



North Northamptonshire Council

REQUEST FOR QUOTATION

HABILITATION SPECIALIST SERVICE NEEDED FOR YOUNG PEOPLE WITH VISION IMPAIRMENTS

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**HABILITATION SPECIALIST SERVICE NEEDED FOR YOUNG PEOPLE WITH
VISION IMPAIRMENTS
REQUEST FOR QUOTATION**

Contents

Section 1: Introduction	3
1. General Requirements	3
2. Procurement Timetable	5
3. Clarification Questions.....	6
4. Quotation Responses	6
5. Evaluation of Quotations	7
Section 2: Specification.....	8
1. Specification Document.....	8
2. Appendixes and/or Annexes.....	8
Section 3: Supporting Information	9
Section 4: Pricing Sheet.....	16
1. Pricing and Costs	16
Section 5: Freedom of Information.....	19
Section 6: Declaration	21
Section 7: Due Diligence	22
Section 8: Contract Award	23
Appendix 1: Conditions of Contract.....	24
1. Terms and Conditions	24

**HABILITATION SPECIALIST SERVICE NEEDED FOR YOUNG PEOPLE WITH
VISION IMPAIRMENTS
REQUEST FOR QUOTATION**

SECTION 1: INTRODUCTION

1. General Requirements

- 1.1. North Northamptonshire Council (hereafter referred to as the “Council”) invites quotations from suitably qualified and experienced Supplier for the provision of a habilitation specialist service, which is needed for young People with visual impairments, in line with the requirements of its detailed specification.
- 1.2. The Council's detailed requirements are defined in Section 2: Specification.
- 1.3. Please take care in reading this document, in particular the Specification. In the event of any questions or queries in relation to this Request for Quotation (RFQ), please contact the Officer detailed in Table B.
- 1.4. The Council reserves the right to:
 - 1.4.1. carry out due diligence checks on the awarded Potential Supplier;
 - 1.4.2. abandon the procurement process at any stage without any liability to the Council; and/or
 - 1.4.3. require the Potential Supplier to clarify its quotation in writing and if the Potential Supplier fails to respond satisfactorily, this may result in the Potential Supplier being rejected from the process.
- 1.5. The Council also reserves the right, at any point and without notice, to discontinue the procurement process without awarding a contract, whether such discontinuance is related to the content of RfQ Responses or otherwise. In such circumstances, the Council will not reimburse any expenses incurred by any person in the consideration of and/or response to this document. You make all quotations, proposals and submissions relating to this RfQ entirely at your own risk.
- 1.6. The Council shall not accept liability nor reimburse you for any costs or losses incurred by you in relation to your participation in this procurement process, whether the Council has made changes to the procurement process or not.
- 1.7. All documents and materials, which comprise the RfQ Response, must be written in English only.
- 1.8. Quotations are to remain open for acceptance for a period of no less than one hundred and eighty (180) days from the Deadline for Submission of Bids.
- 1.9. Potential Suppliers must be explicit and comprehensive, keeping the information provided specific to and locate within the question asked as this will be the single source of information on which responses will be scored and ranked.

**HABILITATION SPECIALIST SERVICE NEEDED FOR YOUNG PEOPLE WITH
VISION IMPAIRMENTS
REQUEST FOR QUOTATION**

1.10. For the avoidance of doubt please be aware that following award of contract should the successful Supplier(s) subsequently find that their proposed solution and/or price offer is not accurate and sustainable then the successful Supplier(s) will not be permitted to amend their pricing bid to request any further monies associated with the full provision of the goods/services and/or works.

1.11. Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE)

- 1.11.1. Potential Suppliers are advised that the Council believes that the transfer of undertakings (protection of employment) regulations 2006 and/or European Communities acquired rights directive 2001/23EC do not apply to this contract at its commencement.

1.12. Rights of the Council in Relation to the RfQ

- 1.12.1. The Council reserves the right to:
- a. Waive or change the requirements of this RfQ at any time during the procurement process without prior (or any) notice being given by the Council;
 - b. Make changes to the timetable, structure, or content of this RfQ or any other documents associated with this procurement process. Any such changes will be in accordance with the procurement timetable;
 - c. Abandon the procurement process at any stage without any liability to the Council, or to re-invite responses on the same or any alternative basis; and/or
 - d. Choose not to award any contract as a result of this procurement process.

1.13. Answer fully all relevant questions and respond in accordance with any specific requests as detailed in the question e.g., maximum word/page limits, etc.

- 1.13.1. Where the Council has identified word limits, Potential Suppliers are strongly requested to adhere as closely to these as possible. Whilst it is not the Council's intention to count the number of words a Potential Supplier uses in their responses, if the Council reasonably determines that a word limit has been exceeded, it may take that into account when awarding a score for that question; i.e.; words submitted over this limit may not be evaluated;

- 1.13.2. All words in any format (including but not limited to words in diagrams, pictures, maps, tables, and charts) will count towards the word count. Potential Suppliers must state the number of words in any diagram, picture, map, table, or chart directly underneath it. This includes any other method of presentation which is not just text. Potential Suppliers must not attempt to circumnavigate the word limit e.g., by joining up words or using special characters to join words;

- 1.13.3. Submit any attachments requested in an acceptable format to the Council which includes MS Word, MS Excel, MS PowerPoint, JPEGs

**HABILITATION SPECIALIST SERVICE NEEDED FOR YOUNG PEOPLE WITH
VISION IMPAIRMENTS
REQUEST FOR QUOTATION**

- and PDF files or any file format as specified in the question. Potential Suppliers who wish to submit an attachment in an alternative format must first check with the Council that it will be accepted;
- 1.13.4. When uploading attachments, please state the question number only in the file title; and
- 1.13.5. Submit any zipped files in WinZip format only.

2. Procurement Timetable

- 2.1. This RfQ follows a clear, structured, and transparent process to ensure a fair and level playing field is maintained at all times, and that all Potential Suppliers are treated equally.
- 2.2. All documents, which comprise any RfQ Response, must be received by the Council no later than the Deadline for Submission of Bids, set out in Table A, below.
- 2.3. The RfQ process is intended to follow the timetable set out in Table A, below.

Table A – Timetable

ACTIVITY	TIME AND DATE (as applicable)
1. Request for Quotation Documents Published	Monday, 13 March 2023
2. Deadline for Questions from Potential Suppliers	17:00 on Wednesday, 22nd March 2023
3. Deadline to Provide Answers to Questions from Potential Suppliers	Thursday, 23rd March 2023
4. Deadline for Submission of Bids	17:00 noon on Friday, 24th March 2023
5. Evaluation of Bids Received*	Tuesday, 28th March 2023
6. Clarification Meetings (if required)*	Thursday, 30 th March 2023
7. Moderation of Procurement Evaluation*	Friday, 31st March 2023
8. Notification of Award*	Monday, 3 rd April 2023
9. Contract Award*	Wednesday, 5 th April 2023
10. Pre-Contact Meeting(s)*	Tuesday, 11 April 2023
11. Contract Start*	Monday, 17 April 2023
12. Contract End (EXCLUDING Extension Periods)*	Tuesday, 16 April 2024

**HABILITATION SPECIALIST SERVICE NEEDED FOR YOUNG PEOPLE WITH
VISION IMPAIRMENTS
REQUEST FOR QUOTATION**

ACTIVITY	TIME AND DATE (as applicable)
13. Contract End (INCLUDING Extension Periods)*	Tuesday, 16 April 2024

2.4. The Council reserves the right to amend this timetable, and items marked with an asterisk, i.e., *, are provided for **guidance only** and are **subject to change** at short notice.

2.5. Any RfQ received after the Deadline for Submission of Bids identified in Table A, may be rejected. Therefore, it is the Potential Supplier's responsibility to ensure that the deadline is not breached.

3. Clarification Questions

3.1. Any queries about this document, the procurement process, or the proposed contract itself, should be referred via e-mail to the Officer detailed in Table B, below, no later than the Deadline for Questions from Potential Suppliers date set out in Table A.

3.2. Submit any attachments requested in an acceptable format to the Council which includes MS Word, MS Excel, MS PowerPoint, JPEGs and PDF files or any file format as specified in the question. Potential Suppliers who wish to submit an attachment in an alternative format must first check with the Council that it will be accepted.

3.3. When uploading attachments, please state the question number only in the file title.

3.4. Submit any zipped files in WinZip format only.

4. Quotation Responses

4.1. Should you wish to take part in the selection process please complete this RfQ and return via e-mail to the Officer detailed in Table B, below, no later than the Deadline for Submission of Bids date in Table A.

Table B – Officer to Contact Regarding the Council's Requirement and RfQ Process

Name	Jo Smith
Job Title	Head of Education Commissioning and Brokerage
Telephone number	N/A – all correspondence to be by e-mail.
E-Mail address	Jo.smith@northnorthants.gov.uk

**HABILITATION SPECIALIST SERVICE NEEDED FOR YOUNG PEOPLE WITH
VISION IMPAIRMENTS
REQUEST FOR QUOTATION**

5. Evaluation of Quotations

5.1. THOSE POTENTIAL SUPPLIERS WHO FAIL ANY PASS/FAIL, MANDATORY, COMPULSORY AND/OR ESSENTIAL QUESTIONS WILL BE REJECTED FROM THE RFQ PROCESS.

5.2. Any bids which are not compliant or not completed fully will be rejected. If a bid is eliminated for any reason, the price submitted within the quote concerned shall also be excluded from the evaluation. Based on the information provided by Potential Suppliers, each compliant RfQ Response will be evaluated based on the following criteria:

5.2.1. Evaluation Method: Minimum Quality Standard. 100% Price

- a. Potential Suppliers must pass all pass/fail questions in Section 3, to be considered. Bids not meeting the minimum standards will be rejected. Price will make up 100% of the evaluation.

5.2.2. Important Note for Questions 6-12:

- a. To be awarded a "Pass" score, the Potential Provider's response must address all the relevant criteria and include supporting detail, including examples, which must be clear and provide evaluators with confidence that the criteria will be delivered to a high standard.
- b. Any questions not answered will be awarded a "Fail" score and will lead to the Potential Supplier being rejected from the process.

**HABILITATION SPECIALIST SERVICE NEEDED FOR YOUNG PEOPLE WITH
VISION IMPAIRMENTS
REQUEST FOR QUOTATION**

SECTION 2: SPECIFICATION

1. Specification Document

- 1.1. To open the embedded Specification, please see the additional documents in the contracts finder advert.

2. Appendixes and/or Annexes

No.	Document Name	Document Location
1.	Specification (one (1) document)	Annex
2.	Data Processing Schedule (one (1) document)	Annex

**HABILITATION SPECIALIST SERVICE NEEDED FOR YOUNG PEOPLE WITH
VISION IMPAIRMENTS
REQUEST FOR QUOTATION**

SECTION 3: SUPPORTING INFORMATION

1. Please complete Section 3 below.

General Information		
Question 1:	Scoring Methodology:	Question Answered? Yes/No
1.1. (a)	Full name of the Potential Supplier completing Information	Click to enter text.
1.1. (b) (i)	Registered office address	Click to enter text.
1.1 (b) (ii)	Registered website address	Click to enter text.
1.1. (c) (i)	Trading Status	Choose an item.
1.1. (c) (ii)	*If you selected ' OTHER* ', please specify	Click to enter text.
1.1 (d)	Date of registration in country of origin	Click to enter date.
1.1. (e)	Company registration number	Click to enter text.
1.1. (f)	Charity registration number	Click to enter text.
1.1 (g)	Head Officer DUNS number	Click to enter text.
1.1 (h)	Registered VAT number	Click to enter text.
1.1 (i)	Trading name(s) that will be used if successful in this procurement.	Click to enter text.
1.1. (j)	Are you a Small, Medium or Micro Enterprise (SME)?	Choose an item.
1.1 (k)	If applicable, details of immediate parent company	Click to enter text.
1.1 (l)	If applicable, details of ultimate parent company	Click to enter text.

PLEASE NOTE: To avoid any unnecessary duplication for the Potential Supplier, by signing the Declaration at Question 2, you are also signing to confirm the following, as included in this RfQ Response, and all associated subsections therein contained:

- i. Section 5: Freedom of Information; and
- ii. Section 6: Declaration.

**HABILITATION SPECIALIST SERVICE NEEDED FOR YOUNG PEOPLE WITH
VISION IMPAIRMENTS
REQUEST FOR QUOTATION**

Contact Details and Declaration		
Question 2: Scoring Methodology: Question Answered? Yes/No		
Potential Supplier contact details for enquiries about this RfQ Response.		
2.1. (a)	Contact name	Click to enter text.
2.1. (b)	Name of organisation	Click to enter text.
2.1. (c)	Role in organisation	Click to enter text.
2.1. (d)	Phone number	Click to enter text.
2.1. (e)	E-mail address	Click to enter text.
2.1. (f)	Postal address <i>including postcode</i>	Click to enter text.
2.1. (g)	Signature <i>electronic is acceptable</i>	Click to enter text.
2.1. (h)	Date	Click to enter date.

Insurance		
Question 3: Scoring Methodology: Pass/Fail Word Limit: N/A		
Please confirm that your organisation already has or is prepared to obtain the level of insurance cover prior to award of the contract? The levels of insurance cover are indicated below.		
<i>Important Note:</i> Potential Suppliers who answer “No” to any of the levels below will be eliminated from this procurement process.		
3.1. (a)	Employer’s (Compulsory) Liability Insurance at no less than £5,000,000 <i>It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</i>	Choose an item.
3.1. (b)	Public Liability Insurance at no less than £5,000,000	Choose an item.
3.1. (c)	Professional Indemnity Insurance at no less than £2,000,000	Choose an item.

**HABILITATION SPECIALIST SERVICE NEEDED FOR YOUNG PEOPLE WITH
VISION IMPAIRMENTS
REQUEST FOR QUOTATION**

Insurance		
3.1. (d)	Product Liability Insurance at no less than £5,000,000	Choose an item.

Requirements under Modern Slavery Act 2015		
Question 4:	Scoring Methodology: Pass/Fail	Word Limit: N/A
4.1.	<p>The Council wants to ensure that within your business and its supply chain, there is no servitude or forced labour, slavery human trafficking, arranging, or facilitating the travel of another person with a view that a person is being exploited or conducting any activities that contain violation of human rights.</p> <p>Please confirm that your supply chain with regards to this RfQ Response complies with the Modern Slavery Act 2015?</p> <p><i>Important Note: Potential Suppliers who answer “No” will be eliminated from this procurement process.</i></p>	Choose an item.

UK General Data Protection Regulation (UK GDPR)		
Question 5:	Scoring Methodology: Pass/Fail	Word Limit: N/A
5.1.	<p>The Council wants to ensure that within your business and/or in its supply chain, the processing of personal data and processes in relation to this contract are compliant with the requirements of the UK General Data Protection Regulations (UK GDPR) and Data Protection Act.</p> <p>Please confirm that you and your supply chain with regards to this Mini Competition Response comply with all applicable data protection legislation including but not limited to the UK General Data Protection Regulations (UK GDPR) and Data Protection Act.</p> <p><i>Important Note: Potential Suppliers who answer “No” will be eliminated from this procurement process.</i></p>	Choose an item.

Project Specific Questions – Meeting the Specification		
Question 6:	Scoring Methodology: Pass/Fail	Word Limit: 300 words

**HABILITATION SPECIALIST SERVICE NEEDED FOR YOUNG PEOPLE WITH
VISION IMPAIRMENTS
REQUEST FOR QUOTATION**

Project Specific Questions – Meeting the Specification

Please explain how your organisation can meet the service requirements, required by the Councils, as detailed in the published Specification and all supporting documents for this contract.

Important Note: *To be awarded a “Pass” score, your response must address all the relevant criteria and include supporting detail, including examples, which must be clear and provide evaluators with confidence that the criteria will be delivered to a high standard.*

Answer:

Click to enter text.

Word Count: Enter no.

Project Specific Questions – Qualifications

Question 7: Scoring Methodology: Pass/Fail **Word Limit:** 300 words

Please confirm your staff, who will be providing this contract on behalf of the Council, are all suitably qualified and registered practitioners, named on the Habilitation VI (Visual Impairment) UK register.

Important Note: *To be awarded a “Pass” score, your response must address all the relevant criteria and include supporting detail, including examples, which must be clear and provide evaluators with confidence that the criteria will be delivered to a high standard.*

Answer:

Click to enter text.

Word Count: Enter no.

Project Specific Questions – Availability

Question 8: Scoring Methodology: Pass/Fail **Word Limit:** 300 words

If your organisation were to be successful, please confirm your earliest availability to begin the contract, following notification of award.

**HABILITATION SPECIALIST SERVICE NEEDED FOR YOUNG PEOPLE WITH
VISION IMPAIRMENTS
REQUEST FOR QUOTATION**

Project Specific Questions – Availability

Important Note: To be awarded a “Pass” score, your organisation must be available to start from no later than Tuesday, 1st November 2022.

Answer:

Click to enter text.

Word Count: Enter no.

Project Specific Questions – Experience (Educational and Residential)

Question 9: Scoring Methodology: Pass/Fail **Word Limit:** 300 words

Please confirm that your organisation has at least two (2) years’ experience of working within educational settings and in homes.

Important Note: To be awarded a “Pass” score, your response must address all the relevant criteria and include supporting detail, including examples, which must be clear and provide evaluators with confidence that the criteria will be delivered to a high standard.

Answer:

Click to enter text.

Word Count: Enter no.

Project Specific Questions – Experience (Educational and Training)

Question 10: Scoring Methodology: Pass/Fail **Word Limit:** 300 words

Please confirm that your staff, who will be providing this contract on behalf of the Council, have experience of carrying out environmental audits and training students in the use of cane skills (long, guide, symbol).

Important Note: To be awarded a “Pass” score, your response must address all the relevant criteria and include supporting detail, including examples, which must be clear and provide evaluators with confidence that the criteria will be delivered to a high standard.

Answer:

**HABILITATION SPECIALIST SERVICE NEEDED FOR YOUNG PEOPLE WITH
VISION IMPAIRMENTS
REQUEST FOR QUOTATION**

Project Specific Questions – Experience (Educational and Training)

Click to enter text.

Word Count: Enter no.

Project Specific Questions – Mobility Skills Training

Question 11: Scoring Methodology: Pass/Fail **Word Limit:** 300 words

Please confirm that your staff, who will be providing this contract on behalf of the Council, have experience of delivering Mobility skills training to special schools and to students with complex needs.

Important Note: *To be awarded a “Pass” score, your response must address all the relevant criteria and include supporting detail, including examples, which must be clear and provide evaluators with confidence that the criteria will be delivered to a high standard.*

Answer:

Click to enter text.

Word Count: Enter no.

Project Specific Questions – Specialist Support

Question 12: Scoring Methodology: Pass/Fail **Word Limit:** 300 words

Please confirm that your staff, who will be providing this contract on behalf of the Council, have experience of supporting students with dual sensory impairment.

Important Note: *To be awarded a “Pass” score, your response must address all the relevant criteria and include supporting detail, including examples, which must be clear and provide evaluators with confidence that the criteria will be delivered to a high standard.*

Answer:

**HABILITATION SPECIALIST SERVICE NEEDED FOR YOUNG PEOPLE WITH
VISION IMPAIRMENTS
REQUEST FOR QUOTATION**

Project Specific Questions – Specialist Support	
Click to enter text.	
Word Count:	Enter no.

**HABILITATION SPECIALIST SERVICE NEEDED FOR YOUNG PEOPLE WITH
VISION IMPAIRMENTS
REQUEST FOR QUOTATION**

SECTION 4: PRICING SHEET

1. Pricing and Costs

- 1.1. Please complete the Pricing Schedule at Table D, below, ensuring that you have provided a fixed and firm cost in each of the relevant boxes.
- 1.2. Separate mileage costs will not be paid as a part of this contract and the Supplier must allow for mileage costs within the overall service cost.
- 1.3. Please complete the Detailed Price Breakdown at Table E, below and include the itemised cost under each heading, as appropriate and any additional costs.
- 1.4. Please add or remove rows to form the Price Breakdown table, as necessary.
- 1.5. All prices quoted must exclude VAT.
- 1.6. Should you be successful, your fixed cost for the contract must be included in your RfQ Response and any costs which are not included will not be met by the Council either before or during the contract.
- 1.7. Where the Council considers a price to be abnormally low, it may seek clarification and/or an explanation from the Potential Supplier, and the Council may reject any RfQ Response, at its absolute discretion, if it appears to be unreliable.
- 1.8. The Potential Supplier with the lowest overall compliant price will be awarded the full Price score. All other RfQ responses will be scored in accordance with the following calculation:

$$= \text{Price Weighting} - \left(\frac{\text{Your submitted price} - \text{lowest submitted price}}{\text{Your submitted price}} \right) \times 100$$

- 1.8.1. An example is provided in Table C, below. This example is based on a 100% price weighting, where the lowest compliant price is £100,000.

Table C – Worked Example of Evaluation

Potential Supplier No.	Potential Supplier Price Offer	Price Calculation	Price Score	Rank
Potential Supplier 1	£100,000.00	=100% (lowest compliant price)	100	1
Potential Supplier 2	£125,000.00	=100-((125,000-100,000)/125,000)*100	75	2

**HABILITATION SPECIALIST SERVICE NEEDED FOR YOUNG PEOPLE WITH
VISION IMPAIRMENTS
REQUEST FOR QUOTATION**

Potential Supplier No.	Potential Supplier Price Offer	Price Calculation	Price Score	Rank
Potential Supplier 3	£150,000.00	$=100-((150,000-100,000)/150,000)*100$	50	3

Table D – Pricing Schedule

Pricing Schedule	
A. Cost of Service for Year 1	£Click to enter text.
B. Cost Of Service for Year 2 (Extension 1)	£Click to enter text.
C. Additional Costs not otherwise specified	£Click to enter text.
D. Total Cost (A+B+C)	£Click to enter text.

Table E – Detailed Price Breakdown

Detailed Price Breakdown	
A. Cost of Service for Year 1	
Item	Cost
A.1. Click to enter text.	£Click to enter text.
A.2. Click to enter text.	£Click to enter text.
A.3. Click to enter text.	£Click to enter text.
A.4. Click to enter text.	£Click to enter text.
A.5. Click to enter text.	£Click to enter text.
A.6. Click to enter text.	£Click to enter text.
A.7. Click to enter text.	£Click to enter text.
A.8. Click to enter text.	£Click to enter text.
A.9. Click to enter text.	£Click to enter text.
A.10. Click to enter text.	£Click to enter text.
Sub-Total	£Click to enter text.
B. Cost Of Service for Year 2 (Extension 1)	
Item	Cost
B.1. Click to enter text.	£Click to enter text.
B.2. Click to enter text.	£Click to enter text.

**HABILITATION SPECIALIST SERVICE NEEDED FOR YOUNG PEOPLE WITH
VISION IMPAIRMENTS
REQUEST FOR QUOTATION**

Detailed Price Breakdown		
B.3.	Click to enter text.	£Click to enter text.
B.4.	Click to enter text.	£Click to enter text.
B.5.	Click to enter text.	£Click to enter text.
B.6.	Click to enter text.	£Click to enter text.
B.7.	Click to enter text.	£Click to enter text.
B.8.	Click to enter text.	£Click to enter text.
B.9.	Click to enter text.	£Click to enter text.
B.10.	Click to enter text.	£Click to enter text.
Sub-Total		£Click to enter text.
C.	Additional Costs not otherwise specified	
	Item	Cost
C.1.	Click to enter text.	£Click to enter text.
C.2.	Click to enter text.	£Click to enter text.
C.3.	Click to enter text.	£Click to enter text.
C.4.	Click to enter text.	£Click to enter text.
C.5.	Click to enter text.	£Click to enter text.
C.6.	Click to enter text.	£Click to enter text.
C.7.	Click to enter text.	£Click to enter text.
C.8.	Click to enter text.	£Click to enter text.
C.9.	Click to enter text.	£Click to enter text.
C.10.	Click to enter text.	£Click to enter text.
Sub-Total		£Click to enter text.
D.	Total Cost (A+B+C)	£Click to enter text.

HABILITATION SPECIALIST SERVICE NEEDED FOR YOUNG PEOPLE WITH VISION IMPAIRMENTS

REQUEST FOR QUOTATION

SECTION 5: FREEDOM OF INFORMATION

1. Information in relation to this RfQ may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000 ("The Act") and your organisation details will be disclosed and/or published where the expenditure is over £500, as per the Government Transparency agenda.
2. Potential Suppliers must state if any of the information supplied by them is confidential and commercially sensitive or should not be disclosed in response for the Information under The Act. Potential Suppliers must state why they consider the information to be confidential or commercially sensitive.
3. Note that inclusion below will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in The Act. Note that the Declaration for this Section has been completed and signed at Section 3, Question 2.1 (g) of this document.

Information/Document	Reference/Page No.	Reasons for Non-Disclosure	Duration of Confidentiality
1. Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.
2. Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.
3. Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.
4. Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.
5. Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.
6. Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.
7. Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.
8. Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.

HABILITATION SPECIALIST SERVICE NEEDED FOR YOUNG PEOPLE WITH VISION IMPAIRMENTS
REQUEST FOR QUOTATION

Information/Document	Reference/Page No.	Reasons for Non-Disclosure	Duration of Confidentiality
9. Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.
10. Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.

**HABILITATION SPECIALIST SERVICE NEEDED FOR YOUNG PEOPLE WITH
VISION IMPAIRMENTS
REQUEST FOR QUOTATION**

SECTION 6: DECLARATION

1. By signing Section 3, Question 2.1. (g) I hereby declare that:
 - 1.1. I am signing on behalf of the Company named at Section 3, Question 1.1 (a) and am duly authorised to do so;
 - 1.2. to the best of my knowledge, the information provided is complete and accurate;
 - 1.3. the price in Section 4 is our best offer;
 - 1.4. no collusion with other organisations has taken place to fix the price;
 - 1.5. that there is no conflict of interest in relation to the Council's requirement;
 - 1.6. the requirement be subjected to the terms and conditions set out in Conditions of Contract identified at Appendix 1;
 - 1.7. that no goods, supplies, services and/or works will be delivered or undertaken until both parties have executed the formal contract documentation as identified at Appendix 1 and an instruction to proceed has been given by the Council in writing; and
 - 1.8. I understand that the Council may reject my submission if there is a failure to answer all relevant questions fully or if I provide false and/or misleading information.

**HABILITATION SPECIALIST SERVICE NEEDED FOR YOUNG PEOPLE WITH
VISION IMPAIRMENTS
REQUEST FOR QUOTATION**

SECTION 7: DUE DILIGENCE

1. The Council will undertake its due diligence in advance of any contract award.
2. The preferred Potential Supplier(s) will not be awarded the Contract until the Council is satisfied with any further checks and due diligence it has carried out and these will need to be acceptable to the Council before a contract can be awarded. The Council reserves the right to disqualify any RfQ Response which is incomplete.
3. Due diligence may include credit checks in relation to the preferred Potential Supplier(s) (including each member of any consortium and of any key subcontractor). This is important to the Council to ensure that any organisation who wishes to enter into a contract with the Council will be able to provide the goods, services and/or works on an ongoing basis as agreed within any contract. The Council works with external credit agencies to provide these financial checks.
4. The Council reserves the right to reject a Potential Supplier from the procurement process, where any findings from the Council's due diligence reveal a serious concern or risk for the Council that cannot be remedied in a reasonable amount of time before award. Potential Suppliers are strongly encouraged to check and manage their financial score within the industry.
5. The Council reserves the right to revisit the responses provided to any questions at any time before award stage, where the Council believes there is a risk that responses might have changed. The Council reserves the right to disqualify any Potential Supplier who no longer meets the minimum criteria if it originally led to them continuing in the procurement process.

**HABILITATION SPECIALIST SERVICE NEEDED FOR YOUNG PEOPLE WITH
VISION IMPAIRMENTS
REQUEST FOR QUOTATION**

SECTION 8: CONTRACT AWARD

1. The Council will notify all Potential Suppliers of its intention to award a contract.
2. This will include details of the:
 - 2.1.1. Award criteria scores and feedback for the Potential Supplier receiving the notification; and
 - 2.1.2. Name of the Successful Supplier(s).
3. The following documents shall form part of the contract between the Council and the Successful Supplier(s):
 - 3.1.1. Specification;
 - 3.1.2. Terms and Conditions plus related Schedules (e.g., service levels, site plans, asset lists, contracts list, list of transferring employees, relevant policies, etc.);
 - 3.1.3. Pricing Schedule (as completed by the Successful Supplier);
 - 3.1.4. Response to requirements; and
 - 3.1.5. A list of commercially sensitive information.

**HABILITATION SPECIALIST SERVICE NEEDED FOR YOUNG PEOPLE WITH
VISION IMPAIRMENTS
REQUEST FOR QUOTATION**

Appendix 1: Conditions of Contract

1. Terms and Conditions

- 1.1. The Council's standard terms and conditions for procurements **below £25,000** can be found by clicking on the following link:
- 1.2. <https://www.northnorthants.gov.uk/finance/conditions-contract-purchase-orders-below-ps25000>
- 1.3. Special Conditions relevant to this Quotation are detailed in the box below

The Councils' published Specification and all supporting document, including but not limited to the Data Processing Schedule, the successful Supplier's Request for Quotation Response, and answers to all Clarification Questions will form part of the Contract (Terms and Conditions) between the successful Supplier and the Councils.

The above terms and conditions may be amended to suit the service and the council, these are a guide and our standard issued Terms and conditions.