**Request for Quotation**

**Educational Theatre - Road Safety and Active Travel**

**Contract Period: 8th January 2024- 24th July 2024**

# Summary

Lambeth Council are seeking quotes for the commission of bike maintenance workshops for secondary pupils in the schools in the borough.

# requirements of the brief

Lambeth Council are looking for a provider that will deliver bike maintenance workshops in schools suitable for secondary school pupils. The sessions would be after school and the provider will sort arrangements with the school to use their facilities.

Sessions will be hands-on, allowing pupils to gain a better understanding of the mechanics of how a bike works and allow them to ask questions, gaining knowledge and skills. Sessions should cover the basics, teaching pupils how to know when a bike is safe, repairing punctures, putting a chain back on, and other more advanced bike mechanics.

As part of the tender, providers will have to provide basic tools and puncture repair equipment and supply bikes for pupils to work on. If possible, teachers and staff would also be able to get involved in those sessions.

We are seeking applications from organisations who have experience in the field and that already have established connections with the schools in the borough.

With direction from Lambeth Council officers, the training package should include booking the sessions with the schools; providing required documentation (including risk assessments, parental consent etc.) and providing DBS checked staff members. The provider should ensure that the end user understands that the workshops are provided by Lambeth Council and delivered by them as part of the Big Shift initiative to encourage active travel. The provider will be responsible for promoting the sessions to the schools.

Your response must clearly outline the content of the sessions and how you will engage with students, how you plan to monitor and report on the student’s learning and your experience of working on similar projects.

# budget

The maximum budget for this project is £15,000 per year.

# Timescales for the Quotation

A timetable for the selection process is detailed below (please note these dates may be varied at the council’s own discretion)

|  |  |  |
| --- | --- | --- |
| **Stage** | **Component** | **Indicative timescale** |
| Request for quotation | Publication of Request for Quotation | 22 November 2023 |
| Deadline for clarifications questions | 18 December 2023 |
| Proposal submission deadline | 22 December 2023 |
| Contract Award |  | 12 January 2024 |
| Contract Commencement | Successful applicant commences contract | 15 January 2024 |
|  | Contract Completion | 24 July 2024 |

All **clarification questions** relating to this request for quotes and submission of the quotes, must be emailed to Cova Cervilla, Transport Education and Campaigns Officer [ccervilla@lambeth.gov.uk](mailto:ccervilla@lambeth.gov.uk)

# Format of Response

Your proposal should consist of:

* 1. your response to the Method Statement Questions.
  2. your completed Price Proposal.

# Price Quality Ratio for Evaluation of Proposal

The ratio that will be used to evaluate the proposals is as follows:

Price: 30% - Based on the Pricing Proposal

Quality: 70% - Based on the response to the Method Statement

# Method Statements for Quality Assessment and Required Response Questions

The response to the Method Statement will be used as the basis for evaluating the quality element of the response.

Your total response must not exceed **5 pages of A4,** Arial Font not less than 12pt.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Method Statement** | | **Marks Available** | **Weighting**  **%** |
| 1 | Proposal & Experience | Please provide an outline of:   * What your project is, what the aims of the project are, how it will be delivered, what equipment will be used, and how it will contribute to the aims outlined in the specification. * The total expected number of participants to be engaged with and how this figure was calculated. * The project set up and delivery calendar where possible. * Your past record of undertaking and completing similar projects. | 0-5 | 19% |
| 2 | Capability & Resources | Please provide an outline of:   * The skills and resources your organisation have that will enable you to deliver your project. * Details of the team that will work on this project and their involvement in comparable projects. | 0-5 | 23% |
| 3 | Project Management & Methodology | Please provide an outline of:   * Your understanding and overall appreciation of the requirements of the brief and specification, your response should include details of your approach and methodology. * How the project will be managed internally and the level of support you foresee requiring from Lambeth Council. * How the progress and resulting impact of your work will be monitored and reported. For example, before and after surveys of participants. | 0-5 | 16% |
| 4 | Social Value | Please demonstrate how your proposal might add value to the wider Lambeth community. | 0-5 | 12% |
|  |  | **Total (Quality Score)** |  | **70%** |

The components which are indicated with the appropriate weightings will be evaluated by the panel and the appropriate score will be agreed. The score achieved for this section will be weighted at **70%** to give the final score for quality (Quality Score).

* The council reserves the right to challenge any information provided in response to the RFQ and request further information in support of any statements made therein.
* Potential Providers’ responses must clearly demonstrate how they propose to meet the requirements set out in the question and address each element in the order they are asked.
* Potential Providers’ responses should be limited to and focused on each of the component parts of the question posed. They should refrain from making generalized statements and providing information not relevant to the topic.
* Whilst there will be no marks given to layout, spelling, punctuation, and grammar. It will assist evaluators if attention is paid to these areas including identifying key sections within responses.
* The Quality Score will be added to the Price Score to determine the Final Score. The Council will select a supplier on a most economically advantageous tender (MEAT) basis

# Marking Scheme

Potential providers will be marked in accordance with the following **marking scheme**:

The scoring matrix:

|  |  |
| --- | --- |
| 0 | Failed to address the question/issue. |
| 1 | An unfavourable response/answer/solution. There is limited or poor evidence of skill/experience sought; a high risk that relevant skills will not be available. |
| 2 | **Less than acceptable**. The response/answer/solution/information lacks convincing evidence of skill/experience sought; lack of real understanding of requirement or evidence of ability to deliver; medium risk that relevant skills or requirement will not be available. |
| 3 | **Acceptable** response/answer/solution/information to the particular aspect of the requirement; evidence has been given of skill/experience sought. |
| 4 | **Above acceptable** – response/answer/solution/information demonstrates real understanding of the requirement and evidence of ability to meet it (based on good experience of the specific provision required or relevant experience of comparable service or supply. |
| 5 | **Excellent** – response/answer/solution provides real confidence based on experience of the service or supply provision required. Response indicates that the supplier will add real value to the organisation with excellent skills and a deep understanding of the service or supply requested. |

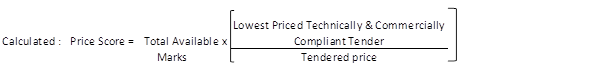
# Price Proposals

The tender should detail:

* The total cost of implementing the programme.
* A detailed breakdown of the costs of the programme.
* The cost per event, if the proposal is to run multiple events of the same type at different times and/or locations.

# Price Evaluation

For price, each submission will be assessed on the total cost of delivering the service, using the following equation:



Quotation Submission – Bike maintenance course

For Completion by the Supplier

|  |  |  |  |
| --- | --- | --- | --- |
| **(Supplier Name)** | | | |
|  | | | |
| Quotation Submission Date: |  | | |
| Contact Name: |  |  |  |
| Department (if needed): |  |  |  |
| Address: |  |  |  |

Our firm does hereby offer to supply the following supplies / services [please delete as appropriate] as per the delivery schedule above. We include the fixed prices in the table below; prices shown are exclusive of VAT and inclusive of carriage and delivery and all discounts:

**Details of Quote**

|  |  |  |
| --- | --- | --- |
| **Description** | **Price Per Item, Day or Instance** | **Total Price** |
|  | | |
| **E.g. Price for the whole programme for the year** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

This quotation will remain valid until 90 days, from the Quotation Submission Date above.

Supplier Declaration

After you have completed this form, please read the statements below and agree to the following statements:

* I have read and understood Lambeth’s procurement guidance for suppliers, [“Selling to the Council”](http://www.lambeth.gov.uk/business-services-rates-and-licensing/selling-services/sell-goods-and-services-to-the-council-guide)
* I accept the Terms and Conditions indicated on this form
* If I am selected to provide the above services and/or supplies this form and the information on it will form part of my contract with the London Borough of Lambeth
* If I am selected to provide the above services and/or supplies I will complete the Council’s Supplier Self Certification form. Failure to complete this form will result in my quotation not being accepted
* Lambeth is under no obligation to accept the final results of the quotation competition or the lowest price for any particular item submitted by a supplier
* Non-delivery of services or products will result in non-payment by the Council
* False representation could result in de-selection from any competition or termination of contract
* It is a criminal offence to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body. I understand that any such action will empower the Council to cancel any contract or commission currently in force and may result in my exclusion from future work
* Lambeth has the right to use this information for the prevention and detection of fraud

If you understand and agree to these statements, please check the box below. By checking the box, you also certify that the information you have supplied is accurate to the best of your knowledge, has been prepared by your firm with the absence of collusion and that you accept the conditions and undertakings in this form. If you do not check the box, you will not be able to work with the London Borough of Lambeth:

Yes