



Crown
Commercial
Service

INVITATION TO QUOTE

FOR

SO-14767 Appropriate Adult & Responsible Adult Services

Version 1.0

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Author: Holly Mills



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**SO-14767 Appropriate Adult & Responsible Adult Services
Invitation to Quote**

1. INTRODUCTION

- 1.1 This Invitation to Quote (ITQ) relates to the procurement of the provision of Appropriate Adult & Responsible Adult Services. This ITQ contains the information and instructions the Potential Provider needs to submit a quote.
- 1.2 This requirement is being offered under CCS Terms and Conditions for Services.
- 1.3 Crown Commercial Service is using Contracts Finder to advertise this requirement; therefore your quote must be submitted via an email to the Procurement Lead.

2. OVERVIEW OF INVITATION TO QUOTE

- 2.1 The following appendices accompany this ITQ:

2.1.1 Appendix A – Terms of Procurement

Sets out rights and obligations which apply to the Potential Provider and the Crown Commercial Service during this Procurement.

2.1.2 Appendix B – Statement of Requirements

A detailed description of the goods/services required to supply to the Authority.

2.1.3 Appendix C – Terms and Conditions of Contract

Sets out the terms and conditions of Contract that will exist between the Authority and the Supplier.

2.1.4 Appendix D – Response Template

Potential providers are required to utilise this template to submit their bids for consideration.

2.1.5 Appendix E – Pricing Matrix

A spread sheet where Suppliers are to provide their costs.

3. QUOTE RESPONSES

- 3.1 Potential Providers **must** submit their quotes along with the template provided at Appendix D and email this to the Procurement Lead, by the closing date/time.
- 3.2 Potential Providers **must not** submit any additional information with their quote, other than that specifically requested in the Appendix B Statement of Requirements or this ITQ document.

4. TIMETABLE

- 4.1 The timetable for this requirement is set out in the table below.
- 4.2 This timetable may be changed by the Crown Commercial Service at any time. The Potential Provider will be informed via an email if changes to this timetable are necessary.

DATE	ACTIVITY
Friday 6 th November 2015	Publication of the ITQ
Monday 9 th November 2015 15:00	Deadline for Clarification Questions



DATE	ACTIVITY
Tuesday 10 th November 2015 15:00	Deadline for the Customer's response to Clarification Questions
Friday 13 th November 2015 15:00	Deadline for submission of a Quote to the Crown Commercial Service.
Monday 16 th November 2015	Notification of Outcome

5. QUESTIONS AND CLARIFICATIONS

- 5.1 Potential Providers may raise questions, or seek clarification, regarding any aspect of this procurement at any time up to two hours prior to the event closing. Questions must be submitted via an email to Holly.Mills@crowncommercial.gov.uk.
- 5.2 Crown Commercial Service will not enter into exclusive discussions regarding the requirements of this procurement with Potential Providers.

6. PRICE

- 6.1 Prices should be submitted inclusive of any expenses but should exclude VAT. Potential Providers are required to provide a transparent breakdown of their pricing outlining all expenses and extras as an additional attachment.

7. SUBMITTING A QUOTE

- 7.1 Potential Providers should submit their quote via an email to the Procurement Lead, along with the completed Appendix D Response Template.

8. QUOTE EVALUATION

- 8.1 Potential Providers that pass the mandatory questions (Appendix D) will be assessed on price only – lowest price will be awarded the requirement.
- 8.2 ALL Questions MUST be answered via the template and emailed along with the quote, by the closing date/time.
- 8.3 Upon completion of the evaluation, the marks obtained by the Potential Provider for each question will be converted into a “**Question Score**”, this is a percentage of the Total Score Available as indicated in the Marking Scheme for the specific question.
- 8.4 The Question Scores will be added together to determine an overall “**Total Score**” for the Potential Provider.
- 8.5 The Total Score Available for each question set out in Appendix D (Response Guidance) is as follows:

QUESTION NUMBER	QUESTION	TOTAL SCORE AVAILABLE	WEIGHTINGS %
[1]	Company Information	Information Only	N/A
[2]	Tender Contact	Information Only	N/A



QUESTION NUMBER	QUESTION	TOTAL SCORE AVAILABLE	WEIGHTINGS %
[3]	Mandatory Requirements	Pass/Fail	N/A
[4]	Conflicts of Interest	Pass/Fail	N/A
[5]	Price	100	100%
Total		100	100%

8.6 Upon Contract award, the Customer will raise a Purchase Order to the successful Provider to confirm the order.

9. GLOSSARY

9.1 In this ITQ the following words and phrases have the following meanings:

“**Authority**” means Border Force, Home Office.

“**Crown Commercial Service**” means a trading fund of the Cabinet Office whose offices are located at 2nd Floor, Concept House, Cardiff Road, Newport NP10 8QQ;

“**Invitation to Quote**” or “**ITQ**” means this invitation to quote document and all related documents published by the Crown Commercial Service in relation to this Procurement;

“**Potential Provider**” means a company that submits a quote in response to the Invitation to Quote;

“**Procurement**” means the process used to establish a provider of the requirement;

“**Supplier**” means the Potential Provider with whom the Authority has concluded the Contract;

“**SME**” means an organisation or entity:

- (a) Having less than 250 employees; and
- (b) Having an annual turnover of less than forty million pounds (£40,000,000);
or
- (c) Having a balance sheet of less than thirty five million pounds (£35,000,000); and
- (d) Is totally independent of other enterprises; or
- (e) holds less than 25% of the capital or voting rights in one or more other enterprises and other enterprises do not each own more than 25% of its capital or voting rights;

“**Quote**” means the Potential Provider’s formal bid in response to the Invitation to Quote.