

# **Invitation to Quote**

**Contract for Open Space Assessment, and Sports, Recreation, Leisure, and Playing  
Pitches Strategy**

**Closing Date: 17:00 on 10 October 2022**

## Definitions

In this Invitation to Quote, the terms listed below shall have the corresponding meanings assigned to them. The term 'person' shall include persons and any body of persons, corporate or non-corporate.

Term	Definition
'Bidder'	Any person who has, or is seeking to, submit a Quotation to the Council.
'Contract'	A legally binding agreement between the Council and one or more Bidders for the goods/ services/ works specified in paragraph 1.1 of these Instructions to Bidders.
'Contractor'	Any person awarded a Contract by the Council.
'the Council'	The Council of the London Borough of Redbridge.
'Invitation to Quote' or 'Quotation Documents'	The documents issued by the Council to Bidders in connection with this Procurement Process. This shall include, but not necessarily be limited to, this document (including these Definitions, the Instructions to Bidders and all Appendices) and the Conditions of Contract.
'Member'	An elected member of the Council of the London Borough of Redbridge.
'Procurement Process'	Means the procedure set out in the Instructions to Bidders by which Quotations will be invited and evaluated.
'Quotation'	An offer submitted to the Council by a Bidder in response to this Invitation to Quote.
'Submission Date'	The last time and date by which Quotations may be submitted, as specified in paragraph 3.1 of these Instructions to Bidders.

# Instructions to Bidders

## 1. General information

- 1.1 The London Borough of Redbridge ('the Council') invites Quotations for the provision of an Employment Land Review for the London Borough of Redbridge ('the Contract'). **The services are described in Appendix 1 ('Specification')**. The Contract shall commence 14 November 2022 and continue up to and including 31 December 2025. The Council, at its sole discretion, reserves the option to extend the Contract for up to a further **2 years**.
- 1.2 Quotations must be submitted for the whole of the Contract. Quotations for part only may be rejected.
- 1.3 The Council reserves the right to accept any Quotation in whole or in part or not at all.
- 1.4 The Council shall not accept liability for any costs incurred in the preparation and submission of any Quotation, including in the event that the Council terminates the Procurement Process for any reason and/or where a Bidder is unsuccessful in being awarded the Contract.
- 1.5 All requests for clarification and further information must be submitted electronically via the London Tenders Portal. **Telephone and email enquires will not be accepted**. Such requests must be submitted by no later than **17:00 on 4 October 2022**. Bidders shall not otherwise make contact with any representative of the Council in connection with this Invitation to Quote unless instructed in writing by the Council.
- 1.6 As a matter of course, the Council will disclose details of all requests for clarification/ further information, and any resulting action or explanation from the Council to all Bidders. However, the Council will not disclose the identity of the original enquirer and shall omit any information it believes may be commercially sensitive.
- 1.7 Bidders must ensure they read and understand all Quotation Documents, including, but not necessarily limited to, this document (including the Definitions, the Instructions to Bidders and all Appendices) and the Conditions of Contract. Any queries regarding any of the Quotation Documents must be raised with the Council prior to the Submission Date.
- 1.8 The Council is subject to the Freedom of Information Act 2000 ("the FOIA") and the Environmental Information Regulations 2004 ("the EIR"). Bidders shall therefore be aware that, following the award of the Contract, the Council may be required to publicly disclose any part of the Contract, including the successful Bidder's submitted Quotation, except for any information which is exempt from disclosure under the relevant provisions of the FOIA and/or the EIR.

## 2. Preparation of Quotations

- 2.1 Valid Quotations **must** include all of the following documents, each duly completed in the form provided in this Invitation to Quote:
  - (a) Appendix 2: Supplier Suitability;

- (b) Appendix 3: Pricing Schedule;
- (c) Appendix 4: Method Statements
- (d) Appendix 5: Declaration.

- 2.2 Bidders are required to respond to the Presentation Questions set out in paragraph 4.13 after the Closing Date and must familiarise themselves with the procedures relating to this set out in paragraphs 4.9 to 4.19.
- 2.3 All pricing information must be submitted in Appendix 3 ('Pricing Schedule'). **Please do not provide pricing information on separate sheets or in other Quotation Documents.**
- 2.4 Bidders must provide a response to **all** questions (hereafter to referred to as 'Method Statement Questions') set out in Appendix 4 ('Method Statements'). Responses to all Method Statement Questions must be set out in Appendix 4 only; **please do not provide responses on separate sheets or in other Quotation Documents.** If you are required to submit any supporting documents, these should be clearly marked with the relevant question number.
- 2.5 Quotations must be submitted in the English language only.
- 2.6 Bidders must not, prior to any such time as the Contract is awarded, disclose to any person other than the Council the price or approximate price of their proposed Quotation, except where such disclosure, in confidence, is necessary to obtain insurance premium quotations or other undertakings necessary for the preparation of their Quotation.
- 2.7 The Contract, and all purchase orders raised by the Council, shall be subject the Conditions of Contract appended to this Invitation to Quote. **Bidders shall not make or propose any amendments to the Conditions of Contract.** Any queries regarding the Conditions of Contract must be raised with the Council prior to the Submission Date.
- 2.8 Bidders must meet the minimum insurance requirements set out in Appendix 2 ('Supplier Suitability'). Bidders who do not already meet these requirements must provide a statement confirming that they shall do so in the event that their Quotation is successful.
- 2.9 Bidders must not make any alterations to any Quotation Document, except where expressly permitted.
- 2.10 All prices/rates shall be entered in the Price Schedule in pounds sterling and exclusive of Value Added Tax.
- 2.11 Prior to submitting a Quotation, Bidders must fully satisfy themselves as to the requirements of the Contract. The Council shall deem all prices/rates submitted by Bidders to be fully inclusive of all costs, obligations, liabilities, and risks which may be incurred in meeting the requirements of the Contract, and will not consider any claims from the Contractor/s for additional payments on grounds of want of knowledge.

### **3. Submission of Quotations**

- 3.1 Quotations must be uploaded by **17:00 on 10 October 2022** ('the Submission Date'). **Quotations submitted after this time will not be accepted.**
- 3.2 Valid Quotations must include all of the documents identified in paragraph 2.1.
- 3.3 Bidders **must not** submit with their Quotation any information or documentation that has not been specifically requested by the Council, such as:
- (a) information/documentation not relevant to a Quotation or the Procurement process, such as general sales literature/ brochures;
  - (b) any Procurement Document not specified in paragraph 2.1 (for example, the Conditions of Contract).
- 3.4 Quotations shall remain open for acceptance for a minimum of 29 days from the Submission Date.

### **4. Evaluation of Quotations**

- 4.1 The Council reserves the right to reject a Quotation if:
- (a) it does not comply with any of the requirements set out in the Invitation to Quote; or
  - (b) it contains any significant omissions; or
  - (c) the Council deems it to have been priced abnormally low.
- 4.2 Where certain information within a Quotation is incomplete or missing, or where specific documents are absent, the Council may require the Bidder to complete or submit such information or documentation after the Submission Date. However, Bidders shall not be permitted to submit any missing information or documentation that is subject to the award criteria/sub-criteria specified in paragraph 4.5 (such as but not limited to pricing information and method statements).
- 4.3 Where the Council believes a Quotation to contain one or more errors or inconsistencies, the Council may require the Bidder to clarify and/or amend the relevant parts of their Quotation. However, no opportunity shall be given to amend any information subject to the award criteria/sub-criteria specified in paragraph 4.5, except to correct a demonstrable arithmetical or interpretive error.
- 4.4 Bidders shall be aware that failure to submit any missing/incomplete information or documentation requested by the Council, or to respond to a request to clarify or amend any part of their Quotation, or to do any of these things within any specified timescales, may lead to the rejection of their Quotation.
- 4.5 Quotations will be evaluated on the basis of the following evaluation criteria and sub-criteria:

Criteria	Criteria weighting	Sub-criteria	Maximum weighted score
Price	30%	Grand total price	30%
Quality	70%	Method Statement Question 1 Approach to the brief	15%
		Method Statement Question 2 Methodology	10%
		Method Statement Question 3 Programme and risk	10%
		Method Statement Question 4 Experience	10%
		Method Statement Question 5 The Team	10%
		Method Statement Question 6 Community engagement	10%
		Method Statement Question 7 Social value, equality, diversity and inclusion	5%
		Presentation Question 1	5%
		Presentation Question 2	5%
		Presentation Question 3	5%

- 4.6 The sub-criteria weightings represent the maximum scores (**hereafter referred to as ‘maximum weighted scores’**) that can be attained in relation to each of the corresponding sub-criteria.

### Evaluation of price

- 4.7 The evaluation of price will be based on the ‘grand total price’ specified by Bidders in the Pricing Schedule (Appendix 3).
- 4.8 The lowest ‘grand total price’ submitted will be allocated the maximum weighted score of 30%. The other ‘grand total prices’ submitted will be scored in relation to the lowest ‘grand total price’ as follows—

$$(lowest\ Quotation\ price \div other\ Quotation\ price) \times maximum\ weighted\ score$$

### Evaluation of quality

- 4.9 The evaluation of quality will be based on the responses submitted by Bidders to the Method Statement Questions set out in Appendix 4 (‘Method Statements’).
- 4.10 Method Statement Questions shall be evaluated according to the following scoring methodology:

Score	Description	Rationale
5	Excellent	Proposal meets requirements in full
4	Good	Proposal meets requirements in almost all respects; some minor omissions when compared with an “excellent” response
3	Satisfactory	Proposal meets requirements to a basic standard; satisfies basic/fundamental requirements only
2	Poor	Proposal fails to meet requirements in full; indicates that basic/fundamental requirements would be met only partially
1	Very poor	Proposal significantly fails to meet requirements; contains significant shortcomings
0	Unacceptable/ no response	Completely fails to meet requirements or does not provide a proposal at all

- 4.11 For example, a Quotation attaining a score of 5 for any Method Statement Question will therefore attain the maximum weighted score for that question. Scores of less than five will result in weighted scores calculated as follows:

$$(maximum\ weighted\ score \div 5) \times score$$

- 4.12 In order to respond to the Presentation Question/s, Bidders are required to make available key members of their delivery team on 26-28 October to provide a presentation. Presentations will take place either at Lynton House, 255-259 High Road, Ilford, London, IG1 1NY OR via Microsoft Teams OR via Zoom. Any Bidders unable to communicate via Microsoft Teams OR Zoom must notify the Council of this in their Quotation submission. Further information will be provided by the Council following the Submission Date, including the specific times at which presentations shall take place.

- 4.13 The specific Presentation Question you will be required to respond to are as follows:

Question number	Question
1	Where has a previous project gone wrong in terms of time, quality and cost? How did you deal with the issues? What were your lessons learned?
2	How will you ensure that engagement is representative of the borough and capture the voices of young people? How will you account for the most vulnerable members of our society and ensure a fair transition?

3	How will you balance the housing requirements from the Local Plan site allocations/site assessments with your overall assessments of need with regard to open space provision and sports, recreation and leisure facilities?
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- 4.14 The Council will invite only (up to a maximum) the 3 highest scoring Bidders for Price and the Method Statement Questions to respond to the Presentation Questions (unless fewer than this number of Quotations are received). For the avoidance of doubt, this shall be the Bidders attaining the highest **combined scores** for Price and the Method Statement Questions. All other Bidders will be excluded from the Procurement Process at this point.
- 4.15 Any Bidder unable to respond to the Presentation Questions on the date specified in paragraph 4.12, or at any specific time specified by the Council, must inform the Council of this in advance of that particular date or time. Failure to do so shall result in the Bidder's Quotation being allocated a score of 0 in relation to the Presentation Questions. While the Council will make reasonable endeavours to offer Bidders an alternative date or time to respond to the Presentation Question/s, it cannot guarantee to do so and in such cases reserves the right to allocate a score of 0 in relation to the Presentation Questions.
- 4.16 Any Quotation attaining a score of 0 for any Method Statement Question or Presentation Question, will be rejected without further evaluation.
- 4.17 Failure to provide a response to any Method Statement Question or Presentation Question will result in the Council allocating a score of 0 for that question.

#### **Final evaluation scores**

- 4.18 The final overall score for each Bidder will be calculated by adding their final weighted Price score to their final weighted Quality score to give an overall combined score (expressed as a percentage).

#### **Notification of Bidders**

- 4.19 Acceptance of a Quotation by the Council shall be communicated in writing to the successful Bidder. All unsuccessful Bidders shall be notified in writing of the Council's decision.



## Appendix 1: Specification

See separate document for Appendix 1.

## Appendix 2: Supplier Suitability

### 1. General information

Company name:	
Address:	
Contact name:	
Contact telephone number:	
Contact email address:	

### 2. Insurances

The Contractor shall be required to hold the following types and minimum levels of insurance. **Please provide a copy of your insurance policy documents as proof of insurance cover.**

Type of Insurance	Minimum level of cover
Public Liability	£10,000,000 for any one claim or series of claims arising out of any one occurrence
Professional Indemnity	£2,000,000 for any one claim or series of claims arising out of any one occurrence (only required for contracts involving the provision
Employer's Liability	£5,000,000 for any one claim or series of claims arising out of any one occurrence

If you do not already meet any of the minimum levels of insurance specified above, please provide a statement below confirming that you will do so in the event that your Quotation is successful.

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## Appendix 3: Pricing Schedule

In no more than two pages of A4 including images, please provide an overall cost breakdown for the programme of work, **excluding** VAT, as per the deliverables and scope outlined in Appendix 1 ('Specification'). Bidders may propose additional (or alternative) tools and techniques which would add value to the assessment, which should be reflected in the cost breakdown.

Responses should include:

- Tasks, outputs, and resource allocations/days per team member per Phase,
- Virtual fortnightly meetings with Redbridge Planning Policy Team to provide status updates throughout Phase 1.
- All deliverables.

In addition, given that the scope of work may be expanded throughout the duration of the contract based upon findings and there may be add-on more detailed work to support Regulation 18 and Examination in Public (i.e. Phase 2), please also include:

- Pricing for additional and more detailed work which may be required,
- The possible day rates for this additional work, including if these rates could be held over the next couple of years,
- Edits to evidence base documents as needed, and
- Appearing in Examination in Public.

Phase	Task	Output	Resource Allocation (# of days)			
			Staff 1	Staff 2	Staff 3	...
Phase 1						
Phase 2						
Total resource allocation (days)			#	#	#	#
Day Rate			£XX	£XX	£XX	£XX
Sub-total			£XX	£XX	£XX	£XX
<b>Grand Total Price</b>			<b>£XX</b>			

## Appendix 4: Method Statements

### Method Statement 1 – Approach to the brief

In no more than two A4 pages including images, what do you understand as the key challenges and opportunities for open space, sports, recreation, and leisure in Redbridge?

**Responses should comment on:**

- National, Regional and Local Policy & legislation
- Meeting the need for open space in the borough
- The council's ambitions for provision of sport, recreation, and leisure facilities in the borough

## Method Statement 2 – Methodology

In no more than two A4 pages including images, please propose a methodology for how you will approach the delivery of the Open Space Assessment, and Sports, Recreation, Leisure, and Playing Pitches Strategy and final report(s), that meet the objectives, requirements and outputs as set out in Appendix A ('Specification') by the target date of December 2025?

### Responses should comment on:

- Your approach to developing your audit/assessment and analysis of open space, sports, recreation, and leisure facilities, and calculating future needs
- The tasks required to develop all requested deliverables, including proposed outputs and timelines
- Your approach to managing risk by identify key risks for this project and what action you would take to mitigate them
- Your approach to survey work/engagement activities/consultation, (including proposed activities and outputs) with key stakeholders, including Redbridge Council service areas and relevant external stakeholders
- Proposed activities that may contribute to the social value aspirations of the Council
- How you will address the key objectives outlined in Appendix 1 ('Specification'), and wider related policy considerations

### Method Statement 3 – Programme and risk

In no more than two A4 pages including images, please provide a programme to deliver the completion date of 28 April 2023, and set out your approach to managing the work under this contract.

Please describe your approach to managing risk around quality, time, and budget. Please identify up to 5 key risks for this project and what action you would take to mitigate them.

**Responses should comment on:**

- The bidder's approach to managing risk
- How you will meet the target date, and the measures that will be put in place to ensure that this happens
- How you will go about preparing a risk log

#### **Method Statement 4 – Experience**

In no more than two A4 pages including images, please provide examples/case studies of relevant similar projects you have undertaken relating to evidence base studies for Local Plan open space assessments, and sports/recreation/leisure, and playing pitches strategies within the last ten years.

#### **Responses should comment on:**

- Assessment and analysis
- Survey work and consultation
- Strategic development
- Examinations

### Method Statement 5 – The Team

Please provide details of the team and its key members that will deliver the services under this contract.

**Responses should comment on:**

- A brief introduction to your organisation, focusing on information relevant to the commission
- A team organigram
- Roles, responsibilities and relevant experience and qualifications of team members

CVs for key individuals may be included as supporting documents that clearly indicate the relevant question number (maximum of one A4 page per team member).



### **Method Statement 6 – Stakeholder Engagement (5%)**

In no more than one A4 page including images, please demonstrate your approach to meaningful best-practice stakeholder engagement using relevant examples from your work.

**Responses should comment on:**

- Experience and outcome of running engagement/consultation workshops
- Stakeholder engagement
- What is your information sharing strategy (online mapping)
- How will you ensure engagement is representative of the borough

### **Method Statement 7 – Social value and equality, diversity, and inclusion (5%)**

In no more than one A4 page including images, please demonstrate how you will deliver social value throughout the commission and your work.

Your response should comment on:

- How the programme of work and/or your organisation aligns with Redbridge's aims for equality, diversity, and inclusion considerations
- How you will deliver social value throughout the commission
- How you will support equality, diversity, and inclusion through your work

**Responses should comment on:**

- Relevant case studies

## Appendix 5: Declaration

### In submitting this Quotation, I/We: -

- i. in the event that My/Our Quotation is successful and I/We are awarded the Contract, I/We undertake to execute and perform the Contract for the sums set out in the completed Pricing Schedule and according to the methods described in My/Our responses to the Method Statement Questions, and shall do so in accordance with the Conditions of Contract, the Specification and the other documents and appendices referred to in the Invitation to Quote.
- ii. certify that this Quotation is bona fide and intended to be competitive, and that I/We have not:
  - (a) fixed or adjusted the amount, prices, charges or rates in the Quotation by or in connection with any agreement or arrangement with any other person or by reference to any other Quotation; or
  - (b) entered into any agreement with any other person that they shall refrain from submitting a Quotation, or as to the amount of any Quotation to be submitted; or
  - (c) directly or indirectly canvassed any Member or employee of the Council concerning the acceptance of any Quotation, or directly or indirectly obtained or attempted to obtain information from any such Member or employee concerning any other Quotation; or
  - (d) offered to pay or give or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Quotation or proposed Quotation any act or thing of the sort described above; or
  - (e) committed an offence under the Bribery Act 2010 and any subordinate legislation made under the Bribery Act 2010 or given any fee or reward the receipt of which is an offence under Section 117(2) of the Local Government Act 1972.
- iii. understand that the Council may be required to publicly disclose any part of My/Our Quotation if its disclosure is requested under the Freedom of Information Act 2000 or The Environmental Information Regulations 2004;
- iv. certify that all information supplied is accurate to the best of My/Our knowledge and belief. I/We understand that the submission of false information may result in the disqualification of My/Our Quotation;
- v. warrant that this Quotation is bona fide and that the person submitting it (named below) is duly authorised to do so.

In this document, the term 'person' shall include persons and any body of persons, corporate or non-corporate.

<b>Name:</b>	
<b>Position:</b>	
<b>Signature:</b>	
<b>Organisation name:</b>	
<b>Date:</b>	