Contents



###### REQUEST FOR QUOTATION

**Quote Ref: DN180126**

**Title of Requirement:**

Wiltshire Council Learning in Wiltshire (LiW) Community Learning Partnership (CLP) fund 2016-17

**Return Date: 26TH September 2016**

**Quote Issued by; Brendan Bulley**

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**Request for Quotation**

# Instructions for completing quotation

1. Wiltshire Council has a requirement for funding for Learning in Wiltshire Community Learning Partnership.To satisfy this need we are seeking quotations from suitable suppliers. Please complete and return an electronic copy of this Request for Quotation (RFQ) form no later than **26th September 2016 at 12:00 midday.**
2. Any questions about the procurement should be submitted via the Supplying the South West portal – through the Discussions Forum section on [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk) All questions must be raised in the portal no later than **20th September 2016 at 12:00 midday** to allow a response to be provided and potential suppliers to assimilate the information provided in the response.

If the authority considers any question or request for clarification to be of material significance, both the question and the response will be communicated to all potential suppliers through the portal.

1. The completed RFQ should be returned fully completed and properly submitted through the Supplying the South West portal at www.supplyingthesouthwest.org.uk no later than **26th September 2016 at 12:00.** **Documents received after the closing date, not properly completed or not returned through** [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk) **will not be accepted**.

**Please do not include general marketing or promotional material from your Organisation as answers to any of the questions unless specifically requested to do so.**

1. Your Quotation will remain open for 90 days from the submission date. The Council reserve the right to award the contract at such or at a later date, or not at all.

**Failure to comply with these instructions will result in the quotation being disqualified**

Should you experience a technical problem with the Supplying the South West portal please contact Due North on 0844 334 5204 (lines open from 08:30am to 17:00pm Monday to Friday, excluding English public holidays) or by Email: swsupport@due-north.com

1. **Acceptance of the Terms and Conditions of Contract**

TO WILTSHIRE COUNCIL

 I/We, the undersigned, do hereby agree on being notified of the acceptance of my/our quotation in whole or part, to carry out the fulfilment of the contract in accordance with the Council's Terms and Conditions of Contract (<http://thewire.wiltshire.council/wiltshire-council-terms-and-conditions-goods-and-services.pdf>) and quotation documents, which I/we have examined.

Signature: .............................................................................................

Designation: .............................................................................................

Firm/Company: .............................................................................................

Registered Address: .............................................................................................

Telephone Number: .............................................................................................

Dated this: ...................... day of .................. 20.............

|  |
| --- |
| **NAME OF PERSON IN YOUR ORGANISATION DEALING WITH THIS SUBMISSION**  |
| **Full name** |  |
| **Position** |  |
| **Telephone** |  |
| **Fax** |  |
| **E-mail** |  |
| **Signature** |  |
| **Date** |  |

1. **SPECIFICATION**

Learning in Wiltshire, Wiltshire Council, is given funding from the Skills Funding Agency to provide high quality teaching and learning, improve skills and knowledge and meet personal development needs. We invite bids, from organisations or partnerships working with the community, to fund projects to support criteria within 8d. It will be important to show how the project will have a positive impact on the learner and evaluate their gain in learning, improving their skills for employment, volunteering or community engagement.

**Timescales**

**Set out below is the proposed timetable. This is intended as a guide and whilst the Council doesn’t intend to depart from the timetable it reserves the right to do so at any stage.**

|  |  |
| --- | --- |
| **Step** | **Date** |
| RFQ clarification questions deadline | 20/09/2016 12:00 midday |
| RFQ submission deadline | 26/09/2016 12:00 midday |
| Evaluation Schedule | 26/09/2016 – 03/10/2016 |
| Presentation Date (If Required) | 26/09/2016 – 03/10/2016 |
| Preferred supplier selected | 04/10/2016 |
| Contract starts date | TBC |

**The Council reserves the right to cancel the procurement process at any point and is not liable for any costs resulting from any cancellation.**

1. **EVALUATION CRITERIA**

Evaluation criteria (weighted out of 100%)

|  |  |
| --- | --- |
| Criterion | % score |
| Price | **50** |
| Written proposal | **50** |

The evaluation of proposal will compromise of 3 stages:

1. **Supplier Evaluation Questionnaire**: This is a pass/fail section. If there are any responses which in the sole view of the council suggest that we would not either deliver the requirement, or indicate that your organisation is not suitable to receive a contract from the council on the basis of the information provided, your bid may fail at this stage and your proposal may not be considered further.
2. **Proposal:** A panel will evaluate the written proposal. Proposals which fail to give a satisfactory answer to any of the questions in the view of the evaluation panel may be rejected at the discretion of the panel. 50% of the total score for your proposal will be calculated from your service proposal.
3. **Price:** 50% of the total score for your proposal will be calculated from the unit price in your quote.

Wiltshire Council reserves the right to seek clarification on any part of the proposal or quote. Wiltshire Council reserves the right to shortlist one or more providers to for a presentation / interview before awarding a contract **where that is stated as part of the evaluation process**.

Each question at ii) above will be scored using the following scale. The total marks available indicate the relative importance of the questions e.g. a question with 20 marks available is, relatively and for the purposes of evaluation, weighted as four times as important to us as a question with only 5 marks available. Your responses should be made with due regard for that:

|  |
| --- |
| 0 = **No response** is provided, or the **response does not address the question**; |
| 1 = **Very Poor** – Response significantly fails to meet the standards required, contains significant shortcomings and/or is inconsistent or in conflict with other proposals which is unlikely to deliver the output/outcome to the required standard; |
| 2 = **Poor** - Response falls short of achieving expected standard in a number of identifiable respects and may not deliver the output/outcome to the required standard; |
| 3 = **Adequate** - Response meets the required standards in certain material respects, and provides certain information which is relevant, but is lacking or inconsistent in others and is likely to deliver the output/outcome to a satisfactory standard; |
| 4 = **Good** - Response meets the required standard in all most material respects; but is lacking or inconsistent in minor respects and is likely to deliver the output/outcome to a high standard |
| 5 = **Excellent** - Response meets the required standards in all material respects and is extremely likely to deliver the required output/outcome to a high standard. |

Any quotations may be clarified, specified and optimised at the request of the council. But such clarifications, specification or optimisation, or any additional information, will not involve changes to the essential aspects of the RfQ, including the needs and requirements set out in any advert or in the RfQ document, where

variations to those aspects, needs and requirements are likely to distort competition or have a

discriminatory effect. The council may also negotiate with the bidder identified as having submitted the quote presenting the best value where it believes it is appropriate and necessary to do so to finalise its requirements so long as it does not have the effect of materially modifying essential aspects of the RfQ or risk distorting competition or causing discrimination. Bidders will always be expected to submit their most competitive price and quality solution.

1. **Supplier Evaluation Questionnaire**

**Pass/Fail criteria**

*The following minimum requirements are mandatory. Failure to meet these requirements will automatically exclude you from the next stage of this procurement.*

*Question 1:- Information only (not scored)*

*Question 2:- Information only*

*Question 3:- Pass/Fail*

*Question 4:- Pass/Fail*

*Question 5:- Pass/Fail*

*Question 6:- Discretionary Pass/Fail. Additional Information*

*Question 7:- Discretionary Pass/Fail. Additional Information*

*Question 8:- Discretionary Pass/Fail. Additional Information*

*Question 9:- Discretionary Pass/Fail. Additional Information*

*Question 10:- Pass/Fail*

*Question 11:- Information only*

*Question 12:- Information only*

# Wiltshire Council - Supplier Evaluation Questionnaire

| CRITERIA | **RESPONSE** |
| --- | --- |
| 1. Organisation Identity |  |
| Name of company |  |
| Address |  |
| Primary contact |  |
| Telephone |  |
| Fax number |  |
| E mail address for all locations |  |
| Website address |  |
| Company Registration Number |  |
| Date of Registration |  |
| Registered address, if different from above |  |
| 2. Organisation Information |  |
| * Is your organisation: i) a public limited company?
 | Yes / No |
|  ii) A limited company? | **Yes / No** |
|  iii) a sole trader? | **Yes / No** |
|  iv) A partnership? | **Yes / No** |
|  v) Other | **Yes/No** |
| * Other includes 3rd sector organisations and charities
 |  |
| Please Yes or No to indicate whether any of the following classifications apply to you | i)Voluntary, Community and Social Enterprise (VCSE) | **Yes / No** |
| ii) Small or Medium Enterprise (SME) [[1]](#footnote-1) | **Yes / No** |
| iii) Sheltered workshop | **Yes / No** |
| iv) Public service mutual | **Yes / No** |
| * Is the company part of a group of companies? If yes please provide details of the group structure and when the company became part of the group. If the ultimate parent company is based/registered outside the UK please supply details.
 | **Yes / No** |
| * Has your organisation used or has been found by a court or tribunal to have used a prohibited list as defined by the Trade Unions and Labour Relations (Consolidation) Act 1992? *If the answer to this question is “yes” then please provide details of how the organisation has made reparations for the use of such a list and details of personnel, structural and organisational measures that have been put in place to prevent such a list being used in future*.
 | **Yes / No** |
| 3. Financial Information |  |
| * Please note we may carry out an independent credit check on your business.
 |  |
| * Please provide bank details and authorisation to obtain a bankers reference. This should include sort code/account number and name under which account is held
* State if payment needs to be made to your organisation or separate entity (parent company etc)
 |  |
| 4. Litigation |  |
| * Do any of the circumstances as set out in The Public Contracts Regulations 2015 (Part 2, Chapter2, Section 5, Sub-section 7 apply)

Details available from: <http://www.legislation.gov.uk/uksi/2015/102/regulation/57/made>The Council may seek evidence at a later date, in confirmation of your answer. | **Yes / No** |
| 5. Organisational performance references |  |
| * How long have you been providing the services for which you are bidding?
 | **Optional**  |
| * In the last 3 years, has the organisation failed to complete any contract on time, had damages deducted or recovered, contract terminated (inc by mutual consent) or not renewed due to poor performance? If yes please detail
 | Yes / No |
| Customer name and address | Brief description of services provided | Date of claim/ contract termination | Reason for claim/ contract termination |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |
|  |  |
| 6. Environmental |  |
| * Have you been prosecuted for breach of any environmental legislation in the past 3 years? If yes please provide information on how you have rectified this.
 | Yes / No - Optional  |
| 7. Prime and sub-contractors: |  |
| * Is your organisation expecting to use third parties to provide some services? If yes please provide basic information on who and what for.
 | Optional Yes / No |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| 8. Health and Safety |  |
| Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. | **Yes / No** |
| Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years? If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result. The authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.   | **Yes / No** |
| If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | **Yes / No** |
| 9. Compliance with equality legislation |  |
| **For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.** |
| In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? | **Yes / No**  |
| In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination? If you have answered “yes” to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.You may be excluded if you are unable to demonstrate to the authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.  | **Yes / No**  |
| If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | **Yes / No**  |
| 10. Insurance |  |
| 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 = £x Public Liability Insurance = £xProfessional Indemnity Insurance = £xProduct Liability Insurance = £x\* It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. | Yes / NoYes / NoYes / No**Yes / No** |
| **11. ADDITIONAL QUESTIONS**  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| CRITERIA | **RESPONSE** |
| 12. Assessment form completed by |  |
| Signature |  |
| Name |  |
| Position |  |
| Date |  |
| Telephone number |  |
| Fax number |  |
| E-mail address |  |

Thank you for completing this assessment. In submitting this form, you are consenting for the information contained in this questionnaire to be held in confidence by Wiltshire Council and used for the purpose of determining your suitability for meeting our general requirements for the provision of goods and services.

USE EITHER SERVICES OR PRODUCTS QUESTIONS – OR CREATE SOME SUITABLE TO THE REQUIREMENT. TRY AND LIMIT THE QUESTIONS TO FIVE.

## PROPOSAL SERVICE QUESTIONS

**PLEASE SEE ATTACHED FUNDING APPLICATION FORM FOR SERVICE QUESTIONS**

## 7. Checklist

When you have completed the document, please ensure that:

* You have fully answered all appropriate questions.
* You have enclosed all documents requested.
* You have read and signed the section below.
1. **FORM OF QUOTATION:**

To the Wiltshire Council

I/We……………………………..of……………………………………………………………

………………………………………………………………………………………………….

(acting on behalf of ……………………………………………) ***delete if not applicable***

1. HEREBY OFFER unconditionally to enter into the Contract Documents as provided by Wiltshire Council on the following basis:

**QUOTATION RETURN**

|  |
| --- |
| **Total Cost of Service / Products** |
|  £ : |

|  |
| --- |
| **Unit Price of Service**  |
|  £ : |

If applicable:

The Guarantor will be (name)…………………………………………………………..

Of (organisation)………………………………………………………………………….

Company Number…………………………

Please note that in case the Quotation is successful any Letter of Acceptance should be sent to:

Name: …………………………..……………………………

Address: ………………………………………………………

Telephone: ……………………………………………….……

E-mail: …………………………………………………………

**This document must be signed by an authorised signatory on behalf of the organisation:**

Signed ……….………………………….….

Capacity of signatory ……….………………………….….

1. See EU definition of SME: http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/ [↑](#footnote-ref-1)