### 

|  |  |  |
| --- | --- | --- |
|  | Reference: |  |
| E-mail: | Tess.lanning@lbbd.gov.uk |
|  |  |

Dear Sir/Madam,

##### Invitation to quote for Barking and Dagenham Green Economy Review

|  |  |
| --- | --- |
| **DEADLINE FOR RETURN OF QUOTES:** | 18/02/2022 |
| QUOTATIONS RECEIVED AFTER THE STATED CLOSING DATE AND TIME WILL NOT BE CONSIDERED | |

This document consists of:

Section 1: Instructions/Conditions for Quoting

Section 2: Statements of Requirements and Method Statements

Section 3: Award Criteria

Section 4: Bidders details

Section 5: Form of Quote

Section 6: Conditions of Contract

You are reminded that failure to send a full submissionmay result in your quotation being excluded from consideration.

Your quotation submission must comprise of one electronic copy (email), **To arrive before 23:59 on 18/02/2022 to** [**tess.lanning@lbbd.gov.uk**](mailto:tess.lanning@lbbd.gov.uk)

Any quotation received after the deadline date and time **will not** be considered.

The information supplied by the Council, is provided for general guidance in the preparation of the quotes. Contractors must satisfy themselves, by their own investigations, with regard to the accuracy of any such information, and the Council accepts no responsibility for any inaccurate information obtained by contractors.

Should any additions or amendments, to any of the quotation documents or additional information, be considered necessary by the Council, prior to the date of the submission of the quotes, these will be issued to all tenderers in writing.

The Council does not bind itself to accept the lowest or any part of any quotation and will make its decision based on the most economically advantageous quote received.

The tender will be assessed on a 80% quality, 20% cost effectiveness basis. The three highest scoring bids from the method statement and budget submissions will be invited to interview (which will make up 10% of the 80% allocated for quality). The presentations will take place on Thursday 3rd or Friday 4th March 2022. If your organisation has any queries, these should be addressed to Tess Lanning labelled “Quote Clarification” to email: [tess.lanning@lbbd.gov.uk](mailto:tess.lanning@lbbd.gov.uk).

Yours sincerely,

Tess Lanning

Head of Enterprise and Employment Strategy

London Borough of Barking & Dagenham

SECTION 1 – INSTRUCTIONS FOR QUOTING

##### REQUEST FOR QUOTE FOR THE PROVISION OF A GREEN ECONOMY REVIEW FOR BARKING AND DAGENHAM

1. **Invitation to Provide a Quotation**

* 1. The London Borough of Barking and Dagenham (LBBD) invites quotes for the provision of research to support the Council’s understanding and approach to growing the green economy in Barking and Dagenham. In accordance with this Request for quote, these conditions of contract and your completed quote.

# Basis of Quotation

* 1. Quotes must be submitted for the complete provision of the Goods/Services. Quotes for part only of the Goods/Services will be rejected**.**

2.2 A contract will be awarded to the most economically advantageous tender, applying criteria section 3**.**

1. **Information, Costs and Expenses**
   1. The bidder is responsible for obtaining all information necessary for preparing its quote and shall bear all costs, expenses and liabilities incurred in connection with its preparation and delivery.
2. **Research and Investigation**
   1. The bidder is deemed for all purposes relating to its quote, the conditions of contract and the Statement of Requirements to have read and understood them, to have carried out all necessary researches, investigations and enquiries at its own expense and to have satisfied itself as to the nature, extent and character of the services and access to and use of the locations (if applicable), the extent of the premises, employees, materials, equipment and machinery which may be required, and any other matter which may affect its quote.
   2. The bidder shall have no claim against LBBD in respect of the matters mentioned in this condition. In particular (but without limitation) the Council shall make no payments to the bidder/contractor except as expressly provided for in the Contract, and no compensation or remuneration shall be payable by the Council because the nature, extent or character of the Services is different from that envisaged by the bidder/contractor.

# Further Information, Queries and Clarification

* 1. The bidder may contact [tess.lanning@lbbd.gov.uk](mailto:tess.lanning@lbbd.gov.uk) as the single point of contact, to request any reasonable information or raise any query relating to this Request for Quote, the Statement of Requirement or Conditions of Contract. Your requests for further information must be submitted electronically as specified in this document. Any such request or query must be received by must be received by 5pm on **11/02/2022**
  2. [tess.lanning@lbbd.gov.uk](mailto:tess.lanning@lbbd.gov.uk) shall be the single contact for all enquiries in relation to this invitation. You are therefore required to direct **all** enquiries to the named contact.
  3. The council shall endeavour to provide such information or clarify such query and shall advise all bidders of any information provided to a bidder as a result of any such request within the stated time period but does not bind itself to do so within the stated time period or at all. A copy of the query and answer may be provided to all bidders at the Council’s sole discretion.
  4. If a bidder has difficulty in complying with any specific provision of this Request for Quote, or wishes to propose any amendment to them, it should provide all information and evidence concerning the same as may require. LBBD may, at its discretion, consider the matter and may waive or amend the relevant provision without prejudice to all or any other provisions of the Request for Quote or any rights or powers of the Council. No such waiver or amendment shall bind LBBD unless it is in writing and signed by the Council's Director of Corporate Services.

1. **Acknowledgement of Request for Quote**
   1. Bidders shall, immediately on receipt of this Request for Quotation, submitan acknowledgement response by email to [tess.lanning@lbbd.gov.uk](mailto:tess.lanning@lbbd.gov.uk) to inform LBBD whether they intend or do not intend to submit a quote for this work.
   2. Please note if you decide not to quote, please delete all documentation from your system.
2. **Lodgement of Quote** 
   1. This quote will be administered electronically via email.

Note – references to the word ‘signed’ here can include either an electronic ‘signature’ of the bidder or if preferred a scanned copy of the required document to be ‘signed’ is acceptable. If your bid is successful, you may be later required to submit to LBBD within a reasonable time an original of the signed copy of the document.

* 1. Your response **must** include as a minimum:

* Your ‘signed’ Quotation and Declaration. In the format set out at Section 5. Your bid is required to remain open for acceptance by LBBD for a minimum of 90 days from the date stated above for final submission of quotes.
* Your completed Quotation Document addressing the requirement set out in the Statement of Requirements. Your Quotation Document shall include all relevant information (including if required completed Method Statements) to allow the council to assess your suitability for the supply of the Services.

**8.** **Signature of Quote**

8.1 The Quote must be signed:

* + 1. where the bidder is an individual, by that individual;
    2. where the bidder is a partnership, by two authorised partners;
    3. where the Bidder is a company, by two directors, or by a director and the secretary of the company, such persons being authorised for that purpose;

8.2 The bidder shall produce forthwith on the request of LBBD documentary evidence of any authorisation referred to above**.**

**9** **Non-consideration of Form of Quote**

9.1 In its absolute discretion, LBBD may refrain from considering a quote if:

* + 1. the whole of the services is not quoted for or there are omissions in the quote and/or the Method Statements (if required);
    2. it is not in accordance with these conditions
    3. the bidder makes or attempts to make any variation or alteration to the Contract accept in accordance with paragraph five of these Conditions

**10** **Rejection of Quote**

10.1 The Council shall reject a Quote, without prejudice to any other civil remedies available to the Council or any criminal liability the Bidder may attract, if the Bidder:

* + 1. fixes or adjusts the prices shown in its quote by or in accordance with any agreement or arrangement with any other person or by reference to any other quote; or
    2. communicates to any person other than the Council the amount or approximate amount of the prices shown in its quote, except where such communication is made in confidence in order to obtain quotations necessary for the preparation of the quote or for the purposes of obtaining the necessary insurance, Bond Undertaking or Guarantee Undertaking; or
    3. agrees with any other person that such other person shall refrain from submitting a Quote or shall limit, restrict or reduce the prices to be shown by any other Bidder in its Quote; or
    4. offers or agrees to pay or give, or does pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done, or for causing or having caused to be done any act of omission in relation to any other Bidder or any other person's proposed Quote; or
    5. in connection with the award of the Contract, commits an offence under the Prevention of Corruption Acts 1889 to 1916 or the Bribery Act 2010 or gives any fee or reward the receipt of which is an offence under section 117(2) Local Government Act 1972; or
    6. has directly or indirectly canvassed any member or officer of LBBD concerning the acceptance of any Quote or has directly or indirectly obtained or attempted to obtain Confidential Information or any information from any such member or officer or any contractor engaged in providing services to the Council concerning any other Bidder or Quote submitted by any other Bidder.

**11** **Acceptance of Form of Quote**

11.1 The Council is not bound to accept the lowest or any Quote and reserves to itself the right at its absolute discretion to accept or not accept any Quote.

* 1. An acceptance of a Quote by the Council shall be delivered electronically to the successful Bidder and the Contract shall then be made and become binding. Unsuccessful bidders shall be notified electronically promptly thereafter.
  2. The Contract shall then comprise the following documents: -
* This Request for Quote, the Instructions/Conditions of quoting, the Statement of Requirement, the completed Bidder Information and Method Statements (if required), the completed Form of Quote, the Conditions of Contract (see Section 6 below), the Council’s formal Notification of Acceptance to the successful Bidder’s of LBBD’s acceptance of his Quote (including any agreed communications specifically referred to therein) and the Council’s Official Purchase Order (the ‘Contract Documents’)
* Note – No Goods and/or Services are to be supplied under the Contract unless and until the Council delivers to the successful Bidder an Official Purchase Order specifying the amount and/or type of Goods to be supplied, delivered and (if required) installed and/or the nature and duration of the Services to be performed in accordance with the Contract Documents.
* References to ‘Contract Standard’ mean as a minimum such standard as complies in each and every particular with the Contract Documents.

12  **Confidentiality and Freedom of Information Act 2000**

12.1 The Quote and Declaration and (if applicable Method Statements) and the documentation issued by the Council to the bidder relating to the Request for Quote and/or the Goods and/or Services shall be treated by the Bidder as being private and confidential for use only in connection with the quote and any resulting contract and shall not be disclosed in whole or in part to any third party without the prior written consent of the Council.

12.2 The Contract and all copies are and shall remain the property of the Council and must not be copied or reproduced in whole or in part, save for the Contractor's own purposes in supplying, delivering and (if applicable installing) the required Goods and/or supplying the required Services, and must be returned to the Council on demand.

12.3 Attention is drawn to the provisions of the Freedom of Information Act 2000. The Act requires greater access for the public to information currently considered as confidential. A draft code of practice issued by the Information Commissioner states that *“public authorities should not agree to hold information in confidence which is in fact not confidential in nature any acceptance of confidentiality must be for good reasons and capable of being justified to the commissioner”*. The Act places a duty on public bodies to adopt publication schemes.

13. **Warranties**

13.1 In delivering a Quote, the Bidder warrants and represents to the Council that:

* + 1. it has not done any of the acts or matters referred to in Number 10.1 a-f and has complied in all respects with, these Conditions of Quoting;
    2. all information, representations and other matters of fact communicated (whether in writing or otherwise) to LBBD by the Bidder or its employees or officers in connection with or arising out of the Quote are true, complete and accurate in all respects;
    3. it has made its own investigations and research and has satisfied itself in respect of all matters relating to the Quote and Statement of Requirements and has not delivered the Form of Quote and will not have entered into the Contract in reliance on any information, representations or assumptions (whether made orally, in writing or otherwise) which may have been made by LBBD;
    4. it has full power and authority to enter into the Contract and supply deliver and (if required) install the specified Goods and/or provide the specified Services and will if requested produce evidence of that to LBBD;
    5. it is of sound financial standing and its officers and employees are not aware of any circumstances (other than as may be disclosed in the audited accounts or other financial statements submitted) which may adversely affect its financial standing in the future;
    6. it has and will have sufficient working capital, skilled employees, equipment, machinery and other resources available to it to supply deliver and (if required) install the specified Goods and/or provide the specified Services in accordance with the Contract and to the Contract Standard for the Contract Period; and
    7. it has obtained all necessary consents, licences and permissions to enable it to supply deliver and (if required) install the Goods and/or perform the Services and will throughout the Contract Period obtain and maintain all further and other necessary consents, licences and permissions to enable it to perform the Services.

**14.** **Proposed Timetable**

|  |  |
| --- | --- |
| **Key Milestones** | **Date** |
| Issue Request for Quotes (RFQ) | Monday 31st January 2022 |
| Deadline for questions | Friday 11th February 2022 |
| Quotes return date | Friday 18th February 2022 |
| Assessment of Quotes | Friday 25th February 2022 |
| Interviews | Thursday 3rd and Friday 4th March 2022 |
| Contract Award | W/b 7th March 2022 |
| Contract Commencement | W/b 21st March 2022. |

SECTION 2 - *SERVICE SPECIFICATION*

1. We are looking for a provider to conduct a piece of research to support the London Borough of Barking and Dagenham to identify opportunities to grow the green economy. Specifically, we are looking for a provider with:

* Demonstrable expertise, knowledge and understanding of the demand for, nature and needs of organisations operating in the green economy
* Demonstrable expertise and experience in the delivery of research and analysis to inform policy and practice, including quantitative and qualitative methods and the ability to facilitate engaging online focus groups/workshops
* The ability to work collaboratively with the Council in order to ensure the project delivers the desired information within the project timescale.

2. The purpose of this research is to:

* Support the borough of Barking and Dagenham to develop an ambitious, interventionist action plan to nurture and grow a viable, sustainable and large scale green industry sector in our borough as part of our economic development plans for the next decade and beyond.
* Identify specific opportunities for the Council to shape and grow the green economy, based on an understanding of the local context, insights into the needs of potential sectors and supply chains, and information about the volume and nature of jobs associated with different options.

**Please see document titled “Barking and Dagenham Green Economy Review” for more information.**

3.Budget, Timescales and Reporting Arrangements

* 1. The maximum budget for this project is £40,000 including VAT. We are looking for a quality (80 %) and value for money (20 %) proposal. From the tenders submitted, the 3 with the highest marks will be selected and undergo an interview, in which the appropriate provider will be selected. Please provide the following:
* A method statement setting how you respond to the brief, including a detailed methodology and timelines for delivery
* Answers to the other three questions set out below explaining how you meet the desired ‘provider characteristics’
* your budget

You can use the template below or, if you prefer, submit a separate document, as long as it answers the assessment questions within the designated word limits and provides a full breakdown of the budget.

Submit to [tess.lanning@lbbd.gov.uk](mailto:tess.lanning@lbbd.gov.uk) by no later than **18/02/2022**

* 1. We will select the highest three scoring tenderers based on the method statement and budget submission no later than 25/02/2022and will hold presentations/ interviews on 03/03/2022 and 04/03/2022. We aim to hold the project initiation meeting during the week of 14/03/2022and start by 21/03/2022.
  2. We estimate the project will take three months to complete, with findings presented by the end of June 2022.

|  |  |
| --- | --- |
| Meeting | Date |
| Project Initiation Meeting | W/b 14/03/2022 |
| Project Meeting 1 | 04-Apr-22 |
| Project Meeting 2 | 25-Apr-22 |
| Project Meeting 3 | 09-May-22 |
| Project Meeting 4 | 23-May-22 |
| Project Meeting 5 | 13-Jun-22 |
| Project Evaluation Meeting | 27-Jun-22 |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 4. **Method Statement Methodology**    As part of the process in choosing the right provider to work with, the Council would like interested parties to provide written responses to the following questions. You may use this template or, if you prefer, submit a separate document – as long as it clearly answers the questions below within the word limits, and provides a full breakdown of the budget.   |  |  |  | | --- | --- | --- | | **14. Questions** | | **Total Score:70** | | **1.** | **Method statement** | Max score: 30 | | Describe how you will approach the research, including a detailed methodology and the timeline for different activities. | | | | **Answer:** | | | |  | | | | **2.** | **Knowledge and networks** | Max score: 20 | | Describe any expertise, knowledge and networks that will enable you/your organisation to identify effective recommendations about how Barking and Dagenham can grow the green economy, including examples of relevant work or projects in this area (max 400 words) | | | | **Answer:** | | | |  | | | | **3.** | **Expertise and experience** | Max score: 10 | | Describe the relevant knowledge and experience of the researcher(s) that will work on this project if successful, including methodological expertise and experience of running engaging workshops online (max 200 words for each researcher) | | | | **Answer:** | | | |  | | | | 4. | **Project management** | Max score: 10 | | Describe how you will work with the council to ensure the project meets its objectives within the timescale including the support and information you would need from the council to best enable you to carry out this work (max 200 words) | | | | **Answer:** | | | |  | | | |
|  |

1. **Pricing**

Please complete the pricing template below.

* 1. Quoted prices must be fully inclusive of all staff/management costs and on costs, overheads, expenses, and any other expected costs associated with the service. No mark-up will be permitted, in any circumstances on any tendered rate and no additional payment of any kind will be made.

5.2 Any prices quoted should be inclusive of all expenses but quoted exclusive of Value Added Tax.

5.3 Acceptance of the quote is based on all components of the pricing schedule being completed. Where not applicable please put N/A.

**5.4 Contractors should be aware that during the period of the contract price will not be increased. Contractors, therefore, need to take this in to consideration when completing the pricing schedule in order to ensure a sustainable service.**

**Please note: The Council has a maximum budget of £40,000 including VAT. The Council will reject any quotes where the annual cost of delivering the service exceeds this budget.**

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|  |  |  |
| --- | --- | --- |
| C. Budget Breakdown | | |
| **Description of Service to be supplied.** | **Barking and Dagenham’s Green Economy Review** | |
| **Breakdown of Cost (please expand if necessary)** | | |
|  | | £ |
|  | | £ |
|  | | £ |
|  | | £ |
|  | | £ |
|  | | £ |
| Total Cost | | £ |

SECTION 3 - *AWARD CRITERIA*

1. **Tender evaluation criteria**

1.1 This section explains the basis on which the tender will be evaluated. Tenderers are asked to submit their quote strictly in accordance with the instructions detailed in this document. This provides Bidders with a common framework for their proposal to simplify its evaluation. It also provides the approach to be taken to weighting and scoring each question.

1.2 The evaluation panel will undertake independent evaluation of responses and thereafter, a moderation meeting will be held at which time the evaluation panel will reach a consensus score.

* 1. The Contract will be awarded based on the most economically advantageous tender (MEAT) in accordance with the evaluation and scoring methodology detailed below.

The evaluation criteria is:

**Table 1:**

|  |  |  |
| --- | --- | --- |
| **CRITERIA** | **EVALUATION METHOD** | **PERCENTAGE**  **SCORE** |
| Quality | Quality assessment of the Method Statement  Presentation and Interview | 70%  10% |
| Price | Pricing Schedule Submission | 20% |

**2 Evaluation of Quality by means of Method Statement Questions**

2.1 As detailed in the documentation, Method Statements detailing your proposed organisational and operational arrangements must be submitted as part of your quote. The purpose of the Method Statements are to satisfy the Council that the Tenderer has the ability, capacity and management controls in place to operate the Contract in an efficient and cost effective manner.

2.2 It is mandatory that the provider responds to all the questions in the order given. Responses should be precise with references to accompanying literature kept to a minimum. If the bidder is unable to comply with any aspect of the requirement it should say so and provide a brief explanation of why it cannot be met.

2.3 Once agreed, the provisional Method Statements will become Approved Method Statements and will form part of the Contract. The Approved Method Statements will be monitored throughout the Contract to ensure compliance and shall define how the Contractor will manage and deliver the service throughout the Contract.

2.4 The Approved Method Statements shall be continually upgraded and improved to meet the developing needs of the service.

2.5 Scoring Methodology- Quality (80%) score will be made up of:

**Table 1:**

|  |  |
| --- | --- |
| **Provision** | **Weighting** |
| Describe how you will approach the research, including a detailed methodology and the timeline for different activities. | 30% |
| Describe any expertise, knowledge and networks that will enable you/your organisation to identify effective recommendations about how Barking and Dagenham can grow the green economy, including examples of relevant work or projects in this area (max 400 words) | 20% |
| Describe the relevant knowledge and research expertise of the researcher(s) that will work on this project if successful, including methodological expertise and experience of running engaging workshops online (max 200 words) | 10% |
| Describe how you will work with the council to ensure the project meets its objectives within the timescale including the support and information you would need from the council to best enable you to carry out this work (max 200 words) | 10% |
| Presentation/ interview | 10% |
| *TOTAL* | *80%* |

3. Within the qualitative evaluation, each Method Statement will be weighted from the maximum % as outlined in the method statement (attached)

And score from 0-10 whereby:

**Table 2:**

|  |  |
| --- | --- |
| **Score range** | **Basis of score** |
| 0 | **Unacceptable:** Method statement unanswered |
| 1 -2 | **Poor:** very limited responses provided to method statement, answering question poorly |
| 3-4 | **Below expectations:** The response only partially addresses the method statement. A below expectation response. |
| 5-6 | **Satisfactory:** An adequate response to the method statement, but a lack of detail which reduces the quality of the answer. |
| 7-8 | **Good:** A good response submitted in terms of detail and relevance which meets the requirements in most areas/all areas |
| 9-10 | **Superior:** exemplar and exhaustive answers which address every aspect of the method statement and meet or exceeds the requirements in all areas. |

3.1 Tenderer’s scores for individual method statements will be calculated by dividing the tenderers actual score by the maximum obtainable score per section and then multiplying this by the % weighting allocated for each quality element).

3.2 Tenderer’s overall score for the methods statement section will be calculated by dividing the Tenderers total weighted score by the maximum obtainable weighted score and then multiplying this by the 70% allocated. See example of formula below:

See example formula below:

Tenderer’s total weighted score X 70

Maximum obtainable weighted score

4. The highest scoring 3 bids will then undergo the interview/ presentation process, in which the quality of the interview (10%) will be incorporated into the overall score for quality before being combined with the price element of the bidder’s submission.

4.1 The presentation/ interviews will be scored from 1-10, whereby

|  |  |
| --- | --- |
| **Score range** | **Basis of score** |
| 0 | **Unacceptable:** Interview/ presentation is missed. |
| 1 -2 | **Poor:** very limited or unclear responses provided to questions and content of presentation is inadequate or substantially irrelevant |
| 3-4 | **Below expectations:** The presentation and responses to questions only partially address the requirements mentioned In the spec. A below expectation response. |
| 5-6 | **Satisfactory:** An average presentation with adequate responses to questions asked but limited details provided which reduces the extent to which the response merits a good score |
| 7-8 | **Good:** A good presentation with well- thought out responses submitted in terms of detail and relevance which meets the requirements in most areas/all areas |
| 9-10 | **Superior:** An excellent presentation and comprehensive responses to questions that ensure detail and clarity . |

4.2. Tenderer’s score for the interview/presentation will then be added to their score for the method statement: See example formula below.

**% score for method statement + (**Tenderer’s total weighted score X 10)

Maximum obtainable weighted score

**= Overall score for quality**

**5. Price**

5.1The ceiling price available for the delivering the research is £40,000 plus VAT.

**5.2 Tenders received over the ceiling price will be disqualified from the process. It is mandatory to provide a spreadsheet outlining the full cost of your proposed service including but not limited to staff breakdown, job title, full time equivalent, annual cost, premises, staff training and other costs (for information only).**

5.3 Scores will be allocated to the next Tenderer according to the following formula: -

Lowest price Tender divided by the next Tenderer’s bid and then multiplied by the 20% weighting for price to give an overall score.

See example below:

Lowest Price Bid X 20

Next Tenderer’s Bid

This score will then be combined with the score for quality to determine the successful tenderer.

SECTION 4 - *BIDDERS DETAILS*

**A Bidder Organisation / Company Information**

|  |  |  |
| --- | --- | --- |
| **Question**  **No.** | **Questions to the Bidder:** | **Insert your response below:** |
| **1.1** | **General Information** | |
| **a.** | Registered Name  (as shown on Your Accounts) |  |
| **b.** | Trading Name  (if different from above) |  |
| **c.** | Please state the type of your Organisation? | Sole Trader Partnership  LTD  PLC  CO-op  Registered Charity  Voluntary, Community or Faith Sector |
| **d.** | Is your company part of a group? | Yes  No |
| **e.** | If ‘yes’ to 1.d. what is the Group name? |  |
| **1.2.** | **Contact Details** | |
| **a.** | **Registered Office Address** | |
| Address |  |
| Address |
| Address |
| Town |
| City (if applicable) |
| County (if applicable) |
| Postcode |
| Country |
| **b.** | **Contact Address**  (if different) | |
| Address |  |
| Address |
| Address |
| Town |
| City (if applicable) |
| County (if applicable) |
| Postcode |
| Country |
| **c.** | **Contact Name** | |
| Title |  |
| Forename (s) |  |
| Surname |  |
| Position |  |
| Direct Dial Telephone No. |  |
| Mobile No. |  |
|  |  |
| E-mail Address (if applicable) |  |

**B Insurance**

*Organisation Note:* ***If the Bidder does not have the required insurance, it must be clearly stated as part of your quotation alongside the commitment to undertake to purchase the required insurance if successful, following the award of the contract and prior to the date for the commencement of the contract. Failure to do so will result in the Bidder being excluded from the process.***

Please provide proof of insurance levels as defined within the Terms and Conditions; namely:

a) **Public Liability of £5,000,000** any one occurrence on a non-aggregated basis;

b) **Employers Liability of £10,000,000** any one occurrence on a non-aggregated basis; and

c) **Products Liability of £5,000,000** which specifically includes medical equipment.

**C** **Health & Safety**

*Organisations note*:The Declaration of Intent must be signed and returned alongside your quotation. **Failure to do so will result in your quotation being eliminated from the procurement exercise.**

**C1** Declaration of Intent

**THIS IS MY ORGANISATION’S COMMITMENT TO HEALTH AND SAFETY**

* To provide adequate control of the health, safety and welfare risks arising from our work activities which may affect workforce or others
* To consult with our workforce on matters affecting health and safety
* To provide and maintain safe plant and equipment
* To ensure safe handling and use of substances
* To provide information, instruction and supervision for workforce
* To ensure all workforce are competent to do their tasks, and to give them adequate training
* To prevent accidents and cases of work-related ill health
* To maintain safe and healthy working conditions
* To ensure sufficient funds are available to implement this statement; and
* To review and revise this statement as necessary at regular intervals not exceeding 12 months
* Have a written Health and Safety Policy (covering General Policy, Organisation and Arrangement) as required by Section 2(3) of the Health and Safety at Work etc. Act 1974.

You agree to ensure that your entire workforce will comply with all relevant health and safety legislation, as well as any instructions from the Council’s Supervising/Safety Officers, whilst your organisation undertakes any work on behalf of the Council.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position in Organisation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SECTION 5 - *FORM OF QUOTE*

**I/We offer to supply, deliver and (if required) [A] install the Goods and/or [B] perform the Service for the Contract Price and/or at the Rates stated below in accordance with the Contract Documents.**

|  |  |
| --- | --- |
| Name of Bidder | xxxxxxxxx |

|  |  |  |
| --- | --- | --- |
|  | | |
| **Description of Service to be supplied.** |  | |
| Box A - Fixed Fee for Deliverables (exclusive of VAT) | | £ |

|  |  |  |
| --- | --- | --- |
| Name of Bidder |  | |
| Signed | Authorised Signatory 1 | Authorised Signatory 2 |
|  |  |
| Print Name |  |  |
| Job Title of Authorised Signatory |  |  |
| Date |  |  |
| Contact Number |  |  |
| e-mail |  |  |

## NON-COLLUSIVE DECLARATION

I/We certify that we have submitted a bona fide quote and that we will not fix or adjust the amount of any quote by or under or in accordance with any agreement or arrangement with any other person. We also certify that we will not at any time before the hour and date specified for the return of the quotes;

1. communicate to any person the amount of the proposed quote, except where the disclosure, in confidence, of the approximate amount of the quote is necessary to obtain insurance premium quotations required for the preparation of the tender.
2. enter into any agreement or arrangement with any other person, whether that s/he shall refrain from tendering on this or any other contract, or as to the amount of any quote to be submitted or any other reason amounting to price-fixing or membership of a cartel.
3. offer to pay or give or agree to pay or give any sum of money or any consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other quote or proposed quote for this or any other contract or any act or thing of the sort described above.
4. In this declaration, the word ‘person’ includes any persons or any body or association, corporate or incorporate, and any agreement or arrangement includes any such transaction, formal or informal, whether legally binding or not.

DECLARATION OF INTEREST

|  |  |
| --- | --- |
| **QUESTION** | **YOUR ANSWER** |
| Please state whether yourself, other Directors, Partners or any other staff have been or are currently employed by the London Borough of Barking and Dagenham |  |
| Please state whether you have been or are currently a Councillor at the London Borough of Barking and Dagenham |  |
| Please state details of any actual or perceived conflict of interest that may arise as a result of participating in this procurement process |  |

You may answer on a separate sheet if you require more space. If not applicable, please write N/A for the above 3 questions.

I/We certify that we will submit bona fide quotes and that we will not fix or adjust the amount of any quote by or under or in accordance with any agreement or arrangement with any other person. We also certify that we will not at any time before the hour and date specified for the return of the quotes;

1. communicate to a person other than the person calling for these quotes the amount of the proposed quote, except where the disclosure, in confidence, of the approximate amount of the quote is necessary to obtain insurance premium quotations required for the preparation of the quote.
2. enter into any agreement or arrangement with any other person that he shall refrain from quoting or as to the amount of any quote to be submitted.
3. offer to pay or give or agree to pay or give any sum of money or any consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other quote or proposed quote for the said work or any act or thing of the sort described above.
4. In this declaration, the word ‘person’ includes any persons or any body or association, corporate or incorporate, and any agreement or arrangement includes any such transaction, formal or informal, whether legally binding or not.

I/We the undersigned have read and agreed to the aforementioned declarations and agreements directly associated with the requirements contained within this quote document.

|  |  |
| --- | --- |
| **SIGNED BY THE TENDERER [Authorised Person]** | |
| SIGNATURE: |  |
| DATE: | / / |
| FULL NAME: | [Please print clearly] |
| POSITION IN COMPANY: |  |
| ADDRESS: |  |

|  |  |
| --- | --- |
| **WITNESS** |  |
| SIGNATURE: |  |
| DATE: |  |
| FULL NAME: | [Please print clearly] |
| OCCUPATION: |  |
| ADDRESS: |  |

SECTION 6 - *CONDITIONS OF CONTRACT*

Please see attached for the Terms and Conditions that will apply to this piece of work.

These Terms and Conditions shall apply as may be supplemented or amended by the Special Conditions set out below or detailed in the Official Purchase Order.

***Note – No Goods and/or Services are to be supplied until an Official Purchase Order has been given to the successful Bidder.***