**Request for Quotation**

**Lambeth Transport –** **Lambeth Bike Markets**

**Contract Period: 1 June 2020 – 31 May 2023**

***Please note that these start and end dates could be earlier or later pending the lifting of COVID-19 lockdown restrictions*.**

# Summary

Lambeth Transport are seeking quotes for the commission of a bike market to schools and public bike market events in the borough.

# requirements of the brief

Lambeth provides funding for all schools in the borough to deliver Bikeability schools training. This generally takes place in Years 5 and 6

At many of the schools that take up the offer children are not able to participate in the training because they do not own a bike. Lambeth has a store of bikes that can be taken to each school for the children to use for their training, however this does not create a cycling culture and the children are unable to practice their skills at home.

We would therefore like to offer a bike market to schools in the borough that delivers Bikeability cycle training to complement their training and offer a bike market at public events.

The desired outcomes are:

* To provide a means by which parents can purchase quality-assured second-hand bikes for their children and themselves.
* To provide an outlet for parents to sell bikes that have been outgrown.
* To provide information to parents about cycling and encourage family cycling and a culture of cycling.
* To provide quality second-hand bikes to people who visit public bike market events.
* To redistribute quality second-hand bikes from affluent schools to less affluent ones.

# specification

* 1. To bring a bike market to schools that request it.
		1. Be the initial contact for the school requesting a bike market once it has come through from Lambeth/Lambeth’s cycle training contractor or through contacting the school directly. Provide school specific marketing materials for the school to display in advance of the market.
		2. Store excess bikes.
		3. Transport these bikes to the schools.
		4. Set up the market at the school before the children start to arrive.
		5. Take in bikes that parents bring to sell, assess them and give them a price. Take the parents details.
		6. Bikes are sold and the money should be transferred to the seller and a process for this needs to be in place.
		7. Provide a staff member, who is DBS checked to run the event.
		8. An on-site mechanic should also be provided and will make sure that all bikes sold are roadworthy throughout the day.
		9. Adult bikes should also be provided, and parents should be engaged.
		10. Lambeth sustainable travel events and campaigns to be promoted.
	2. To bring a bike market to public events
		1. Identify locations for public events and provide a public bike market for existing events when requested.
		2. These will run very similarly to a school bike market, but residents will be able to bring bikes to sell and buy bikes at any time during the event

# budget

The maximum budget for this project is £33,000 per year but it should be noted that there is no minimum and that the markets will be made available as single units in order to satisfy any budget available.

# Timescales for the Quotation

A timetable for the selection process is detailed below (please note these dates may be varied at the council’s own discretion)

|  |  |  |
| --- | --- | --- |
| **Stage** | **Component** | **Indicative timescale** |
| Request for quotation | Publication of Request for Quotation | 9 April 2020  |
| Deadline for clarifications questions | 23 April 2020 |
| Proposal submission deadline  | **30 April 2020**  |
| Contract Award |  | Mid- May 2020 |
| Contract Commencement | Successful applicant commences contract | Contract to commence **1 June 2020** - please note that this date could be earlier or later *pending lifting of COVID-19 lockdown restrictions*  |
|  | Contract Completion | May 2023 – *to be adjusted accordingly following actual commencement of contract* |

All **clarification questions** relating to this request for quotes, must be emailed to: Alex Watson Assistant Sustainable Travel Coordinator AWatson@lambeth.gov.uk

All **quotes** must be emailed to Alex Watson Assistant Sustainable Travel Coordinator AWatson@lambeth.gov.uk

# Format of Response

Your proposal should consist of:

* 1. your Required Responses criteria,
	2. your response to the Method Statement Questions, and
	3. your completed Price Proposal.

# Price Quality Ratio for Evaluation of Proposal

The ratio that will be used to evaluate the proposals is as follows:

Price: 70% - Based on the Pricing Proposal

Quality: 30% - Based on the response to the Method Statement

# Method Statements for Quality Assessment and Required Response Questions

The response to the Method Statement will be used as the basis for evaluating the quality element of the response.

Your total response must not exceed **5 pages of A4,** Arial Font not less than 12pt.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Method Statement** | **Marks Available** | **Weighting****%**  |
| 1 | Proposal & Experience | We are looking for a provider that has the experience and capability to deliver a similar service, please provide a past record of undertaking and completing similar commissions. | 0-5 | 8% |
| 2 | Capability & Resources | Please provide an outline of:* how a school market would run and
* an outline of the process for a standalone public market. Your response should include details of the team that will work on this project and their involvement in comparable projects.
 | 0-5 | 10% |
| 3 | Project Management & Methodology | Please demonstrate your understanding and overall appreciation of the requirements of the brief and specification, your response should include details of your approach and methodology | 0-5 | 7% |
| 4 | Social Value | Please demonstrate how your proposal might add value to the wider Lambeth community. | 0-5 | 5% |
|  |  | **Total (Quality Score)** |  | **30%** |

The components which are indicated with the appropriate weightings will be evaluated by the panel and the appropriate score will be agreed. The score achieved for this section will be weighted at **30%** to give the final score for quality (Quality Score).

* 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.
* 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 limited to and 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.
* The Quality Score will be added to the Price Score to determine the Final score. The Council will select a supplier on a most economically advantageous tender (MEAT) basis

# Marking Scheme

Potential providers will be marked in accordance with the following **marking scheme**:

The scoring matrix:

|  |  |
| --- | --- |
| 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.  |

# Price Proposals

The tender should detail:

The price for a single unit of the below:

* + - 1. A single school bike market
			2. A single public bike market for a half day event
			3. A single public bike market for a full day event
			4. State the percentage of a sale that would be taken if the bike were not sold at the event it was brought to.

# Price Evaluation

For price, each submission will be assessed on the total cost of delivering the service, using the following equation:



Quotation Submission - Lambeth Bike Markets

For Completion by the Supplier

|  |
| --- |
| **(Supplier Name)**  |
|  |
| Quotation Submission Date: |  |
| Contact Name: |  |  |  |
| Department (if needed): |  |  |  |
| Address: |  |  |  |

Our firm does hereby offer to supply the following supplies / services [please delete as appropriate] as per the delivery schedule above. We include the fixed prices in the table below; prices shown are exclusive of VAT and inclusive of carriage and delivery and all discounts:

**Details of Quote**

|  |  |  |
| --- | --- | --- |
| **Description** | **Price Per Item, Day or Instance** | **Total Price** |
|  |
| **Price for the whole programme for the year** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

This quotation will remain valid until 90 days, from the Quotation Submission Date above.

Supplier Declaration

After you have completed this form, please read the statements below and agree to the following statements:

* I have read and understood Lambeth’s procurement guidance for suppliers, [“Selling to the Council”](http://www.lambeth.gov.uk/business-services-rates-and-licensing/selling-services/sell-goods-and-services-to-the-council-guide)
* I accept the Terms and Conditions indicated on this form
* If I am selected to provide the above services and/or supplies this form and the information on it will form part of my contract with the London Borough of Lambeth
* If I am selected to provide the above services and/or supplies I will complete the Council’s Supplier Self Certification form. Failure to complete this form will result in my quotation not being accepted
* Lambeth is under no obligation to accept the final results of the quotation competition or the lowest price for any particular item submitted by a supplier
* Non-delivery of services or products will result in non-payment by the Council
* False representation could result in de-selection from any competition or termination of contract
* It is a criminal offence to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body. I understand that any such action will empower the Council to cancel any contract or commission currently in force and may result in my exclusion from future work
* Lambeth has the right to use this information for the prevention and detection of fraud

If you understand and agree to these statements, please check the box below. By checking the box you also certify that the information you have supplied is accurate to the best of your knowledge, has been prepared by your firm with the absence of collusion and that you accept the conditions and undertakings in this form. If you do not check the box you will not be able to work with the London Borough of Lambeth:

Yes [ ]