

**Invitation to Quote to provide Research and consultation with BAME communities**

**Contact: Stuart Hall**

**Address: Floor 3 County Hall, Martineau Lane, Norwich NR1 2DH**

**Reference:** **NCCQ42156**

**Contract commencement date**: **15 March 2021**

**Period of Contract: 12 months with contract extensions up to 6 months subject to funding and satisfactory performance**

**Issue date: 5 February 2021**

**Closing date: 2pm 26 February 2021**

# Background Information

* 1. Introduction

Norfolk County Council wishes to enter into a contract with a provider to carry out research and engagement with BAME (Black, Asian and Minority Ethnic) communities.

# Statement of Requirement

* 1. Overview

EXPERIENCE is an Interreg France (Channel) England project delivered in Norfolk by Norfolk County Council ([www.tourismexperience.org](http://www.tourismexperience.org)). The project is developing new, sustainable experiential tourism products, designed to enhance Norfolk’s economy, environment and communities. EXPERIENCE focuses on extending the visitor season, attracting tourists between October to March. Tourism products will include activities, itineraries and infrastructure which showcase our regions natural and cultural heritage and attract a wide range of potential visitors. This includes audiences from diverse ethnic and cultural backgrounds.

* 1. Definition of Experiential Tourism

Experiential travel engages visitors in a series of memorable travel adventures, revealed over time, that are inherently personal, engage the senses, and make connections on an emotional, physical, spiritual or intellectual level. It is a form of tourism in which people focus on experiencing a country, city or particular place by actively and meaningfully engaging with its history, people, culture, food and environment.

* 1. **The Aim of this Commission**

EXPERIENCE seeks to commission research and consultation with BAME communities to find out if there are any reasons/trends etc as to why the BAME community are not visiting certain areas for holidays or tourism. Data gathered will inform off-season experiential tourism product development, to ensure a new offer reflects the needs/interests of BAME communities.

This will be delivered in two phases:

1. The creation of a report based on robust data collected through direct research with BAME audiences, communities and individuals. The report should detail how EXPERIENCE can increase the number of visitors from BAME communities to Norfolk during the off-season. Data should be gathered from BAME communities within Norfolk, Greater London and Essex. Additional data from locations such as Cambridge, Peterborough and Leicester are welcomed but not compulsory. The report should:
* Identify current strengths, weakness, barriers and gaps in Norfolk off-season, experiential tourism
* Recommend opportunities for future tourism development in Norfolk which are attractive to BAME communities.
* Include baseline data enabling EXPERIENCE to measure change and success in attracting this audience.

A Market Research Report outlining off-season, experiential tourism target groups are attached to this brief (Appendix 1). The experiential traveller target audience includes adults aged 20+, and over 55’s. Domestic Market Segmentation (*source* Visit England) breaks this down into five distinct sub-groups. Families with school-age children are not a target audience for this project.

1. Facilitation of consumer testing of new BAME focussed off-season experiential tourism activities, which have been developed by EXPERIENCE project officers using the information supplied by Phase 1. The appointed contractor will be required to establish and coordinate suitable focus groups for this purpose. Testing will be conducted in collaboration with EXPERIENCE project officers.
	1. **Requirements for Phases 1 and 2**

**Phase 1: Research and reporting, March – July 2021 (3 months)**

Please note that research must focus on experiential tourism and visits to Norfolk between October and March (off-peak tourism season). It must be limited to the audiences identified within the Market Research Report provided.

The research and subsequent report must include (but not be limited to) the following:

1. Baseline data on the current number of tourists to Norfolk from BAME communities.
2. Baseline data on the current perceptions of visitors to Norfolk as an experiential holiday destination (October - March), from BAME communities
3. Overview of the drivers enabling BAME communities to visit Norfolk as a holiday destination in October - March
4. Overview of the barriers for BAME communities to visit Norfolk as a holiday destination in October - March
5. Overview of the challenges faced by the BAME communities when holidaying in Norfolk October - March
6. Identification of solutions that would encourage BAME communities to visit Norfolk as a holiday destination in October - March
7. Identification of experiential tourism topics/subjects which BAME communities would be interested in seeing developed as part of EXPERIENCE activities/itineraries within Norfolk.
8. Assessment of the attractiveness of current Norfolk marketing materials to attract BAME communities
9. Define a relevant marketing approach to reach BAME communities, in order to attract them to Norfolk as an off-season, experiential holiday destination.

This is not intended to be an exclusive list. We are looking for the appointed organisation to utilise their expertise and knowledge to provide the EXPERIENCE project with a comprehensive and detailed report on how experiential, off-season tourism can be developed to ensure appeal and inclusivity of people from BAME communities.

**Phase 2: Consumer testing, January – March 2022**

Based on findings and recommendations from Phase 1, EXPERIENCE project officers will develop new experiential, off-season tourism offer specifically designed to attract BAME visitors to Norfolk. This will be ready for testing during the 2021/22 off-season period. The appointed contractor will work with EXPERIENCE project officers to organise and facilitate consumer testing of new products (activities, itineraries, infrastructure, marketing) with BAME communities. This testing will be conducted remotely.

Consumer groups representative of the EXPERIENCE target audience from BAME communities should be organised and supported to concept test i.e. review and feedback on tourism products and marketing developed. This will be an iterative process, meaning that input and recommendations from the consumer groups will be used to further develop and improve the new tourism in offer. Focus groups should be of sufficient size to ensure robust data and confidence in findings/ and recommendations.

* 1. Fees and payment

Contract price

The contract price must be all inclusive. Please note there will no further funding to deliver this project.

Payment triggers

This work is divided into sequential phases. On satisfactory completion of each phase, costs will be paid, and the next phase will begin. NCC reserve the right to terminate this work at the end of any phase, should work not be completed to satisfaction.

* 10% of contract value will be supplied at contract commencement
* 45 % of total cost to be invoiced on successful completion of phase 1 (31 July 2021)
* 45% of total cost to be invoiced on successful completion of phase 2 (31 March 2022)

# ITQ Management

Proposals are requested for a Supplier to deliver research and consultation with BAME communities. This contract will be awarded under the Terms and Conditions of Contract appended to this Invitation to Quote. Suppliers will need to describe how they will deliver the services to meet all the above outcomes and requirements in the Supplier Questions.

Please complete

* Section 5 - Supplier Information
* Section 6 - Supplier Questions
* Section 7 - Pricing Schedule

Receipt of the quote

* your response must be received no later than 2pm UK time on 26 February 2021
* Your response must be submitted by email to experience@norfolk.gov.uk
* The Council will not consider any late responses to this Invitation to Quote nor will it consider requests for extension of the time or date fixed for the submission of responses. It may, however, in its own absolute discretion extend the time or date fixed for submission and in such circumstances the Council will notify all Suppliers of any change.
* The Council may at its sole discretion change any aspect of, or stop this procurement exercise at any point and if it stops the exercise not provide any Supplier with the scores allocated in any marking exercise already undertaken or the reasons for the allocation of those scores.
	1. Clarifications

Please email stuart.hall@norfolk.gov.uk with any clarification questions.

If you don’t have any questions but wish to be kept informed or any questions that we respond to, please provide a contact e-mail address to stuart.hall@norfolk.gov.uk

* 1. Format and content of response
1. Submissions must not be password protected
2. Suppliers are to answer all questions.
3. Suppliers’ responses shall be clearly legible and in at least 11-point type, on a line spacing of at least 1.3 times the type size.
4. Documents shall not include any embedded objects which, if printed, appear as icons, rather than in full.
5. Proposals shall not contain any attachments or text other than that requested, and the Council will disregard any information contained therein.
6. The answer to each question shall be self-contained. Responses such as ‘see answer to question x’ are not acceptable, nor are responses which refer to or assume knowledge of existing arrangements.
7. Suppliers should not assume that the evaluators have any prior knowledge of their organisation, its capabilities or the solutions it offers.
8. Suppliers are reminded that their proposal should respond specifically to the Council’s requirements. Generic responses which do not take account of the Council’s requirements and circumstances are unlikely to achieve good marks.
	1. Selection process

Scoring method for quality

1. The score for each question will be divided by the maximum possible score of five (5) and then multiplied by the individual weighting for that question to give a weighted score.
2. Suppliers must achieve a minimum quality threshold of 30 out of the 70 marks available for quality or the bid will be rejected.
3. Suppliers will be scored on their responses to the Supplier Questions in Section 6 in relation to the requirements of the specification. Each question is separately weighted.

Scoring method for Price

1. The price for this contract is capped at £10,000. Prices bid above this cap will automatically receive a score of 0 and their bid will be rejected, regardless of the score achieved for quality.
2. The formula to be used to calculate the score for price is as follows:
	* The bid with the lowest total price will be allocated the maximum number of points, with other Bidders being awarded marks in proportion to this price, so that for example a total price that is 30% more expensive will receive 30% fewer marks, one that is 60% more expensive will receive 60% fewer marks etc.
3. A total of 30% of the overall score is allocated to Price.

Overall score

1. The Contract will be awarded to the Supplier whose quote results in the highest combined quality and price score.

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| **Award Criteria - Weightings for quality and price** |
| **Overall Price weighting** | 30% |
| **Overall Quality weighting** | 70% |
| **Total** | 100% |

1. All questions will be scored using the following descriptors:

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| **Descriptors for the award of quality marks** |
| **The mark to be awarded is that for which the descriptors most closely match the bidder’s response** | **Mark awarded** |
| An excellent response that is realistic, appropriately detailed and specific. There is no material weakness and:* the approach embodies accepted good practice in all material respects and offers excellent levels of (as appropriate) functionality, performance, environmental performance, ease of use and other relevant characteristics;
* the response is tailored to the requirement wherever relevant and, where relevant, to specific circumstances;
* all material aspects of the question are fully answered, and the approach described fully meets all material aspects of the requirement;
* where relevant the proposal is ambitious in terms of outcomes, and sets out a convincing, coherent and evidence-based approach to achieving the outcomes claimed; and
* where relevant, the organisation, qualification and experience of staff assigned to performing the contract are excellent.
 | 5 |
| A good response that is realistic, appropriately detailed and specific and with only minor weaknesses, where:* the approach generally embodies accepted good practice and offers good levels of (as appropriate) functionality, performance, environmental performance, outcomes, ease of use and other relevant characteristics;
* the response is generally tailored to the requirement where relevant and, where relevant, to specific circumstances;
* all material aspects of the question are fully answered, and the approach described meets the material aspects of the requirement, with no or minor exceptions;
* where relevant the proposal seeks to deliver a good level of outcome, and sets out a convincing, coherent and evidence-based approach to achieving the outcomes claimed; and
* where relevant, the organisation, qualification and experience of staff assigned to performing the contract are good, with only minor deficiencies
 | 4 |
| A satisfactory response that is realistic in all material respects, and that is at least sufficiently detailed and specific to give general clarity about what is to be delivered and how. There are some weaknesses, but:* the approach does not materially conflict with accepted good practice and generally offers acceptable levels of (as appropriate) functionality, performance, environmental performance, ease of use and other relevant characteristics;
* most material aspects of the question are fully answered, and the approach described meets the material aspects of the requirement, with no or minor exceptions;
* while the response may be somewhat generic, it is not inappropriate to the specific circumstances or too high-level to give reasonable clarity and confidence;
* where relevant the proposal seeks to deliver acceptable outcomes, and sets out a reasonably convincing, coherent and evidence-based approach to achieving the outcomes claimed; and
* where relevant, the organisation, qualification and experience of staff assigned to performing the contract are generally acceptable.
 | 3 |
| A rather deficient response where:* there is insufficient detail or specificity to be clear, wholly or for material aspects of the requirement, what is to be delivered and how;
* material parts of the question are not answered or material parts of the response are unrealistic or the approach described, in some material respects, appears not to meet the requirement;
* the approach described appears, in some material respects, not to deliver expected levels of (as appropriate) functionality, performance, environmental performance, ease of use or other relevant characteristics;
* the approach conflicts with accepted good practice in some material respects;
* the approach is in material part inappropriately generic or a poor fit with the specific circumstances or context;
* the approach is rather unambitious in terms of outcomes or the approach to achieving the claimed outcomes is somewhat unconvincing; and/or
* where relevant, the organisation, qualification and experience of staff assigned to performing the contract do not reach the expected levels in some material respects.
 | 2 |
| An inadequate response that is in part or in aggregate sufficiently unrealistic as to cast serious doubts over deliverability or efficacy or very materially lacking in detail or specificity or where, individually or in aggregate, there are very material weaknesses. | 1 |
| No response or a response with insufficient content to allow meaningful evaluation or a fundamentally unrealistic response or a clearly unacceptable response where the weaknesses, individually or in aggregate, are fundamental. If any question receives a score of ‘0’, the entire submission will be rejected. | 0 |

# Procurement Timetable

The procurement timetable, outlined below, is for information and potentially subject to change. The council reserves the right to amend any aspect of the timetable during the procurement and evaluation process.

|  |  |  |
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|  | Invitation to Quote issued | 5 February 2021 |
|  | Deadline for clarifications | 19 February 2021 |
|  | Deadline for responses | 2pm 26 February 2021 |
|  | Contract Award | Friday 12 March 2021 |
|  | Contract commencement | Monday 15 March 2021 |

# Supplier Information

Suppliers are to edit the header of this form to insert their name at the top of every page.

Suppliers are to complete this Form and return it as the front cover of their submission.

Part 1 is information relevant to the procurement. If bidding as a consortium please complete a copy of this form for each organisation bidding.

Part 1

|  |  |
| --- | --- |
| Name of person or organisation tendering  |  |
| Trading as… |  |
| Are you bidding in conjunction with another supplier? | Answer ‘yes or no’       |
| If yes, who is the lead bidder? |  |
| **Person managing bid** | **Director, partner, trustee overseeing bid** |
| Mr/Mrs/Ms/Other       | Mr/Mrs/Ms/Other       |
| Name |       | Name |       |
| Address |                      | Address |                      |
| Postcode |  | Postcode |  |
| Country |       | Country |       |
| Phone |       | Phone |       |
| Mobile |       | Mobile |       |
| Email |       | Email |       |
| **Registered office address** | **Applicant’s registration numbers, as applicable** |
|       | Company registration no.  |       |
|        | Charity registration no.  |       |
|       | VAT registration no. |       |
| Postcode |       | Level of VAT to be charged | Choose an item. |
| Country |       | Other relevant reg. no. |       |
| **Group structure (as applicable)** | **Type of organisation (select one box only)** |
| Name of immediate parent organisation |       | Sole Trader |[ ]  Public sector |[ ]
| Name of ultimate UK holding company |       | Partnership(Unincorporated) |[ ]  Private Company |[ ]
| Company regn. no. of ultimate UK holding co. |       | Limited Liability Partnership (‘LLP’) |[ ]  Public Limited Company |[ ]
| Name of ultimate parent organisation |       | Private Co. Limited by Guarantee |[ ]  VCSE, please select: Choose an item. |
| If known, DUNS number  |       | Other (please write in): |       |
|  |  | Are you a SME? Yes/No |       |

Part 2 is information relevant to contract management if you were to be successful and is non-mandatory.

Part 2

|  |  |
| --- | --- |
| *Who will manage the contract* | *Email addresses and phone numbers of relevant contacts, as applicable* |
| Mr/Mrs/Ms/Other       |
| Name |       | For invoice and payment queries |       |
| Address |                      |
| Postcode | For out of hours contact in an emergency |       |
| Country |       |
| Phone |       |
| Mobile |       |
| Email |       |

**If you are not an existing NCC supplier please complete the BACS form below.**

|  |
| --- |
| Bank Details |
| Account Type |    |
| Name of Bank |        |
| Address of Bank |        |
| Sort Code |        |
| Account Number |        |
| Building Society Roll Number |        |
| Name the account is held in |        |
| Pay Method |
| NB: Norfolk County Council’s preferred method of payment is by BACS and preferred remittance delivery is by email. |
| Pay Method |   |

# Supplier Questions (70%)

* Suppliers are to edit the header of this section to insert their name at the top of every page.
* Please answer all questions and complete this form retaining the questions and numbering and return it as part of your bid.
* You should not assume that the evaluators have any prior knowledge of your organisation, its capabilities or the solutions your organisation offers and you should ensure your responses to each question presume the evaluators know nothing of your organisation, and where relevant your subcontractors, consortium members or partners if you are heavily reliant on a third party in a bid.
* Where answers are limited to a maximum number of words, do not go over that limit. Any part of an answer beyond the point of the maximum is highly likely to be disregarded. Where a guide has been issued, ensure that your answers are succinct and do not drift over the guide unnecessarily. If the word count is causing you significant issues with answering a question thoroughly, please raise this as a clarification.
* Please ensure your answers are fully referenced to the relevant question.
* Responses shall be clearly legible and in at least 11-point type, on a line spacing of at least 1.3 times the type size.
* You must achieve a minimum quality threshold of 30 out of the 70 marks available for quality or your bid will be rejected.

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| 1. **Experience, Qualifications and Expertise** (35%)

Please give an overview of your relevant experience in delivering similar services. You may wish to evidence the experience with examples of similar projects. Please include CV(s) of those likely to work on this project. (guide of 1,000 words + CV(s)) |
| Please type your response here |
| 1. **Approach (**35%)

Please outline your approach to delivering this contract. This should include:1. a draft outline showing how you will complete this commission within the timeframe outlined2. information on the number, range and diversity of individuals you aim to sample.3. an estimate of how many individuals you would anticipate including within Phase 2 focus groups(guide of 1000 words plus charts or similar to help illustrate your response) |
| Please type your response here  |

# Price (30%)

* Insert your organisation’s name in the header
* Prices must be in £ sterling and exclusive of VAT
* Bids above the cap of £10,000 will be rejected
* The total cost will be used to allocate your score for price

|  |  |
| --- | --- |
| **Item** | **Price** |
| Phase 1  |  |
| Phase 2  |  |
| **Total price for evaluation** | **£** |

It would be helpful if you could include the calculations you used to arrive at the prices quoted above. Please append this to your submission.

# Important Legal Notice

1. Any person who participates in this procurement exercise shall be deemed to accept the conditions set out below and the terms and conditions of contract appended to this document. These conditions constitute the entire agreement between the parties concerning the conduct of the exercise.
2. Norfolk County Council (“the Council”) does not make any binding commitment to actual or potential suppliers (“Suppliers”) or to any other party about its conduct of this procurement exercise, other than to abide by its statutory obligations and the express terms of this Important Legal Notice. No other obligation on the Council shall be implied into any contract which may arise between the Council and any Applicant governing the conduct of this exercise.
3. Suppliers shall not, in connection with this procurement exercise, place any reliance upon any communication from the Council (including without limitation any notice published by the Council and any information published on any web site) unless it specifically states that it concerns this procurement exercise and bears the reference number stated on the front page of this document. Suppliers shall not place any reliance on any communication which is not in writing.
4. Information supplied by the Council is subject to constant updating and amendment in the future and is necessarily selective and is supplied for general guidance in the preparation of proposals. It does not purport to contain all of the information which Suppliers may require and Suppliers must satisfy themselves by their own investigations about the accuracy of such information. While the Council has taken all reasonable steps to ensure, as at the date of this document, that the facts which are contained in this Invitation are true and accurate in all material respects, the Council does not make any representation or warranty as to the accuracy or completeness of this Invitation, or the reasonableness of any assumptions on which this document may be based. The Council accepts no liability to Suppliers however arising and whether resulting from the use of the information provided, or any omissions from or deficiencies in the information. As such, the Council cannot accept responsibility for any inaccurate information obtained by Suppliers.
5. Any notice from any person in connection with this procurement exercise shall be sent to through in-tend to the contact person listed on the first page in accordance with the relevant timescales.
6. In inviting potential Suppliers to participate, the Council is not making an offer to enter into any contract for the supply of goods, services or works and does not bind itself to accept any offer it receives.
7. The Council reserves the right at its sole discretion to change any aspect of, or to discontinue this procurement exercise at any point and if it does discontinue the exercise need not provide any Supplier with the scores allocated in any marking exercise already undertaken or the reasons for the allocation of those scores.
8. The Council will not under any circumstances be liable to pay Suppliers for any costs incurred as a result of their participating in this procurement exercise.
9. The Council may exclude from consideration any proposal which is not submitted in full compliance with the conditions and/or instructions contained within this Invitation and shall be under no obligation to consider any extenuating circumstance which may have arisen. The Council’s decision as to whether any response submitted complies with the instructions shall be final.
10. Suppliers may notify the Council of information they wish, acting reasonably, to designate as confidential and the reasons why. Suppliers shall not apply any blanket designation of confidentiality to their entire quote and the Council will not pay any regard to any such designation.
11. The Council is subject to laws concerning access to information including the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the Audit Commission Act 1998 and may - notwithstanding any claim made by any Supplier that any information is provided in confidence or is confidential in nature – release any information provided to it in accordance with the law, subject to the Council’s discretion concerning any applicable exemption or the application of any public interest test. It is important to note that information may be commercially sensitive for a time, for example, during a quote process, but afterwards it may not be. The timing of any request for information may be extremely important in determining whether or not information is exempt. However, Suppliers should note that no information is likely to be regarded as exempt forever.
12. The contents of this Invitation to Quote together with all other information, materials, specifications or other documents provided pursuant or in the course of this procurement process as a whole, or prepared by the Suppliers specifically for such purposes, shall be treated at all times as confidential by the Suppliers. Suppliers shall not disclose any such information, materials, specifications or other documents to any third parties or to any other part of the Suppliers´ company or group or use them for any purpose other than for the preparation and submission of a response to this Invitation or other requirement of the procurement process, nor shall Suppliers publicise the Council’s name or the Invitation to Quote without the prior written consent of the Council.
13. The Suppliers shall ensure that all third parties to whom disclosure is made shall keep any such information, materials, specifications or other documents confidential and not disclose them to any other third party except as set out above.
14. Suppliers must seek the approval of the Council before providing to third parties any information provided in confidence by the Council or its professional advisers or consultants and must maintain a register of all employees and third parties who have access to such information. If so, requested by the Council, Suppliers must make such a register available for immediate inspection by the Council or its duly authorised representatives.
15. Any working documents produced by the Council in the course of evaluation shall remain confidential to and the property of the Council and need not be retained by the Council. For the avoidance of doubt, the Council’s only obligation to Suppliers concerning debriefing shall be to provide the Suppliers with a written statement, as approved by the chair of the evaluation panel.
16. Suppliers shall not enter into any agreement or arrangement with any other person with the intent that the other person shall refrain from responding to this Invitation to Quote.
17. Suppliers should not, in connection with the proposed contract:
	1. offer any inducement, fee or reward to any officer or member of the Council or of the commissioning organisations;
	2. do anything which would constitute a breach of section 117(2) of the Local Government Act 1972 or Bribery Act 2010; or
	3. canvass any of the persons referred to in a) in connection with the response about any aspect of the proposed contract or for soliciting information in connection therewith.
18. If any Supplier or any employee of any Supplier or any third party acting on behalf of any Supplier commits an act detailed in clauses 16 to 17 inclusive or offers, promises or gives any bribe or inducement or makes any improper threat or colludes (or offers or agrees to collude) with any other Supplier in connection with this procurement exercise then, in addition to any criminal sanction such conduct may attract, the Council may:
	1. immediately exclude that Supplier’s offer from consideration;
	2. exclude that Supplier from future procurement exercises;
	3. terminate any contract entered into with that Supplier; and
	4. recover from that Supplier the reasonable costs of re-running this procurement exercise and any consequential losses (including loss of anticipated savings) which result from any delay in letting a contract.
19. If any person approaches any Supplier seeking any bribe or making any offer to collude in respect of this procurement exercise, that Supplier is to contact the Council’s Head of Law immediately.
20. All intellectual property rights in this Invitation to Quote and all materials provided by the Council or its professional advisers, consultants or information provided in connection with this Invitation to Quote are and shall remain the property of the Council and/or its professional advisers, consultants and/or information providers. The information they contain shall be used only for the purpose of preparing a proposal and delivering any resulting contract.
21. All responses and submissions provided by any Supplier will form part of the contract should the Supplier be successful.
22. The Council will not accept any variation to the terms of this legal notice and in the event that any Supplier submits any response which seeks to vary the above conditions such purported variation shall be void, even if the Council considers the proposal.
23. In the absence of a formal document signed by the Council and the successful Supplier, and for as long as such absence persists, then the acceptance by or on behalf of the Council of the Supplier’s written response shall itself constitute a binding agreement between the parties, the terms of which unless amended by agreement between the parties shall be the conditions of contract sent out with the Invitation to Quote and the prices and operational proposals set out by the Supplier in their response.
24. Suppliers should view the Procurement Privacy Notice on the council’s website [www.norfolk.gov.uk/what-we-do-and-how-we-work/policy-performance-and-partnerships/policies-and-strategies/corporate/data-protection](http://www.norfolk.gov.uk/what-we-do-and-how-we-work/policy-performance-and-partnerships/policies-and-strategies/corporate/data-protection) and must raise any concerns about the Privacy Notice and how personal information will be handled during the procurement process without delay.

# Supplier's Declaration

* **Suppliers may either print this declaration on plain white A4 paper, sign and date it with a pen, scan and then upload it as the final part of their submission or use an electronic signature.**
* **Suppliers are to edit the header of this section to insert their organisation’s name at the top of every page of the forms.**

Checklist

Check each issue below and tick each box.

|  |  |
| --- | --- |
| We have completed the following forms: |  |
| * Supplier Information
 |  |
| * Supplier Questions
 |  |
| * Price Schedule
 |  |
| * This declaration, either printed then signed with an original signature, then scanned and uploaded as a .pdf, or signed electronically.
 |  |

|  |  |
| --- | --- |
| **We have:** |  |
| Amended the header on each form to insert our organisation’s name. |  |
| Made arrangements for the quote to be uploaded and submitted on time, with adequate contingency for ICT failures, power outages etc. |  |
| **We have not:** |  |
| Used a smaller typeface or line spacing than that permitted. |  |
| Annexed any document not specifically requested. |  |

Declaration

|  |
| --- |
| We agree to the conditions specified in the ‘Important Legal Notice’ at in this Invitation to Quote.We warrant, represent and undertake to the Council that:1. neither we nor any employee or third party acting on our behalf has offered, promised or given any bribe or inducement or made any improper threat or colluded (or offered or agreed to collude) with any other person in connection with this procurement exercise
2. we have complied in all respects with this Invitation to Quote
3. all information, representations and other matters of fact contained in our quote are true, complete and accurate in all respects
4. we have made our own investigations and research and have satisfied ourselves in respect of all matters (whether actual or contingent) relating to the Quote and have not submitted this Invitation to Quote response and will not have entered into the contract in reliance upon any information, representation or assumption (whether made orally, in writing or otherwise) which may have been made by or on behalf of the Council
5. we have satisfied ourselves as to the correctness and sufficiency of the information we have inserted in the quote.
6. we have full power and authority to enter into the contract and provide the services
7. we are of sound financial standing and will have sufficient premises, working capital, skilled staff, and other resources available to us to provide the services in accordance with the contract
8. we have obtained or are able to obtain all necessary consents, licences and permissions to enable us to provide the services.

We hereby offer to provide the services in accordance with the contract attached as the annexure to this Invitation to Quote which includes for the avoidance of doubt any documents specified in the contract as forming part of the contract including (but not limited to) the prices and operational proposals set out in this quote, the terms and conditions of contract, the Specification and any written clarifications issued or received by the Council prior to the written acceptance of the Council of this quote. We agree that the Council’s acceptance of this quote shall form a binding contract between us on the above terms. |
| Name of bidding Organisation |  | Signature of authorised officer |  |
| Date |  | Position of authorised officer |  |
|  |  | Name of authorised officer |  |
| Name of bidding Organisation |  | Signature of authorised officer |  |
| Date |  | Position of authorised officer |  |
|  |  | Name of authorised officer |  |

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| *This block will be signed on behalf of Norfolk County Council in the event that your quote is accepted.* |
| We, Norfolk County Council, hereby accept your offer for research and consultation with BAME communities and a binding contract now exists between us and you on the above terms.(To be completed by NCC when the results of the evaluation are known.) |
| Name of authorised officer |  |
| Position |  |
| Signature |  |
| Name of authorised officer |  |
| Position |  |
| Signature |  |
| Date |  |