



Invitation to Quote 2020-21 Short-term Floating Support for Housing Demand

Including:
INSTRUCTIONS
QUALITY ASSESSMENT
PRICING SCHEDULE
SPECIFICATION
TERMS AND CONDITIONS
FORM OF QUOTATION & STATEMENT OF
INTEREST

Date: 27/02/2020

This application will be treated as strictly private and confidential

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1.0 INSTRUCTIONS

- 1.1 You are invited to submit your proposal for 2020-21 Short-term Floating Support for Housing Demand in accordance with the terms of this Invitation to Quote (ITQ).
- 2.0 This document explains some rules you need to follow when preparing your quotation, tells you how to submit your quotation and alerts you to some things to be aware of if you are awarded the contract. It also gives you some hints and tips to help you submit a successful bid.
- 3.0 If you do not follow the rules set out below, there is a risk your quotation will be rejected.
- 4.0 You are responsible for obtaining all information necessary for the preparation of your quotation. You shall bear all costs, expenses and liabilities that you incur in connection with the preparation and submission of a quotation.
- 5.0 The Council does not bind itself to accept the lowest quote, or any quote received, and we reserve the right to:
 - 5.1 award the contract in parts,
 - 5.2 not to award a contract or
 - 5.3 call for new quotations should we consider this necessary.
- 6.0 The intended duration of the Contract is twelve months commencing on 01/04/2020.
- 7.0 The Form of Quotation should be signed as follows:
 - 7.1 where the company is an individual, by that individual;
 - 7.2 where the company is a partnership, by at least two duly authorised partners;
 - 7.3 where the company is a company, within the meaning of the Companies Act 2006, either by a director or secretary of the company, such person being duly authorised for that purpose or by another person duly authorised provided that proof of such authority is submitted to the Council with the Form of Quotation.
- 8.0 We will only accept quotation documents submitted by e-mail.
- 9.0 Bids that do not comply with the Instructions may not be considered.
- 10 Do not try to obtain information about anyone else's quotation before the date of contract award or discuss with anyone else whether or not they should bid, or about their (or your) quotation price. The only exception is where you are considering a joint or team bid - on condition that all suppliers involved in the discussions are named in your quotation.
- 11 All documents attached to or supplied with these Instructions to companies are and shall remain the property of the Council
- 12 Words defined in the Conditions of Contract and the Specification shall have the same meaning in the Form of Quotation, these Instructions and any other Quotation Documents.

Instructions for Submitting your Form of Quotation

- 13 Please submit your quotation to:

DuvallL@ealing.gov.uk

- 14 **The closing date for submission of quotations is Wednesday 11th March at 5pm.**
- 15 Quotations that arrive after the closing date/time, **whatever the circumstances**, will not be considered by the Council.
- 16 Any quotation that does not comply with these Instructions, or is qualified **in any way**, will be rejected and will not be evaluated by the Council.

Queries

17. If you have any queries in connection with any of the quotation documents, please submit your queries by emailing:

batys@ealing.gov.uk

No later than Friday 6th March (06/03/2020).

Our response will be given to all candidates and shall only be given by email. The closing date will not be extended to allow you to adjust your quotation in light of our response to your query. We will not accept or answer any queries made orally.

- 18 Queries relating to proposed variations to the contract Terms and Conditions should be submitted in by email no later than Friday 6th March (06/03/2020) before the closing date for receipt of quotations. Queries should be addressed to:

batys@ealing.gov.uk

- 19 No amendments to the Conditions of Contract will be considered by the Council AFTER the closing date for receipt of quotations
- 20 No approach of any kind should be made to any other persons in connection with the quotation. We may use our discretion to disqualify candidates who breach this provision.

Supporting Information

- 21 Please supply supporting information that is relevant to your bid, we will be assessing quality and price.

Undertakings

- 22 You must ensure that all of the signed undertakings included in this quotation are completed, signed and returned with your submission.

Evaluation

- 23 The Council is seeking the most economically advantageous quotation based on the criteria and weightings set out in this ITQ.
- 24 The following criteria will be used to evaluate Quotes:
- Quality Assessment: **75%**
 - Value for money: **25%**
 - TOTAL 100%**

25 **QUALITY ASSESSMENT – 75%**

This part of the evaluation will involve marking the answers to each of the questions in the Quality Assessment, based on understanding and compliance with requirements and the quality of response under the following headings.

- 26 In order to assist in evaluating the relative merit of various quotations with regards to quality, a weighting model will be used to distinguish which questions hold the most significance. The criteria on which the quality of the quotation will be assessed in respect of ability to provide the services required, including the weighting to be applied to reflect importance, are as defined below:

Question	Title	Scoring Methodology / Weighting
Stage 1 - Assessment of Suitability		
1.0	Grounds for Mandatory Exclusion	Pass/Fail
2.0	Grounds for Discretionary Exclusion	Pass/Fail
3.0	Financial Information	Pass/Fail
4.0	Insurance	Pass/Fail
5.0	Additional Suitability	Pass/Fail
Stage 2 – Technical Method Statement		
6.0	Service Delivery	40%
7.0	Mobilisation Plan	20%
8.0	Management Information	25%
9.0	Training Policy and Procedures	5%
10.0	Social Value	5%
11.0	London Living Wage – Q1	Information Only
	London Living Wage – Q1	Information Only
	London Living Wage – Q1	5%

- 27 Each bid will be evaluated using the scoring breakdown shown in the table below. You should make sure you address both the Specification and take into consideration the Terms and Conditions as closely as possible.

Score	Description
0	Completely fails to meet required standard or does not provide a proposal.
1	Proposal significantly fails to meet the standards required, contains significant shortcomings or is inconsistent with other proposals.
2	Proposal falls short of achieving expected standard in a number of

	identifiable respects.
3	Proposal meets the required standard in most material respects, but is lacking or inconsistent in others.
4	Proposal meets the required standard in all material respects.
5	Proposal meets the required standard in all material respects and exceeds some or all of the major requirements.

- 28 Each question score will be divided by the maximum score possible (5 points) and then multiplied by the % weighting it has been allocated. The weighted percentage scores for each question will then be added together and then multiplied by the **75%** weighting which the quality assessment part of the evaluation has been given. This will then provide an overall percentage score for the quality assessment part of this evaluation.
- 29 **VALUE FOR MONEY ASSESSMENT – 25%**
The scoring for the value for money assessment will be awarded from the available 25% weighting of this section. The value for money assessment will be based on what you can provide for the total cost submitted in your pricing schedule.
- 30 The total weighted score of the whole bid is the sum of the overall **quality assessment** and **value for money assessment** percentage scores, and the **highest total weighted score** is deemed to offer the most economically advantageous tender.
- 31 Any quotation that fails to comply with these Instructions or is qualified in any way **will be rejected, and will not be evaluated** by the Council.
- 32 You may be required to demonstrate your ability to provide the Services and it may be necessary for officers of the Council to visit your offices, conduct an interview, and test your systems. During the quotation evaluation process you may therefore be required to:
- (a) attend meetings with the Council to present, explain or amplify details of your quotation submission;
 - (b) provide any other information we may reasonably require to enable a detailed evaluation of your submission.
- 33 We reserve the right to contact your referees to discuss their views on your reliability, accuracy, accessibility, general customer care, etc.
- 34 If there are arithmetical errors in the computation of your quotation, we reserve the right to correct such errors to arrive at a new Contract Price/quotation total, when in favour of the Council.

1.0 Invitation to Quote

The Council of the London Borough of Ealing (“the Council” or “Ealing”) invites you to quote for the contract for 2020-21 Short-term Floating Support for Housing Demand. This Invitation to Quote (ITQ) includes:

- Covering letter
- Invitation to Quote
- Quality Assessment
- Pricing Schedule
- Specification
- Terms and Conditions
- Form of Quotation and Statement of interest
- Quotation return label

2.0 The Project

This contract is for the Council’s Short-term floating support service for Housing Demand, and is described in more detail in the Specification.

The purpose of the contract is to provide floating support between the 1st of April 2020 to the 31st March 2021 to people identified by the housing demand team in order to sustain accommodation and prevent homelessness.

3.0 The Contract

The Council’s requirements are set out in the Specification. The Conditions of Contract will be those set out in the Terms and Conditions, which form part of this ITQ.

4.0 Clarification of Quotations

Once quotations have been received and opened, and before evaluation begins, they will be checked to ensure that they comply with the Instructions, do not contain any qualifications or conditions and that they are clear and comprehensive. If the Council needs to clarify any of these points, questions will be submitted by email to the quotationer, who will also be required to respond by email.

5.0 Confidentiality

All documentation which we supply shall remain our property and confidential to us. You must return it with your quotation. You may not use the contract documents, or any information or material which we may make available to you, for your own purposes or disclose the documents or information or material to any other person (except as may be required by law) at any time without our written consent. The contract documents, information and material shall remain confidential to the Council.

6.0 Rejection of Quotations

Any quotation submitted by a company in respect of which the Candidate:

- has directly or indirectly canvassed any official of the Council or obtained information from any other person who has been contracted to provide services to the Council, concerning the award of the contract, or who has directly or indirectly obtained or attempted to obtain information from any such official concerning any other company or Quotation submitted by any

- other company; or
- fixes or adjusts the contract price and/or prices and rates shown its Form of Quotation and/or the Pricing Schedule by or in accordance with any agreement or arrangement with any other person; or
- communicates to any person other than the Council the amount or approximate amount of the contract price and/or the rates and prices shown in its Form of Quotation and/or the Pricing Schedule except where such disclosure is made in confidence in order to obtain quotations necessary to the preparation of the Quotation or for the purposes of insurance or financing; or
- enters into any agreement with any other person that such other person shall refrain from submitting a Quotation or shall limit or restrict the prices to be shown or referred to by another company in its Form of Quotation; or
- offers to agree to pay to any person having direct connection with this quotation or does pay or give any sum of money, inducement or valuable consideration, directly or indirectly, for doing or having done or causing or having caused to be done in relation to any other company or any other proposed Quotation, any act or omission; or
- In connection with the award of the contract, commits an offence under the Bribery Act 2010

Shall not be considered for acceptance and shall be rejected by the Council provided always that such non-acceptance or rejection shall be without prejudice to any other civil remedies available to the Council or any criminal liability which such conduct by a company may attract.

7.0 Contact Address

The contact details for all enquiries relating to this ITQ are set out in the Instructions