



FALMOUTH
TOWN COUNCIL

PART B – QUOTE RETURN

**Insurance Services
Reference number:**

Name of Applicant:

Date:

Section 4 - Quote Completion Documentation

4.1 Selection Criteria

Explanatory Notes

Applicants are required to complete all questions in this section which have space for answers. Some sections refer to criteria which are not applicable to this RFQ. This will be clearly marked with "Not Applicable to this RFQ", and you are not required to answer these sections.

All responses provided must be clearly referenced to the questions to which they relate. Copies of certificates or policies will need to be provided by the successful supplier before any contract or purchase order is placed with them.

All applicable sections of the following Selection Criteria must be completed. Failure to do so may result in your submission being excluded from further evaluation. Where the answer is a statement of fact, it must be accurate and supported by documentary evidence as appropriate. It is the Applicant's responsibility to ensure that the Council is not misled.

It is the responsibility of the Applicant to inform the Council of any matter that may affect the Applicant's continued qualification.

4.2 Financial Matters

The Council will carry out a financial check on the Applicant. This will take the form of a review of the Applicant's accounts available from Companies House. If company accounts are not available then the Council will carry out a financial check on the information available as identified in Section 3.1. The Applicant will be awarded an overall pass or fail mark based on the Council's professional judgement. This professional judgement will be provided from the Council's finance team.

Any additional information provided should be clearly referenced to the question number in your submission.

4.3 Selection Questionnaire

Part 1: Potential supplier information			
NOTE TO APPLICANT: Part 1 must be completed but will not be scored			
Section 1.1	Potential supplier information		
Question number	Question	Response	
1.1(a)	Full name of the potential supplier submitting the information		
1.1(b) – (i)	Registered office address (if applicable)		
1.1(b) – (ii)	Registered website address (if applicable)		
1.1(c)	Please mark 'X' in the relevant box to indicate your trading status	a) a public limited company	
		b) a limited company	
		c) a limited liability partnership	

		d) other partnership	
		e) sole trader	
		f) other (please specify)	
1.1(d)	Date of registration in country of origin		
1.1(e)	Company registration number (if applicable)		
1.1(f)	Charity registration number (if applicable)		
1.1(h)	Registered VAT number		
1.1(k)	Trading name(s) that will be used if successful in this procurement		
1.1(l)	Please mark 'X' in the relevant box to indicate whether any of the following classifications apply to you	a) Voluntary, Community and Social Enterprise (VCSE)	
		b) Small or Medium Enterprise (SME)	
		c) Sheltered workshop	
		d) Public service mutual	

Please provide the following information about your approach to this procurement.

Section 1.2	Bidding model		
Question number	Question	Response	
1.2(a) - (i)	Are you bidding as the lead contact for a group of economic operators?	Please indicate your answer by marking 'X' in the relevant box.	
		Yes	No
	If yes, please provide details listed in questions below.		
1.2(a) - (ii)	Name of group of economic operators (if applicable)		
1.2(a) - (iii)	Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.		
1.2(b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Yes	No
	If yes, please provide details listed in questions below.		
	Name of sub-contractors (if applicable)		
	The role each sub-contractor will take in providing the works and /or supplies e.g.		

	key deliverables:	
	The approximate % of contractual obligations assigned to each sub-contractor:	

Contact details and declaration

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

Section 1.3	Contact details and declaration	
Question number	Question	Response
1.3(a)	Contact name	
1.3(b)	Name of organisation	
1.3(c)	Role in organisation	
1.3(d)	Phone number	
1.3(e)	E-mail address	
1.3(f)	Postal address	
1.3(g)	Signature (electronic is acceptable)	
1.3(h)	Date	

Part 2: Exclusion grounds

NOTE TO APPLICANT: this section must be completed and will be evaluated as a whole on a Pass or Fail basis. The section will be marked as a 'Fail' if "Yes" is answered to question 2.1(a) and 2.2(a) and satisfactory evidence of self-cleaning is not detailed in your response to question 2.1(b) and 2.2(b).

Section 2.1	Grounds for mandatory exclusion	
Question number	Question	Response
2.1(a)	Regulations 57(1) and (2) The detailed grounds for mandatory exclusion of an organisation are set out on this web page , which should be referred to before completing these questions. Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the webpage .	
		Please indicate your answer by marking 'X' in the relevant box.
		<div>Yes</div> <div>No</div>

	Participation in a criminal organisation		
	Corruption		
	Fraud		
	Terrorist offences or offences linked to terrorist activities		
	Money laundering or terrorist financing		
	Child labour and other forms of trafficking in human beings		
2.1(b)	<p>If you have answered yes to question 2.1(a), please provide further details. Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.</p>		
Section 2.2	Grounds for discretionary exclusion		
Question number	Question	Response	
2.2(a)	<p>Regulation 57 (8) The detailed grounds for discretionary exclusion of an organisation are set out on this web page, which should be referred to before completing these questions. Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.</p>		
		<p>Please indicate your answer by marking 'X' in the relevant box.</p>	
		Yes	No
	Breach of social obligations?		
	Breach of labour law obligations?		
2.2(b)	<p>If you have answered Yes to question 2.2(a), explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p>		
Part 3: Selection questions			
Section 3.1	Economic and financial standing		
Question number	Question	Response	
3.1		<p>Please indicate your answer by marking 'X' in the relevant box.</p>	
		Yes	No
	Are you able to provide a copy of your audited accounts for the last two years, if requested?		

	If no, can you provide one of the following:		
	(a) A statement of the turnover, Profit and loss Account/income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.		
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.		
	(c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).		
Section 4	Technical and professional ability		
4.1	<p>Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.</p> <p>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).</p> <p>If you cannot provide examples see question 4.2</p>		
	Contract 1	Contract 2	Contract 3
Name of customer organisation			
Point of contact in the organisation			
Position in the organisation			
E-mail address			
Contract Start date			
Contract completion date			
Estimated contract value			
Description of contract 1:			
Description of contract 2:			
Description of contract 3:			
4.2	If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new		

	start-up or you have provided services in the past but not under a contract.	
Response:		
Section 5	Additional questions	
5.1	Insurance	
Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below (Please indicate your answer by marking 'X' in the relevant box):		
Employer's (Compulsory) Liability Insurance = £10 million		
Public Liability Insurance = £5 million		
Professional Indemnity Insurance = £5 million		
Product Liability Insurance = £5 million		
* 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.		

Section 6	Project Specific Questions	
6.1	Insurance Credit Rating	
Please self-certify your organisation holds AM Best rating of BBB+ or equivalent		

Section 5 The Pricing Document

All prices shall be stated in pounds sterling and exclusive of VAT.

Price will be the total Premium over the period of the contract. Please provide a price for each year. Please include any rate increases, such as 3.5% AWE, RPI increases or other inflationary mechanisms, brokerage fees and IPT.

The Price declared must include all fees (Including claims handling) you require for the provision of the service requested by the Council and others which may not have been requested but would form part of your bid.

	Premium (excl VAT)			
	Year 1	Year 2 (based on current exposure)	Year 3 (based on current exposure)	Total for 3 years
Premium - existing cover	£	£	£	£
Premium - subsidence cover	£	£	£	£

Premium - Terrorism cover	£	£	£	£
Premium - Cyber cover	£	£	£	£
Total	£	£	£	£

For information only, please provide the following:

Please advise any percentages applied for inflationary increases or AWE increases to inform year 2 and year 3 pricing.

Response:

Specify the amount of any/all Third Party fees

Response:

Specify whether your Final price/premium will include any Third Party Fees

Response:

Section 6 The Quality Assessment

Cover

Applicants must submit a full contract certain policy with their submission; detailing the full range of cover, policy conditions, warranties, exclusions, extension and limitations. Evaluation will consider the extent that the submitted cover meets the requirements.

Requirement:	Response:
Cover provided to meet (as a minimum) the specification in Part 4 of the tender documentation	Yes / No

Variations To existing cover: Please indicate where your quote varies to the requirements. Unless you declare variation on this sheet the Council will assume your bid includes all cover and services requested.

[illegible]

Claims Handling

Requirement:	Response:
Claims handling included within the premium quoted	Yes / No
It is a condition of the contract that the Applicant shall agree to allowing the Council, or its representative, free and unencumbered access to any files relating to claims and the management of claims made under any insurance policies underwritten by the Applicant on behalf of the Council. Access shall be granted within 14 days of the Council having notified the insurer of its request. Notification shall be given in writing to the Applicant by the Council.	Yes / No
Claims Handling Method Statement	
<p>Applicants should submit a Method statement to demonstrate the quality of service to be provided on a day to day basis. Please complete the relevant section in Part B. Your response should be concise and indicate as a minimum:-</p> <ul style="list-style-type: none"> • Agreement to claims handling limits requested • How you would manage day to day queries • Response times • Comment on resource management • Commitment to a consistent claims handling methodology • Availability of online claims data • Please indicate the point at which claim within deductible must be notified • Service standards • Quality measures • If you will allow a third party claims handler (in addition to the Council) to handle claims within excess • Online access to claims information • Notification period to the Council upon closure of individual claims at point of closure • Provision of one single point of contact for underwriting queries 	
Response:	

Added Value

Added Value Method Statement

Applicants should submit a Method statement to demonstrate the added value an Applicant can provided through the provision of additional support in areas such as operational risk management, claims defensibility and other similar services which will jointly reduce exposure risk which may be available at no additional cost to the Council.

To gain marks for these services you must clearly articulate what you will provide during the contract period within the Additional Value section. Your response should be limited to the service, the relevance and the benefit this will provide to the organisation. Risk Management Support should be provided within the price quoted. This support should be over and above work required by underwriters to better understand the risk they are accepting.

Please include in your response:

- Number of Risk Management days to be supplied per annum
- Attendance at risk management related meetings
- Confirmation on whether you offer a low claims rebate (please supply wording)

Response:

PART C - SCHEDULES

Schedule 1 - Form of Quotation and Declarations

Request for Quotation Which Does Not Include a Formal Deed of Agreement

Having examined the Request for Quotation and its accompanying documents (which I/we shall keep) and being satisfied as to my/our abilities and experience in all respects to satisfy the requirements of the Contract.

Offer to provide or supply upon the terms and conditions of the contract contained in Appendix 1 in its present form the Services for the prices on the quoted Pricing Document as indicated below for the contract period :-

Pricing Document attached	YES / NO
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and/or during the contract period at the price ascertained under the terms and conditions of contract.

I/We understand and agree that your written letter of acceptance of our Quote shall constitute the making of a binding contract between us.

I/We understand that the information provided in this quotation document and any supporting information provided by us will be relied upon and taken to be true and accurate. If it is subsequently determined that any information supplied was inaccurate, I/we understand and accept that Council reserves the right to exclude our offer to supply (if still under evaluation) or if the Contract has been awarded and the information inaccurately supplied had a significant bearing on the award, that Council shall be at liberty to terminate the Contract.

I/We understand that you are not bound to accept the lowest or any Quote you may receive.

Signed.....

Date

in the capacity of

duly authorised to sign for and on behalf of

(in BLOCK CAPITALS)

Telephone No.

Postal Address

Schedule 2 - Commercially Sensitive Information

The Authority may be obliged to disclose information in or relating to this Quotation following a request for information under the Freedom of Information Act (FOIA) or Environmental Information

Regulations (EIR). Please outline in the table below items which you consider are confidential and genuinely commercially sensitive and which should not be disclosed in respect of your Quotation.

I declare that I wish the following information to be designated as Commercially Sensitive.

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The reason(s) it is considered that this information should be exempt under Freedom of Information Act FOIA) or Environmental Information Regulations (EIR) is:

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PART D - APPENDICES

Appendix A – Insurance Agreement

In the event that a LTA is agreed, the Insurer must give the Council at least 6 months' notice in advance of the renewal date if the Insurer intends to breach the agreement. If the Insurer fails to comply with this notice period then the Insurer will be bound to offer renewal for one year at the current rates, terms and conditions.



Insurance
Agreement.docx

Double click on the icon above to view the terms and conditions that apply to this RFQ.

Appendix B - Defined Terms

For the purpose of this Quotation the following words and expressions shall have the meanings set out below.	
Appendix	The referred Appendix attached to, or supplied with, this RFQ.
Applicant	Any person or persons, firm or firms, company or companies bidding for the Services, Supplies or Works detailed in this RFQ, or, where there is more than one organisation applying, the lead organisation.
Authorised Officer	The person(s) detailed in 1.1 of this RFQ.
Award Criteria	The evaluation criteria that will be applied to all bids satisfying the Selection Criteria (if applicable).
Contract	The Contract for the provision of the Services, Supplies or Works, which will be awarded to the successful Applicant.
Council	Falmouth Town Council

Lead Organisation	In the case of a consortium Applicant or an Applicant relying on Significant Subcontractors, the organisation responsible for leading the submission.
Quality Assessment/Evaluation	The quality element of an Applicant's bid and/or the evaluation relating to that quality aspect.
Quotation/Quote	Shall mean the Applicant's offer to the Authority, which shall be submitted as the completed procurement documents
Relevant Organisation	(a) where the Applicant is a consortium, each consortium member other than the Lead Organisation; and (b) where the Applicant or consortium member is a prime contractor, each Significant Subcontractor other than the Lead Organisation.
Request for Quotation (RFQ)	This Request for Quotation documentation for Insurance Services
Selection Criteria	The criteria used to select those Applicants whose bids will be considered for evaluation against the Award Criteria.
Significant Subcontractor	Where there is a subcontracting arrangement, each proposed subcontractor where that proposed subcontractor will be contributing significantly, either in terms of value or importance to the performance of the Works.
Services	The Service or Services as described in this RFQ.