## **INVITATION TO QUOTE FOR Visually Impaired Support and Information for Children**



**DOCUMENT 3 - QUOTATION**

Reference Number:

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## **GENERAL DETAILS**

* 1. Please provide your company / organisation’s details in the table below:

|  |  |
| --- | --- |
| Trading Name: | **[Enter text]** |
| Registered Name: | **[Enter text]** |
| Trading Address: | **[Enter text]** |
| Website (if any): | **[Enter text]** |
| Registered Address (if different from above): | **[Enter text]** |
| If a Limited Company, LLP or PLC, give date of incorporation: | **[Enter text]** |
| If a Limited Company, LLP or PLC, give Registration Number: | **[Enter text]** |
| VAT Registration Number: | **[Enter text]** |
| If a subsidiary company, give the name of the parent company | **[Enter text]** |

* 1. Please provide details of the nominated contact point for this quotation. Please note however that all communications will go through the Kent Business Portal:

|  |  |
| --- | --- |
| Contact Name: |  |
| Position: |  |
| Email: |  |
| Address: |  |
| Telephone: |  |

## **METHOD STATEMENTS**

* 1. Please provide details of how you will fulfil the Council’s requirements by responding to the following Method Statements. Please enter responses in the relevant boxes.

#### **METHOD STATEMENT 1 - Continuous Improvement (20%)**

Please describe how your services are delivered, with a strong focus on finding new and better ways of helping children and young people that are visually impaired develop their skills and abilities to become more independent and improve their social networks

Maximum 200 words

|  |
| --- |
| [Enter text] |

#### **METHOD STATEMENT 2 - Child Safeguarding (20%)**

2a Please show how you will support a young person being bullied or exploited. (10%)

2b How will you report LADO (Local Authority Designated Officer) incidents? (10%)

Maximum 200 words

|  |
| --- |
| [Enter text] |

#### **METHOD STATEMENT 3 - Management, Staffing and recruitment (20%)**

1. How do you recruit staff and assess their suitability and capability to work with children and young people with visual impairment? (10%)
2. How do you ensure that your staff team has the relevant skills, competencies and experience to engage positively with children and young people with a range of changing support needs? (5%)
3. How do you involve service users/parents or carers in the recruitment process? (5%)

Maximum 100 words per question

|  |
| --- |
| [Enter text] |

#### **METHOD STATEMENT 4 - Contract monitoring AND SERVICE DELIVERY (Communication, Incidents and complaints (20%)**

1. How will you ensure that the equipment you provide will meet/maintain the minimum standards of this contracts service specification? (5%)
2. Details of how you will ensure that the quality of your services operation is maintained throughout the life of the contract. (5%)
3. How do you receive and monitor service user feedback? (5%)
4. Please include details of your complaints procedure, how they will be managed, monitored and reported on to the authority. (5%)

Maximum 100 words per question

|  |
| --- |
| [Enter text] |

PREVIOUS EXPERIENCE & REFERENCES

* 1. Have you had any contract terminated within the last three years by a client and if so for what reason?

|  |
| --- |
| [Enter text] |

* 1. The Council requires one examples of previous experience (no longer than 3 years old) where the same or similar Goods, Services or Works were provided. In all example(s), reference details must also be provided to allow the Council to verify details given, if deemed necessary. Please complete the two case study tables below:

|  |  |
| --- | --- |
| **Case Study 1** | |
| **Project Information** | |
| 1. Project Title | [Enter text] |
| 2. Name of Client Organisation | [Enter text] |
| 3. Client Contact Name | [Enter text] |
| 4. Telephone Number / Email | [Enter text] |
| 5. Project Location | [Enter text] |
| 6. Project Cost | [Enter text] |
| 7. Project Start & End Date | [Enter text] |
| 8. Project Details | [Enter text] |
| **Essential Case Study Components to be Assessed on:** | |
| 1. Project Principles and Objectives: | |
| [Enter text] | |
| 1. Key Issues and how they were managed: | |
| [Enter text] | |
| 1. Successful Outcomes and Key targets and project measures - comparative to industry standard (e.g. KPIs): | |
| [Enter text] | |
| 1. Lessons learned and Innovations and best practice – how will these be rolled out to future projects and clients? | |
| [Enter text] | |

## **Price schedule**

4.1 Please complete the following Price Schedule. List all Supplies, Services and/or Works to be provided as part of your solution to meet the specification (document 2) and detail/breakdown any other associated costs.

|  |  |
| --- | --- |
| Pricing Schedule | Yearly Cost (£) |
| Cost for service (includes salaries, on costs, travel, training, mobiles, DBS, etc) |  |
| Set up costs (IT, database, websites, recruitment, promo material, etc) |  |
| Management costs (includes Insurance, safeguarding, postage & printing, HR, marketing, finance, performance management, etc) |  |
| **Total Cost** |  |

Please note: The figure you put in the ‘Total Cost’ box will be the price your tender is evaluated

against.

Prices/rates quoted are to be in £ Sterling strictly net and inclusive of all costs associated with

the provision of the services to be provided.

Price(s) submitted must be **exclusive** of Value Added Tax. The percentage and amount of the

Valued Added Tax shall, if chargeable, be shown on invoices in accordance with prevailing

Customs and Excise Regulations.

**Failure to provide the requested information may result in a fail and your tender being**

**discounted**.

## **HEALTH AND SAFETY POLICY REQUIREMENTS**

**The information required in this section is a mandatory requirement for this ITQ. Failure to provide relevant information may result in your quotation being eliminated.**

* 1. The Council will be able to passport your submission through this section, if your organisation has previously submitted a quotation or tender in the last 12 months and had already passed the health and safety requirements set out below. Please provide the title / reference for the relevant quotation / tender so the Council can confirm previous passing of these areas:

|  |  |
| --- | --- |
| Title / Reference of previous submission in the last 12 months |  |

**If the above information cannot be provided please complete 5.2 to 5.5 below:**

* 1. All suppliers wishing to work with the Council MUST have access to competent corporate general health and safety advice. This is a requirement under the Management of Health and Safety at Work Regulations 1999 as well as the Health and Safety at Work Act 1974.

|  |  |
| --- | --- |
| Would you be prepared to co-operate with and make facilities available to the Council’s Health & Safety Advisors? | Yes  No |

* 1. Please state the name and position of the person with overall responsibility for health and safety in your organisation together with details of experience and any relevant qualifications:

|  |
| --- |
| [Enter text] |

* 1. Suppliers with 5 or more employees must have a written health and safety policy, make it available for staff to look at and review it regularly. Please state below how many persons your organisation normally employs:

|  |
| --- |
| [Enter number] |

* 1. Please return a copy of the following health and safety documents:

|  |  |
| --- | --- |
| A statement of your General Policy on Health and Safety at Work. | Enclosed? Yes  No |
| The organisation for carrying out the policy - that is the division of duties, delegation of responsibilities, management flow chart. | Enclosed? Yes  No |
| The arrangements for carrying out the policy - that is safety procedures, safety manuals or other documents. | Enclosed? Yes  No |

## **ECONOMIC AND FINANCIAL STANDING**

* 1. Please provide your financial details over the last two financial years in the table below. Please note that the most recent accounts must not be older than 12 months from March 2019

|  |  |  |
| --- | --- | --- |
| Date (month & year) | to | to |
| Statutory Accounts (tick box if applicable) |  |  |
| Management Accounts Only (tick box if applicable) |  |  |
| Turnover (£) |  |  |
| Balance Sheet Net Worth (£) |  |  |

Note: Medway Council will require prospective suppliers to be financially stable before awarding any contract. Any prospective supplier can be disqualified on this basis at any point until the contract is fully signed.

An independent financial risk appraisal will be sought from Dun & Bradstreet Ltd (D&B). Where a D&B report is not available, the Council will utilize alternative means of appraisal. This may involve the submission of information from the prospective supplier, which will be requested if necessary.

Prospective suppliers may be required to supply other financial documentation including, but not limited to, copies of balance sheets, profit and loss accounts, notes to the accounts, auditor’s comments and or claims/litigation. Prospective suppliers should not send any of this information unless requested to do so.

## **ELIGIBILITY**

|  |  |
| --- | --- |
| * 1. Are there any reasons why you might be ineligible under Regulation 57 – Exclusion Grounds, of the Public Contracts Regulations 2015? | Yes  No |

The Regulations can be accessed at: <http://www.legislation.gov.uk/uksi/2015/102/pdfs/uksi_20150102_en.pdf>

If the answer is ‘yes’ to the above please give details below:

|  |
| --- |
| [Enter text] |

|  |  |
| --- | --- |
| * 1. Has your firm ever had to pay financial penalties levied in respect of a failure to perform to the terms of a contract? | Yes  No |

If the answer is ‘yes’ to the above please give details below:

|  |
| --- |
| [Enter text] |

## **INSURANCE**

* 1. The table below sets out the insurance requirements for this Competition. Please tick the relevant box to confirm that you currently have insurance policies in place that meet these requirements (or equivalent in different currencies) or can obtain them if successful and prior to being awarded a contract:

|  |  |  |
| --- | --- | --- |
| Public liability insurance | £5,000,000 minimum limit of indemnity | Have    Can obtain |
| Employers’ (compulsory) liability insurance\*  \*It is a legal requirement that all businesses hold Employers’ (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. | £10,000,000 minimum limit of indemnity | Have  Can obtain    Not required (Sole Trader) |
| Professional indemnity insurance | £1,000,000 minimum limit of indemnity | Have  Can obtain |
| Supporting insurance documentation included with this Quotation? | | Yes  No |

* 1. If you are unable to provide the supporting insurance documentation by the submission deadline, please explain why and provide anticipated dates for submission of the requested information:

|  |
| --- |
| [Enter text] |

## **TERMS & CONDITIONS**

* 1. The Council’s Terms and Conditions of Contract applicable to this ITQ are enclosed as a separate document and will apply to any subsequent contract. The Council will not consider submission of a prospective supplier’s own terms and conditions. However, prospective suppliers may propose draft amendments to the Council’s terms for review by the Council’s Legal Services department. Details of those proposed amendments and a justification for their use must be provided below:

|  |
| --- |
| [Enter text] |

**IMPORTANT NOTE: SUBMISSION OF PROPOSED AMENDMENTS TO THE COUNCIL’S TERMS AND CONDITIONS AND A JUSTIFICATION FOR USING THEM DOES NOT GUARANTEE THAT THE COUNCIL WILL AGREE TO CONTRACT ON THOSE TERMS. IN THE EVENT THAT NO EXPRESS AGREEMENT TO ACCEPT THE PROSPECTIVE SUPPLIER’S PROPOSED AMENDMENTS IS REACHED, THE COUNCIL’S TERMS AND CONDITIONS WILL APPLY TO ANY SUBSEQUENT CONTRACT THAT MAY ARISE.**

## **APPENDIX A - DECLARATION**

Prospective Suppliers must sign this declaration to indicate that their submission has been made in accordance with this ITQ document.

1. I/We undertake:
   1. to notify the Council of any changes to the information given in answer to questions in our submissions;
   2. that I/we will not offer or agree to pay or give any sum of money, inducement of valuable consideration directly or indirectly to any person or have done so or cause or have caused to be done in relation to any other response to this Competition any act or omission; and
   3. that I/we will not at any time discuss with any other person any aspect of our submission.
2. I/We certify that:
   1. the information supplied by us in our submission is accurate to the best of my/our knowledge. I/We understand and accept that false information could result in exclusion from this Competition;
   2. I/We also understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration as an inducement or reward to any servant of a Public Body. I/We also understand that any such action will empower the Council to cancel any contract currently in force and will result in exclusion from this Competition;
   3. I/we have not and will not canvass or solicit any officer or employee of the Council in connection with this Competition and that no person employed by me/us or acting on my/our behalf has done or shall do;
   4. I am/we are suitable, capable and have the relevant legal status and financial standing required to perform the contract;
   5. I/we have not communicated to a person other than the person calling for these quotations the amount or approximate amount of the proposed quotation except where the disclosure, in confidence of the approximate amount of the quotation was necessary for the preparation of the quote;
   6. I/we have not entered into any agreement or arrangement with any other person that he shall refrain from quoting or as to the amount of any quote to be submitted; and
   7. I/we have not offered or paid or given or agreed 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 for the said work any act or thing of the sort described above.
3. Please indicate that you agree to be bound by the Council’s terms and conditions, or whether you wish the Council to consider amendments to the Council’s own terms and conditions:

|  |  |
| --- | --- |
| I/We agree to be bound by the Council’s terms and conditions | **[Yes / No] (delete as appropriate)** |
| I/We request that the Council consider amendments to the Council’s terms and conditions and have included these draft amendments with our submission along with justification for their use (see section 9.1 of the quotation) | **[Yes / No] (delete as appropriate)** |

|  |  |
| --- | --- |
| Organisation’s name: | **[Enter text]** |
| Signed: |  |
| Dated: | **[Enter text]** |

## **APPENDIX B - CERTIFICATE OF NON-COLLUSION**

To: Medway Council

The essence of the public procurement process is that the Council shall receive bona fide competitive quotes from all prospective Suppliers. We, the undersigned, hereby certify that this is a bona fide quotation and (except as authorised in the Invitation to Quote) we have not, and insofar as we are aware neither have any of our officers, employees, servants or agents:

(1) Entered into any agreement with any other person with the aim of preventing bids being made or as to the fixing or adjusting of the amount of any bid or the conditions on which any bid is made; or

(2) Informed any other person, other than the person calling for this bid, of the amount or the approximate amount of the bid, except where the disclosure, in confidence, of the amount of the bid was necessary to obtain quotations necessary for the preparation of the bid for insurance, for performance bonds and/or contract guarantee bonds or for professional advice required for the preparation of the bid; or

(3) Caused or induced any person to enter into such an agreement as is mentioned in paragraph (1) above or to inform us of the amount or the approximate amount of any rival bid for the goods, services or works; or

(4) Done anything which would constitute a breach of the Bribery Act 2010 or under section 117 of the Local Government Act 1972; or

(5) Offered or agreed to pay or give any sum of money, inducement 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 Bid or proposed Bid for the goods, services or works any act or omission; or

(6) Canvassed any other persons in connection with the bid; or

(7) Contacted any officer of the Council or their agents about any aspect of the bid including (but without limitation) for the purposes of discussing the possible transfer to the employment of the Participant of such officer or agent for the purpose of the contract or for soliciting information in connection with the contract.

We also undertake that we shall not procure the doing of any of the acts mentioned in paragraphs 1 to 7 above before the hour and date specified for the return of the bid nor (in the event of the quotation being accepted) shall we do so while the resulting contract(s) continue in force between us (or our successors in title) and Medway Council.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signed: |  | Name: | |  |
| Position: |  | | | |
| Duly authorised to sign for and on behalf of: |  | | Date: |  |