**Documentation Provided by Council**

1. All the documentation necessary to submit this quotation are set out in the following appendices:
* **Appendix A – Background information**
* **Appendix B – instructions for quotation**
* **Appendix C – Procurement timetable**
* **Appendix D – Delivery Milestones**
* **Appendix E – terms and Conditions**
* **Appendix F - Specification**
1. The clarification questions should be submitted to Paul Keenlyside (pkeenlyside@lambeth.gov.uk) in accordance with the timetable in Appendix C – Procurement Timetable.

**Submission of Quotation by Provider**

1. Your proposals should be set out in the method statement and pricing document and returned to Paul Keenlyside (pkeenlyside@lambeth.gov.uk) in accordance with the submission date/time in Appendix C – Procurement Timetable.

**criteria for evaluation**

1. Your submission will be evaluated by an evaluation panel. The evaluation will be based on Price: 20% and Quality 80%.

**method statement**

1. Providers are invited to submit their proposal based on the questions set out in Table 1 – Evaluation Criteria and Questions below which is based on the requirements set out in Appendix F – The Specification. Each question will be scored in accordance with Table 2 – Scoring Methodology.

**Table 1 – Evaluation Criteria and Questions**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Questions** | **Weighting %** |
| **Criteria 1** | 1) Please set out proposals for profiling Lambeth’s heat demand, as described in Appendix F, including data/model inputs, modelling tools and presentation of results | 20 |
| **Criteria 2** | 2) Please set out proposals for reviewing options to limit heat demand in Lambeth, as described in Appendix F, including data/model inputs, modelling tools and presentation of results | 20 |
| **Criteria 3** | 3) Please set out proposals for reviewing options to meet heat demand through renewable and low carbon technologies, as described in Appendix F, including data/model inputs, modelling tools and presentation of results | 20 |
| **Criteria 4** | 4) Please set out the experience of your team, with reference to the requirements in Appendix F | 20 |
| **Total (Quality Score)** | **80** |

**Information Requirements**

1. Please ensure your method statement are provided in Arial Font Size 11. Please limit your responses to:

Question 1 – 1 side of A4

Question 2 – 1 side of A4

Question 3 – 1 side of A4

Question 4 – 1 side of A4

* 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.
* Please note that Question number 4 within in Table 1 is a threshold question. If the provider scores 2 or less, this will result in automatic elimination from the procurement process.

**Table 2 – Scoring Methodology**

|  |  |
| --- | --- |
| 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 SUBMISSION

1. The Council is seeking an itemised submission in accordance with the deliverables set out in Table 3 – Pricing Submission. The pricing submission should assume and include all disbursements and costs associated with the production of the deliverables.
2. Price proposals should include the requirements and standards as set out in Appendix F – The Specification.

**Table 3 – Pricing Submission**

|  |  |  |
| --- | --- | --- |
| **Item No.** | **Deliverables** | **Itemised lump sum cost (£ excl. VAT)** |
| 1 | Production and presentation of initial findings |  |
| 2 | Production of draft report |  |
| 3 | Production of data tables and user-friendly interface  |  |
| 4 | Production of final report |  |
| 5 | Site visits in Lambeth |  |
| 6 | Engagement with Lambeth staff |  |
| 5 | **Total for items 1 to 6 (to be used for price evaluation purposes)** |  |

**Pricing considerations**

1. For price, each submission will be assessed on the total cost (item 5 in Table 3 above) using the following equation:



1. The Quality Score will be added to the Price Score to determine the Final score. The Council will select a supplier on the basis of the most economically advantageous tender.