1. **Documentation Provided by Council**

All the documentation necessary to submit this quotation are set out in the following appendices:

* Appendix A – Background information
* Appendix B – instructions for quotation
* Appendix C – Procurement timetable
* Appendix D – Delivery Milestones
* Appendix E – terms and Conditions
* Appendix f - Specification

Your proposals should include a method statement (section 3 of this document) and pricing submission (section 5 of this document) and returned to Sabrina Chiaretti [SChiaretti@lambeth.gov.uk](mailto:SChiaretti@lambeth.gov.uk) and Paul Keenlyside [PKeenlyside@lambeth.gov.uk](mailto:PKeenlyside@lambeth.gov.uk) in accordance with Appendix C – Procurement Timetable.

1. **Criteria for evaluation**

Your submission will be evaluated by an evaluation panel. The evaluation will be based on the following ratio: Price 30% and Quality 70%.

1. **Method statement**

Providers are invited to submit their proposal based on the questions set out in Table 1 – Evaluation Criteria and Questions below - which is based on the requirements set out in Appendix F – The Specification. Each question will be scored in accordance with Table 2 – Scoring Methodology.

**Table 1 – Evaluation Criteria and Questions**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Questions** | **Weighting %** |
| **Criteria 1** | Competency statement  Please detail how your previous experience will help you to successfully deliver this contract. Please detail / confirm which methodologies or lessons learnt from this will be applied for the Lambeth proposal.   1. Provide 2 detailed case studies which have relevance to the tender (including location and details of the monitoring sites, the services provided and the duration of the contract) 2. Demonstrate experience of working with UK local authorities on air quality monitoring   Please set out how you will ensure that   1. You will meet the deadlines outlined in the tender for the monthly reports and quarterly meetings 2. Can support with the installation and maintenance of PM2.5 monitoring equipment (Defra approved, and certified to MCERTS) for Brixton Road LB4, if required. 3. Please confirm that your company is ISO9001 certified provide and provide a copy of your ISO9001 certification | 30 |
| **Criteria 2** | Services statement   1. Please confirm that you can meet the insurance requirements and can provide evidence of Employers Liability, Public liability and professional indemnity cover. You will be asked for copies of your insurance certificates at the contract award stage. 2. Please outline how services will be delivered under this contract including, but not limited to:  * LSO visits * Air-conditioning equipment servicing * Acquisition of spare parts and guarantee of timely supply of new parts | 30 |
| **Criteria 3** | Social value   1. Please demonstrate how you will contribute to the delivery of social value through the project (e.g. local employment) 2. Please detail in your proposal if and how you will ensure low-emission transport modes are used as part of this contract (e.g. electric vehicles, bikes) for all sites visits | 10 |
| **Total (Quality Score)** | | **70** |

1. **Information Requirements**

Please ensure your method statement are provided in Arial Font Size 11.

Please limit your responses to:

Criteria 1 – 3 sides of A4 (excluding copy of ISO9001 certification)

Criteria 2 – 6 side of A4

Criteria 3 – 1 side of A4

* The council reserves the right to challenge any information provided in response to the RFQ and request further information in support of any statements made therein.
* If any questions in criteria 1 or 2 scores below 2 (see Table 2 below “Scoring Methodology”), the tender will be automatically eliminated.
* If the supplier is unable to meet the insurance requirements, it will be automatically eliminated. The supplier will be asked for copies of its insurance certificates at contract award stage.
* Potential Providers’ responses must clearly demonstrate how they propose to meet the requirements set out in the question and address each element in the order they are asked.
* Potential Providers’ responses should be focused on each of the component parts of the question posed. They should refrain from making generalized statements and providing information not relevant to the topic.
* Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas including identifying key sections within responses.

**Table 2 – Scoring Methodology**

|  |  |
| --- | --- |
| 0 | Failed to address the question/issue. |
| 1 | An unfavourable response/answer/solution. There is limited or poor evidence of skill/experience sought; a high risk that relevant skills will not be available. |
| 2 | Less than acceptable. The response/answer/solution/information lacks convincing evidence of skill/experience sought; lack of real understanding of requirement or evidence of ability to deliver; medium risk that relevant skills or requirement will not be available. |
| 3 | Acceptable response/answer/solution/information to the particular aspect of the requirement; evidence has been given of skill/experience sought. |
| 4 | Above acceptable – response/answer/solution/information demonstrates real understanding of the requirement and evidence of ability to meet it (based on good experience of the specific provision required or relevant experience of comparable service or supply. |
| 5 | Excellent – response/answer/solution provides real confidence based on experience of the service or supply provision required. Response indicates that the supplier will add real value to the organisation with excellent skills and a deep understanding of the service or supply requested. |

1. **Price submission and evaluation**

The maximum budget for this procurement is £17,500 + VAT per annum; therefore a total contract value of £52,500 + VAT over the three year contract term. Tenders submitted with a value over £52,500 + VAT will not be considered.

This does not include the costing of the PM2.5 monitoring equipment. If the Authority will decide to proceed with the installation of the PM2.5 monitoring equipment at LB4, it will seek a separate quote from the contractor after it’s been appointed.

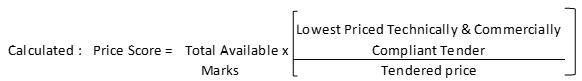
The Council is seeking an itemised submission in accordance with the deliverables set out in Table 3 – Pricing Submission. The pricing submission should assume and include all disbursements and costs associated with the production of the deliverables.

Price proposals should include the requirements and standards as set out in Appendix F – The Specification.

**Table 3 – Pricing Submission**

|  |  |  |
| --- | --- | --- |
| **Item No.** | **Deliverables** | **Itemised lump sum cost (£ excl. VAT)** |
| 1 | Analysers service and maintenance (per site, per year) |  |
| 2 | Air conditioning service and maintenance (per site, per year) |  |
| 3 | LSO duties and ad hoc site visits (per site, per year)) |  |
| 4 | Any other costs not covered in item 1,2 and 3.  (Please include a breakdown) |  |
| **Total for items 1 to 4 (Individual Site Annual Total)** | |  |
| **Total for items 1 to 4 (Combined Annual Total)** | |  |

For price, each submission will be assessed on the total cost (Total Combined Annual cost) using the following equation:



The Quality Score will be added to the Price Score to determine the Final score.