**PART FOUR: QUOTATION RESPONSE**

**NOTES FOR COMPLETION**

Once you have fully completed Part Four (Quotation Response), you MUST:

1. send it to [**webprocurement.kbc@kettering.gov.uk**](mailto:webprocurement.kbc@kettering.gov.uk);
2. titled your submission “**HSHAZ Cultural programme facilitator**”;
3. **ensure that the Quotation Response is received by the Procurement Unit no later than 12 noon on 1st April 2021**
4. Any late submissions by email will be disregarded.
5. Failure to observe the instructions above may mean the disqualification of the Quotation Response.

**QUOTATION RESPONSE / PROPOSAL**

**Section 1: Organisation and Contact Details**

|  |  |  |
| --- | --- | --- |
| Name of your organisation |  | |
| Registered office (if applicable) |  | |
| VAT Registration (if applicable) |  | |
| Trading address (if different from registered  office) |  | |
| Organisation Registration Number (if applicable) |  | |
| VAT Number (If Applicable) |  | |
| Is your organisation a: | Sole Trader |  |
|  | Partnership |  |
| Public Limited Company |  |
| Private Ltd Company |  |
| Voluntary & Community Sector |  |
| Charity |  |
| SME (Small and Medium Enterprise) |  |
| Other |  |
|  | If you selected other, please specify | |
| If the Company is a member of a group of companies, please give the name and address of the ultimate holding company |  | |
| Name of person to whom any queries relating to this quote should be addressed |  | |
| Telephone |  | |
| Email |  | |
| Address (if different to the Address above) |  | |

**Section 2: INSURANCE INFORMATION**

| Please confirm whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: | | |
| --- | --- | --- |
| 2.1 | Public Liability Insurance - cover in the minimum sum of £10,000,000.00 in respect of any one incident and the number of incidents covered shall be unlimited and should be adequate to cover all risks in the performance of the Services | ▢ Yes  ▢ No |
| 2.2 | Employers Liability Insurance\* - minimum sum of £10,000,000.00 in respect of one incident and the number of incidents covered shall be unlimited  \* 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 – please ensure that you have checked with your insurance provider/ broker before submitting your Quotation Response | ▢ Yes  ▢ No  ▢ Not applicable |
| 2.3 | Professional Indemnity Insurance - against the risk of professional negligence on the part of the Bidder and or its staff in the minimum sum of £2,000,000.00 in respect of any one incident and the number of incidents covered shall be unlimited | ▢ Yes  ▢ No  ▢ Not applicable |
| NB: Please submit copies of your Insurance Certificates with your Quotation Response. | | |

**SECTION 3: EVALUATION AND ASSESSMENT**

Any contract awarded as a result of this procurement process will be awarded on the basis of the offer that is the most economically advantageous to KBC. Quotation Responses will be evaluated on the following, with a weighting as follows:

| **Section Headings** | **Maximum Score Available** |
| --- | --- |
| **Quality Assessment** | 70% |
|  |  |
| (Score sub-total – Quality Assessment) | **(70%)** |
|  |  |
| **Price** | 30% |
|  |  |
| (Score sub-total – Price Assessment) | **(30%)** |
| **Total** | **100%** |

Bidders are required to submit a Quotation Response strictly in accordance with the requirements set out in this ITQ, to ensure KBC has the correct information to make the evaluation. Evasive, unclear or hedged Quotation Responses may be discounted in evaluation and may, at KBC's discretion, be taken as a rejection by the Bidder of the terms set out in this ITQ.

**QUALITY ASSESSMENT**

|  |  |  |
| --- | --- | --- |
| 1. **RESOURCING AND MANAGING THE SERVICES** | |  |
|  |  |  |
| **Question 1:** | **Word Limit: 1000 words** | **Maximum Score: 10%** |
| Please give details of your experience of cultural programme curation and development | | |
| **Answer:** | | |
| **Question 2:** | **Word Limit: 1000 words** | **Maximum Score: 10 %** |
| Please detail any experience you have of developing artistic and cultural commissions projects. | | |
| **Answer:** | | |
| **Question 3:** | **Word limit :1000** | **Maximum score : 10 %** |
| Please detail any experience you have in in developing cultural networks and of the coordination of volunteers | | |
| **Answer:** | | |
| **Question 4:** | **Word limit :1000** | **Maximum score : 10 %** |
| Please detail any experience you have of grant applications and associated reporting and monitoring obligations | | |
| **Answer:** | | |
|  | | |
| **Question 5:** | **Word limit :1000** | **Maximum score : 10 %** |
| Please detail any experience of event delivery and development of appropriate event delivery plans and policies | | |
| **Answer:** | | |
| **Question 6:** | **Word Limit: 1000 words** | **Maximum Score: 10%** |
| Please detail the experience you have in working with community projects where you have had to deliver to a programme and within a budget. | | |
| **Answer:** | | |
| **Question 7:** | **Word Limit: 1000 words** | **Maximum Score: 5%** |
| Please detail the any other team member including role and experience you intend to assign to this contract. | | |
| **Answer:** | | |
|  | | |
| 1. **REFERENCES** | | |
| **Question 8** | **Word Limit: N/A** | **Maximum Score: 5%** |
| With regards to similar services, please provide names, addresses, telephone numbers and contact names of referees from whom references may be sought and can verify the quality and services standards you currently or have recently provided in the last three years. | | |
| **Answer:**   |  |  |  |  | | --- | --- | --- | --- | |  | Contract 1 | Contract 2 | Contract 3 | | Name of customer organisation |  |  |  | | Point of contact in customer organisation |  |  |  | | Position in the organisation |  |  |  | | E-mail address |  |  |  | | Contract start date |  |  |  | | Contract completion date |  |  |  | | Estimated Contract Value |  |  |  | | Please provide a brief description of the contract delivered including evidence as to your technical capability in this market. |  |  |  | |  |  |  |  | |  |  |  |  | | | |

**Price – 30%**

Please insert your fixed priced costs in the table below (expanding as necessary), ensuring that you have provided a fixed and firm cost in each of the relevant boxes and a list of costs: The cost should be in the form of an hourly rate. For expenses such as travel please include a rate per mile and an average distance you would cover to make 1 visit. Should you be successful, your fixed cost for the contract must be included in your Quotation Response and any costs which are not included will not be met by KBC either pre or during the contract.

All prices quoted should exclude VAT.

Please Note:

1. add or remove rows to/ from the Price Breakdown table as necessary; and
2. Where KBC considers that a quotation to be abnormally low, then it will seek clarification/ an explanation from the Bidder and it may reject any Bid if it appears to be unreliable.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Cost Area** | | **Description of Costs** | **Time** | **Price** |
| A. |  | Hourly rate | 1 hr |  |
| B. |  | Cost for 1 month at 4 whole days | 7hrs 45mins /day x 4 |  |
| C. | Travel | Cost for 1 visit rate per mile x miles |  |  |
|  |  | **Total FIXED PRICE (£):** | |  |

**Section 4: FORM OF QUOTATION**

ITQ – **HSHAZ Cultural programme facilitator**

I/ We the undersigned, hereby quote and offer at fixed price to provide the Contract as detailed in the ITQ documents. Our quote is based on our best estimate of the costs of providing the Services as specified by the ITQ and remains valid for 120 days from the published deadline for submission.

Name:

Job Title:

Signature:

Date

For and on behalf of: