

**Data and Analytics Strategy**

**Quotation Reference:**

**Quality Assessment**

**Introduction**

This Quality Assessment is used to evaluate suppliers who quote for a contract and, combined with the cost evaluation, determine which bidder offers the most economically advantageous quotation to the Council.

“Stage 1- Assessment of Suitability” is a simple check to ensure that suppliers Ealing spends public money with fulfil minimum requirements in terms of their policies, processes and working practices, as well as being capable of delivering the subject of the contract should they be successful. This includes having adequate insurance cover in the event of something not going as planned.

“Stage 2 – Technical Method Statement” contains the technical questions relating to the subject matter of the contract being tendered and is designed to assess suppliers so as determine their suitability to provide the goods/services/works being procured. Please note that only bidders who pass the “Stage 1- Assessment of Suitability” test will have their Technical Method Statement evaluated.

The Invitation to Quote details how both sections will be evaluated.

**Stage 1 - Assessment of Suitability**

**1.0**  **Grounds for Mandatory Exclusion.**

1.1 Under the [Public Contracts Regulations 2015](http://www.legislation.gov.uk/uksi/2015/102/pdfs/uksi_20150102_en.pdf), we must exclude any organisation that is guilty of any of the offences listed in Regulations 57 (1) (a) to (k). We must also exclude any organisation to which Regulations 57 (2) and (3) apply. Do any of these grounds for rejection apply to your organisation?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

If yes, please dis-continue. If no, please move on to the next question.

1.2 1.1 Under the [Public Contracts Regulations 2015](http://www.legislation.gov.uk/uksi/2015/102/pdfs/uksi_20150102_en.pdf), we must exclude any organisation that is guilty of any of the offence listed in Regulations 57 (4). In addition, we may exclude any organisation to which Regulations 57 (5) applies. Do either of these grounds for rejection apply to your organisation?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

If yes, your answer applies to the payment of taxes and social security, in which case Regulation 57 (6) may apply; please provide relevant information where indicated and move onto the next question.

**If you answer “yes” to questions under Regulation 57 the authority is required by law to exclude you from participating further in a procurement if you have answered ‘yes’ to any of the questions in this section. There will be serious doubts about your appropriateness and the Council is obliged to reject you from this procurement exercise**

**2.0** **Grounds for Discretionary Exclusion**

2.1 Do any of the issues listed in Regulation 57 (8) (a) to (h) apply to your organisation?

<http://www.legislation.gov.uk/uksi/2015/102/pdfs/uksi_20150102_en.pdf>

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

**If you answer “YES” to any of the questions in Regulation 57 (8) to (h) we have the authority to exclude your submission, but may decide to allow you to proceed further.** Please provide full details and any remedial action taken subsequently below, including reasons relating to Regulation 57 (11-12) (Duration of Exclusion) and 57 (12-17) (Self Cleaning).

|  |
| --- |
| **Further Information** |
|  |

The information provided will be taken into account by the Authority in considering whether or not you will be able to proceed any further in respect of this procurement exercise. The Authority is also entitled to exclude you in the event that you are guilty of serious misrepresentation of any information or if you fail to provide any such information requested by us.

**3.0 Financial Information**

3.1 We have set out a minimum turnover of £50,000 that we feel is appropriate for a supplier to have in order to deliver our requirements. If your company turnover is below the threshold deemed necessary, the assessments may be rejected.

|  |  |
| --- | --- |
| **What was your turnover in the last year?** | |
| Total turnover (GBP) |  |
| For year ending |  |

3.2 Please confirm you have bankers and accountants for your organisation

|  |  |  |  |
| --- | --- | --- | --- |
| **YES** |  | **NO** |  |

3.3We may run a credit check on your organisation. Any organisation which receives a high/medium risk rating may be excluded or asked to submit further information to verify their financial standing.

1. **Insurance**

4.1 Please confirm that you have or are willing to obtain the following levels of insurance cover if successful:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ref** | **Insurance** | **Coverage Level** | **Already hold** | **Are willing to obtain if successful** |
| Please check as appropriate: | |
| A | Employer’s Liability | £10m |  |  |
| B | Public Liability | £5m |  |  |
| C | Professional Indemnity | £2m |  |  |

N.B. All policies **must** contain an indemnity of principals clause.

1. **Additional Suitability**

5.1 Are you or your organisation aware of any material reason\* why you may not be able to reasonably complete the performance of this contract, should you be successful?

|  |  |  |
| --- | --- | --- |
| **Please check box:** | No |  |
| Yes |  | If yes, please give details: |  |

\* Material reasons may include but are not limited to financial reasons, staff expertise / capacity concerns or any threat/risk.

5.2 Do you or your organisation confirm that you will comply with the requirements of Ealing Council’s best practice and legal obligations for areas including but not limited to The Equalities Act?

|  |  |  |
| --- | --- | --- |
| **Please check box:** | Yes |  |
| No |  |
| If no, please give details: |  |

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**Stage 2 – Technical Method Statement**.

**6.0 Service Delivery**

|  |  |
| --- | --- |
| Please provide a detailed method statement outlining how you propose to deliver the service/works in question against the Council’s specification of requirements, detailing how any risks will be managed. | **70%** |
| Response: | |

**7.0 London Living Wage**

|  |  |
| --- | --- |
| **(i)**  Could you please indicate if your organisation pays its staff a London Living Wage, currently £8.80 per hour? | **Information only** |
|  |  |
| **(ii)** If you do not presently pay your staff a London Living Wage, do you propose to pay them a London Living Wage for this contract?  [Information only] | **Information only** |
|  |  |
| **(iii)** If you presently pay your staff a London Living Wage, or propose to for this contract, please set out how this will bring added value to the service in question and benefit the wider community as a whole. | **Information only** |
|  |  |

**Declaration:**

**In signing this declaration, you confirm that the information provided is accurate and binding if you are successfully awarded this contract. You also confirm the signatory is authorised to make this declaration on behalf of the Organisation. In addition, you are aware that the Council reserves the right to undertake a credit check as part of this process.**

|  |  |
| --- | --- |
| Signed: | |
| Name IN CAPITALS | |
| Position in organisation: | |
| Organisation Name: |  |
| Organisation Registration No.: |  |
| Organisation Contact details:  Email |  |
| Telephone: |  |