

**Appendix 3 - Request for Quotation Response Pack (below threshold)**

**Sustainability Advice for Bicester**

CPU No I-1337

**Closing date for return of ITT** 24th May 2021 – 12 Noon

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**You must read the Request for Quotation and Conditions of Contract before completing this pack.**

**Bidders must answer all questions in this document**

**SECTION A MANDATORY CRITERIA (PHASE 1) PASS/FAIL**

A1 BIDDER INFORMATION

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| **A1.1 Bidder details** | **Answer** |
| Full name of the Bidder completing the ITT  | Click or tap here to enter text. |
| Registered company address | Click or tap here to enter text. |
| Registered company number | Click or tap here to enter text. |
| Registered charity number | Click or tap here to enter text. |
| Registered VAT number | Click or tap here to enter text. |
| Name of immediate parent company | Click or tap here to enter text. |
| Name of ultimate parent company | Click or tap here to enter text. |
| What is your trading status? | Choose an item. |
| If you selected “other” for trading status, please specify  | Click or tap here to enter text. |
| Please mark ‘X’ in the relevant boxes to indicate whether any of the following classifications apply to you | i) Voluntary, Community and Social Enterprise (VCSE – defined as a non-governmental organisation that is value-driven and which principally reinvests its surpluses to further social, environmental or cultural objectives.) |[ ]
|  | ii) Small or Medium Enterprise (SME)  |[ ]
|  | iii) Sheltered workshop |[ ]
|  | iv) Public service mutual |[ ]

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| --- |
| **A1.2 Contact details** |
| Bidder contact details for enquiries about this ITT |
| Name | Click or tap here to enter text. |
| Postal address | Click or tap here to enter text. |
| Country | Click or tap here to enter text. |
| Phone | Click or tap here to enter text. |
| Mobile | Click or tap here to enter text. |
| E-mail | Click or tap here to enter text. |

A2 MANDATORY REJECTION CRITERIA

You will be excluded from the procurement process if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).

If you have answered “yes” on the non-payment of taxes or social security contributions, and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have not yet had time to fulfil your obligations since learning of the exact amount due. If your organisation is in that position please provide details. You may contact the Council for advice before completing this form.

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| **Has it been established by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions?**If you have answered Yes to this question, please provide further details. Please confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines? | Choose an item. |
| Details: Click or tap here to enter text. |

A3 DISCRETIONARY REJECTION CRITERIA

The Council may exclude any Bidder who answers ‘Yes’. Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Bidder to inform the Council, detailing the conflict. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the Council should not represent a conflict of interest for the Bidder.

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| --- | --- |
| Does your organisation have a conflict of interest?The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.  | Choose an item. |
| Details: Click or tap here to enter text. |

A4 ADDITIONAL MANDATORY CRITERIA

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

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| **4.1 Insurance** |
| 4.1.1 | 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:Employer’s (Compulsory) Liability Insurance = £5 millionPublic Liability Insurance = £5 million Please note that your Public Liability insurance should cover sudden & unforeseen pollution-type of eventsProfessional Indemnity Insurance = £1 million\*It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5million as a minimum. Please note this requirement is not applicable to Sole Traders. | Choose an item. |
| **4.2 Equality & Diversity** |
| 4.2.1 | Do you have an Equality & Diversity Policy?The Equality Act 2010 provides protection from unlawful discrimination for people with the following protected characteristics:§ Age§ Disability§ Sex§ Gender reassignment and gender identity§ Marriage and civil partnership§ Pregnancy and maternity§ Race – this includes ethnic or national origins, colour or nationality§ Religion or belief – this includes lack of belief§ Sexual orientation | Choose an item. |
| 4.2.2 | Please detail any finding of unlawful discrimination that has been made by any court or industrial or employment tribunal in the last 3 years? |
| Details: Click or tap here to enter text. |
| **4.3 Safeguarding N/A**  |
| 4.3.1 | Do you agree to adopt the Council’s Safeguarding principles and standards throughout your organisation as part of your normal operating practice? Link to [Adults Safeguarding Procedures](http://www.osab.co.uk/professionals/multi-agency-procedures/)[Children's Safeguarding Procedures](http://www.oscb.org.uk/inter-agency-procedures/) | NA  |
| 4.3.2 | Please detail any safeguarding issues you have had in the last 3 years. |
| Details: N/A  |
| **4.4 Health & Safety** |
| 4.4.1 | Do you have a health and safety policy? | Choose an item. |
| 4.4.2 | a) Do you have a documented system in place for recording and investigating Health & Safety Incidents?  | Choose an item. |
| 4.4.3 | b) Do you have a process to analyse data to identify trends and to use this to improve?  | Choose an item. |
| 4.4.4 | Please provide details of any breach of the Health & Safety Act or of any improvement/prohibition notice by the Health & Safety Executive (HSE) during the last 3 years. |
| Details: Click or tap here to enter text. |
| **4.5 Data Protection**  |
| 4.5.1 | Do you comply with all the relevant articles of the General Data Protection Regulations (GDPR)? In particular have you updated your practices, policies and procedures (if necessary) to ensure their effectiveness in recording and demonstrating compliance with the GDPR?*NB: please note the successful Bidder(s) will be asked to provide evidence of compliance in the form of a questionnaire.* | N/A  |
| 4.5.2 | Will personal data owned by the Council, or that the Council is responsible for at law, be held inside and not transferred outside the UK? If so, where will it be held? | N/A  |
| 4.5.3 | Have you had any data protection or information security breaches in the last 3 years? If yes, please provide details of any remedial action or changes to procedures as a result.*NB: the Council will exclude Bidders who are unable to demonstrate to the Council’s satisfaction that appropriate remedial action has been taken to prevent further occurrences* | Choose an item. |
| Details: Click or tap here to enter text. |
| 4.5.4 | Please confirm that a secure email method is always used to share personal and/or sensitive information electronically, stating the name of the secure email system that your organisation uses. | Choose an item. |
| Details Click or tap here to enter text. |
| **4.6** **Environmental Management** |
| 4.6.1 | Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)? If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.The Council will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Council is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches. | Choose an item. |
| Details: Click or tap here to enter text. |
| 4.6.2 | If you use subcontractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation? | Choose an item. |

A5 TECHNICAL ABILITY

5.1 Please provide details of up to 3 contracts performed during the past 3 years that are relevant to, and demonstrate your experience in providing the Services covered by this ITT. Although the information you provide will not be scored as part of this ITT process, the Council may wish to use it in order to verify your relevant experience and capability. Please note therefore that the customer contact should be prepared to confirm the accuracy of the information provided should the Council wish to contact them.

**For each contract** please provide the following information:

|  |  |
| --- | --- |
| Customer organisation name | Click or tap here to enter text. |
| Customer contact name, position in organisation, phone number and email address | Click or tap here to enter text. |
| Contract start date Contract completion date Estimated Contract Value | Click or tap here to enter text. |
| Brief description of contract (max 150 words  | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Customer organisation name | Click or tap here to enter text. |
| Customer contact name, position in organisation, phone number and email address | Click or tap here to enter text. |
| Contract start date Contract completion date Estimated Contract Value | Click or tap here to enter text. |
| Brief description of contract (max 150 words  | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Customer organisation name | Click or tap here to enter text. |
| Customer contact name, position in organisation, phone number and email address | Click or tap here to enter text. |
| Contract start date Contract completion date Estimated Contract Value | Click or tap here to enter text. |
| Brief description of contract (max 150 words  | Click or tap here to enter text. |

**SECTION B SERVICE QUESTIONS (PHASE 2) [60]%**

Please describe how you propose to deliver the Services described in Appendix 1 Specification:

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| --- |
| Question 1. Weighting 10%  |
| The devising and monitoring of development sustainability standards |
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| Question 2 Weighting 10%  |
| The technical skills, qualifications and previous successful outputs of your proposed team |
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| Question 3 Weighting 5%  |
| Strategic advice on developing master plans to deliver sustainability standards |
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| --- |
| Question 4 Weighting 10%  |
| Brokering agreements with developers and other partners to deliver sustainable outcomes |
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| Question 5 Weighting 5%  |
| How you monitor the quality of the service you provide and what quality assurance measures you will use in delivering this service |
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| Question 6 Weighting 10%  |
| Managing effective demonstration projects |
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| Question 7 Weighting 10%  |
| Ability to react and respond successfully to funding opportunities in relation to sustainability / climate change mitigation |
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**SECTION C PRICING (PHASE 2) 40%**

Please insert your quotation price for delivery of the Services set out in the Specification **excluding VAT** in GBP Sterling.

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| --- | --- |
| **Cost component description** |  **Costs (£)** |
| Cost for 40 days consultancy. |  |
|  |  |
| Cost per day for additional work.  |  |
|  |  |
|  |  |
|  |  |
| **40 days consultancy Costs (£)**  | **£** |

**SECTION D ECONOMIC & FINANCIAL STANDING (PHASE 3) PASS/FAIL**

Bidder’s financial stability will be assessed using Procurement Catalyst reports.

|  |  |
| --- | --- |
| **Question** | **Economic and Financial Standing**  |
|  | Question | Response |
| **D.1** | Further financial information will be requested in cases where Procurement Catalyst provides no report or insufficient information of the 3 tests. Please select the information your organisation can provide to demonstrate financial standing: |  |
| (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). |  |
| **D.2** | Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out. |  |

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| **Section D.3** | **If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:**  |
| Name of organisation |  |
| Relationship to the Supplier completing these questions |  |
| **D.3.1** | Are you able to provide parent company accounts if requested to at a later stage? | Yes/No |
| **D.3.2** | If yes, would the parent company be willing to provide a guarantee if necessary? | Yes/No |
| **D.3.3** | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?  | Yes/No |

**Please Note: Tenderers do not need to submit the selected financial information as part of their submission. Please have this information ready to submit if requested.**

**SECTION E FORM OF QUOTATION**

Contract for Provision of **Sustainability Advice for Bicester**

Reference CPU I-1337

To Cherwell District Council

I/we the undersigned, having examined and accepted the ITT documentation, DO HEREBY OFFER to provide the Services upon and subject to the terms and conditions set out in such Contract Conditions, Specification and other documents as are contained or incorporated in the ITT documentation at the prices and rates contained in the Pricing Schedule and in accordance with the documents forming our Tender. This offer remains valid and open for acceptance for six months.

If this offer is accepted, we will execute such documents in the form of the Contract within 14 days of being called on to do so.

This is a bona fide Tender intended to be competitive.

The amount of my/our Tender has not been calculated by agreement or arrangement with any person other than the Council and the amount of my/our Tender has not been communicated to any person until after the closing date for the submission of Tenders and in any event not without the consent of the Council.

I/we have not and will not enter into any agreement or arrangement with any person that they shall refrain from tendering, that they shall withdraw or vary the amount of any tender once offered or otherwise collude with any person with the intent of preventing or restricting full competition.

I/we have not canvassed and will not, before the evaluation process, canvass or solicit any member or officer, employee or agent of the Council in connection with the award of the Contract and no person employed by me/us has done or will do any such act.

|  |  |
| --- | --- |
| SignatureDuly authorised for and on behalf of the Bidder. Electronic/typed signatures are acceptable |  |
| Position Held | Click or tap here to enter text. |
| Name and Address of Bidder | Click or tap here to enter text. |
| Dated | Click or tap here to enter text. |

It must be clearly shown whether the Tenderer is a limited company, partnership or single individual trading in his own or another name, etc. and also if the person signing is not the actual Tenderer, the capacity in which s/he signs or is employed.

**SECTION F TENDERER CHECKLIST & PRECONTRACT CHECKLIST**

Bidders should ensure that they have completed the following sections before returning their ITT responses:

|  |  |
| --- | --- |
| **SECTION HEADING** | **COMPLETED?** |
| **Section A Mandatory Criteria (Phase 1)** |[ ]
| **Section B Service Questions (Phase 2)** |[ ]
| **Section C Pricing (Phase 2)** |[ ]
| **Section D Economic & Financial Standing (Phase 3)** |[ ]
| **Section E Form of Tender** |[ ]

It is important that all sections are completed as failure to do so may result in your ITT response being deemed non-compliant and not further considered by the Council.

Bidders who do not wish to provide a response to this ITT are requested to advise the Council’s Representative as soon as possible.

**PRE-CONTRACT CHECKLIST**

Following evaluation the following documents will be required by the Council from the Tenderer(s) who has the Most Economic Advantageous Tender. These documents must be checked prior to contract and the Council is providing this list so Bidders can be prepared.

|  |  |
| --- | --- |
| **SECTION** | **SECTION HEADING** |
| **4.1** | **Insurance Certificates** |
| **4.2** | **Equality & Diversity Policy** |
| **4.3** | **Safeguarding Policy** |
| **4.4** | **Health & Safety Policy** |
|  |  |