixed or adjusted by or under or in accordance with any agreement or arrangement with any other person.
- 1.8 Bidders shall not enter into any agreement or arrangement with any other person with the intent that the other person shall refrain from submitting a quotation or between you agree as to the amount of any other quotation to be submitted.
- 1.9 RBG shall not be liable for, or pay any direct or indirect costs howsoever incurred by any bidder in the preparation of their quotation, or for the costs of any post-quotation clarification meetings, presentations, demonstrations or by any bidders who fails to respond by the deadline set.
- 1.10 All costs, expenses and liabilities incurred by the bidder in connection with preparation and submission of the quotation will be borne by the bidder. The bidder shall have no claim whatsoever against RBG in respect of such costs and in particular (but without limitation) RBG shall not make any payments to the successful bidder or any other bidder save as expressly provided for in the Contract and no compensation or remuneration shall otherwise be payable by RBG to the successful bidder in respect of the Services by reason of the scope of the Services being different from that envisaged by the successful bidder or otherwise.

## 2. Timetable

- 2.1 The timetable for the procurement is as follows:

|                                |  |
|--------------------------------|--|
| <b>Quote published</b>         | <b>Friday 12<sup>th</sup> June 2015</b>              |
| <b>Clarifications by</b>       | <b>Thursday 25<sup>th</sup> June 2015</b>            |
| <b>Deadline for submission</b> | <b>Friday 3<sup>rd</sup> July 2015 (12 Noon)</b>     |
| <b>Evaluation</b>              | <b>6<sup>th</sup>-15<sup>th</sup> July 2015</b>      |
| <b>Interviews</b>              | <b>14<sup>th</sup> July 2015</b>                     |
| <b>Notify Bidders</b>          | <b>5<sup>th</sup> August 2015</b>                    |
| <b>Standstill Period</b>       | <b>5<sup>th</sup> -15<sup>th</sup> August 2015</b>   |
| <b>Mobilisation</b>            | <b>16<sup>th</sup> August-31<sup>st</sup> August</b> |
| <b>Contract starts</b>         | <b>1<sup>st</sup> September 2015</b>                 |

### **3. Form of Proposal**

- 3.1 The Council is procuring this contract in accordance with EU Directive 2014/24/EU. We are inviting bids to deliver this service through an Open Tender process and bidders are required to demonstrate how they meet the Service Requirements and compliance with Royal Greenwich Children's Services' Commissioning Standards through completion of a quotation questionnaire which comprises Section A: the Business Questionnaire and Section B: Quality Questionnaire or Method Statement.
- 3.2 The Council shall under no circumstances be bound to award the Contract to the Bidder with the lowest price structure.
- 3.3 This Invitation to Quote does not constitute an offer and the Council is not committed to any course of action as a result of issuing this invitation to quotation. In particular Bidders should note that the Council reserves the right, in its absolute discretion:
- to award the Contract to any Bidder;
  - to award a Bidder either the whole of the Contract or part thereof;
  - not to award the Contract to any of the Bidders or at all;
- 3.4 The Council reserves the right with or without notice to amend or add to this invitation to quote in any way and to extend or vary the project timetable in relation to any or all of its stages.

### **4. Invitation to tender questionnaire**

- 4.1 All parts of the questionnaire (ie sections A: the Business Questionnaire and Section B: the Quality Questionnaire or method statement) should be completed by all bidders. If questions do not apply to any bidder they should explain why.
- 4.2 Bidders are advised to read the entire Service Specification before completing the quotation questionnaire.
- 4.3 Please do not exceed the word-count specified in each section. Contributions above the word count will not be marked.

### **5 Assessments**

- 5.1 Assessment of Section A of the quotation questionnaire (Business Questionnaire) is strictly on a **Pass or Fail basis**. Quotations that fail to meet the requirements set out in Section A shall be assessed as having failed to meet the minimum requirements and shall be deemed ineligible for an award. In this event Section B of the quotation shall not be assessed.

- 5.2 Section B of the quotation questionnaire (Quality Questionnaire) will be assessed and scored in line with rating scale below. Please be specific in your responses and include details/examples to support points you make.

| Score |              | Description   |
|-------|--------------|---|
| 0     |              | Answer is irrelevant or no essential points are covered   |
| 1-2   | Very Poor    | Few essential points are covered and the responses to questions include few examples in support |
| 3-4   | Poor         | Some essential points are covered. Few examples are included in support                         |
| 5-6   | Satisfactory | Many essential points are covered but few are supported with good examples                      |
| 7-8   | Good         | Most essential points are covered and many are supported by good examples                       |
| 9-10  | Excellent    | All the essential points are covered and are clearly supported by good examples                 |

- 5.3 Tenders will be assessed by a panel of senior Council officers using the following **Evaluation Matrix** following which recommendations on award of contracts shall be made.

| Evaluation criteria                | Weighting   |
|------------------------------------|-------------|
| Staffing, Capability and Capacity  | 10%         |
| Experience and Track Record        | 20%         |
| Delivering and Evidencing Outcomes | 30%         |
| Inclusion                          | 10%         |
| Working in Partnership             | 15%         |
| Financial submissions              | 15%         |
| <b>Total</b>                       | <b>100%</b> |

- 5.4 The tender evaluation panel shall make recommendations on the award of contract on the basis of the Most Economically Advantageous Tender.

**6 Details of your organisation and delivery partners**

Please provide details of your organisation and delivery partners, if any.

**7 Price**

The finance schedule is a separate document attached to the invitation to tender questionnaire and must be completed and returned.

**8 Declaration**

Please use an electronic signature.

## **9 Appendices**

Please sign appendices 1-3 electronically. Completion of appendix 6 is optional.

## **10 Contract**

- 10.1 The Contract will be awarded to the successful bidder under the Terms and Conditions included in the quotation documentation.
- 10.2 Any acceptance by the Council of a bid shall be notified to the successful Bidder in writing. The contract will be considered binding upon signed agreement of all documents.

## **11 Communications**

All questions and queries about the procurement procedure must be submitted by e-mail to [Childrens-Services-Procurement@royalgreenwich.gov.uk](mailto:Childrens-Services-Procurement@royalgreenwich.gov.uk) by **Thursday 25<sup>th</sup> June 2015**

Responses to questions raised by bidders will be circulated by email to all bidders.

## **12 Tender Return**

- 12.1 Your completed quotation and any supporting documentation should be returned by email to [Childrens-Services-Procurement@royalgreenwich.gov.uk](mailto:Childrens-Services-Procurement@royalgreenwich.gov.uk) **by noon on 3<sup>rd</sup> July 2015**
- 12.2 A return email, confirming successful delivery of your bid, will be sent back to bidders upon receipt. Bids must be received by the closing date and time or your response may be rejected.