

Request for Quotation

Services / Goods / Consultancy

Swindon Borough Employment Study (2023)

Lot A – Employment Needs and Land Supply Study

Lot B – Retail and Main Town Centre Uses Needs Study

Lot C – Both Lot A and B

Part 1:

Instructions to Bidders

Ref: DN670692

**This RFQ pack consists of the following documents:**

|  |  |  |
| --- | --- | --- |
|  | **To be read** | **To be completed, signed and returned** |
| Part 1 – Instructions to Bidders | X |  |
| Part 2 – Response Document including:   * Appendix A – Form of Quotation * Appendix B – Certificate of Bona Fide Quotation |  | X |
| Annex A – Specification | X |  |
| Annex B – Contract Terms and Conditions | X |  |
| Annex C – Pricing Schedule |  | X |

**Introduction to the procurement**

* 1. **Overview and Summary**

Swindon Borough Council (SBC) is issuing this Request for Quote ("RFQ") in relation to the procurement of three Lots of professional evidence studies: Lot A – Employment Needs and Land Supply Study; Lot B – Retail and Main Town Centre Uses Needs Study and Lot C – submission for both Lot A and Lot B.

This RFQ Part 1 contains information about the procurement process and sets out how bidders must respond. Full details of SBC’s requirements are set out in the Specification Annex A.

This procurement process is not regulated by specific sections of the Public Contracts Regulations 2015 (Parts 2 and 3).

Bidders’ quotations must be valid and capable of acceptance by SBC for a period of 90 days from the closing date of receipt of tenders.

* 1. **Instructions to Bidders**

The key dates for this procurement are currently anticipated to be as follows:

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| --- | --- |
| Closing date for clarifications | 17:00 26/05/2023 |
| RFQ return by | 17:00 16/06/2023 |
| Evaluate RFQ | w/c 19th June 2023 |
| Preferred bidder selected | w/c 19th June 2023 |
|  |  |
| Estimated award contract | w/c 26th June 2023 |
| Estimated contract commencement | w/c 26th June 2023 |

SBC reserves the right to amend the above key dates and will notify all bidders of any such amendments. At any time prior to the deadline for the receipt of bids SBC may, at its sole discretion, extend the deadline. Any such extension will apply to and be communicated to all bidders.

Documentation not returned by the due date and time will be excluded from evaluation.

* 1. **Clarifications Process**

Bidders may ask questions or seek clarification regarding any aspect of this RFQ before submitting a quotation. Any matters relating to contractual terms should be raised and resolved during the tendering process and as part of the clarification questions to the Council. Clarification requests must be submitted in writing by the timescale detailed in 2. above.

* 1. **Advertised and returned via e-tender portal:**

Clarifications must be submitted in writing via the e-tendering portal.

To ensure all bidders have equal access to information, all clarifications (anonymised where necessary) and SBC’s responses will be uploaded to the portal for bidders to access. It is bidders’ sole responsibility to regularly check the portal for updates.

* 1. **Submission Instructions**

Contractors must complete all response areas in Part 2 Response Document. Please ensure that you complete the questionnaire fully.

Please adhere to any maximum word count requirements in your response, failure to do so will mean all text submitted over the maximum will be disregarded in the evaluation process. Figures / graphics may be used to visually illustrate a point only (with the main narrative in the text explanation), any words included within this illustrative material will be included in the word count. Attachments will not be evaluated unless specifically requested.

Please ensure that the fully completed Part 2 Response Document is returned with the signed Form of Quotation and Certificate of Bona Fide Quotation (electronic signature is acceptable) and any other documents referred to.

The RFQ response document and pricing schedule must be submitted in the original document format (e.g. word or excel) and no sections should be removed, altered or split up into separate documents. All sections of the pricing schedule must be completed. If further information from the Council is required in order to provide a price for any of the items in the pricing schedule this should be raised and resolved during the tendering process and as part of the clarification questions to the Council.

Should the bidder wish to submit these documents as a PDF version then the original format response must also be supplied which will be considered the master response.

It is the responsibility of the bidder to allow sufficient time to commence and complete the submission of all required documentation and submitting the RFQ response prior to the closing date and time.

Failure to comply with the submission instructions may result in your bid being excluded from further evaluation.

* 1. **Submitting your application by E-tender**

Documents should be uploaded as attachments via the ProContract portal, [**www.supplyingthesouthwest.org.uk**](http://www.supplyingthesouthwest.org.uk)**.** RFQ responses submitted in any other format will not be considered.

* 1. **Contract Terms and Conditions**

The contract will be based on the Contract Terms and Conditions as set out in Annex B. Acceptance of the Contract Terms and Conditions is a mandatory pass/fail requirement. It is important that bidders review these carefully and take account of these when preparing their bid. By submitting a tender, bidders agree to be bound by the terms of this RFQ and the Contract Terms and Conditions without further negotiation or amendment.

* 1. **Qualified Bids**

Your bid must be stand-alone and not be qualified in any manner (including any assumptions or proposed amendments, reference to another bid or any external factors). SBC reserves the right to exclude qualified bids at its sole discretion.

* 1. **General Information for Bidders**

SBC shall not be liable or have any obligation arising from the issue of this RFQ bidding process.

Any costs incurred by the bidder in responding to this request or in support of activities associated with the response to this request are to be borne by the bidder and are not reimbursed by SBC.

Supporting documents (e.g. insurance certificates and accounts) only need to be provided if the bidder becomes the preferred bidder. If selected as preferred bidder, the bidder must provide all evidence requested within two working days of being notified.

During the evaluation process, SBC reserves the right to clarify any element of a bidder’s RFQ submission at its sole discretion.

Variant bids will be excluded unless specifically allowed for within the Specification (Annex A).

The Contract Terms and Conditions (Annex B) will form any subsequent contract, with the following amendments:

|  |  |
| --- | --- |
| Agreement | * RFQ * Specification (including Appendices) * Pricing Schedule * Contract Terms and Conditions * Clarifications * Bidder’s RFQ response |
| Commencement Date | 26/06/2023 |
| Expire Date | 29/02/2024 |
| Authority Address | Planning Policy, forwardplanning@swindon.gov.uk  Civic Offices, Euclid Street, Swindon, SN1 2JH |
| Review meetings | Inception meeting w/c 26/06/2023 |

* 1. **Evaluation Methodology and Criteria**

Bidders must meet the following minimum requirements before SBC will evaluate their bid. If a bidder does not meet one or more of the minimum requirements, they may be excluded from the procurement process.

|  |  |
| --- | --- |
| **PASS/FAIL CRITERIA** | |
| **Questionnaire reference** | **Mandatory requirement to pass** |
| General | RFQ response in the correct format, received on time and with all sections fully completed |
| **Part 2: Response Document** | |
| 2.1 Financial Test | Self-certifying ‘Yes’  Or demonstrating financial stability |
| 2.2 Insurances | Self-certifying yes |
| 2.3 Legal Proceedings | Self-certifying yes |
| 2.4 Health & Safety | Self-certifying yes |
| 2.5 Equalities | Self-certifying yes |
| 2.6 Bribery | Self-certifying yes |
| 2.7 Sub-contractors | Self-certifying yes  Or N/A if sub-contractors will not be used |
| 2.8 Health & Safety | Self-certifying no  Or self-certifying yes and providing evidence in 2.8.1 of implemented procedures to SBC’s satisfaction |
| 3: Past Experience | Must provide details of at least two relevant contracts |
| 5: Compliance | Confirm compliance with all requirements |

If a Bidder meets all these minimum requirements their responses to the quality criteria assessed as set out below:

**Overall scoring award criteria (out of 100%)**

Quality – 60%

Pricing – 30%

Social Value – 10%

**Quality and Social Value Evaluation – sub-criteria and weighting**

|  |  |  |
| --- | --- | --- |
| **Lot 1** | **Employment Needs and Land Supply Study** |  |
| **Number** | **Question theme** | **Weighting** |
| 4.1 | Please outline your proposed method statement to deliver the study with reference to the Project Specification in Annex A to ensure delivery of the project to specification and timescales.  (Maximum Word Limit: 2,500 words) | 30% |
| 4.2 | Please provide your insights into the challenges of developing a robust approach to employment growth forecasts within an often rapidly changing macro-economic climate. This could include examples or case studies where challenges have been overcome or de-risked.  (Maximum Word Limit: 1500 words) | 10% |
| 4.3 | From your experience, what do you consider the key elements of a successful employment land strategy?  (Maximum Word Limit: 1500 words) | 10% |
| 4.4 | Please indicate the project management, risk management and quality assurance process you will employ throughout the duration of the project to ensure robust and consistent outputs free from errors and delivered to the timescales required.  This should include identification of any key risks and possible mitigation to ensure delivery of the project to specification and timescales.  (Maximum Word Limit: 1500 words) | 10% |
| **Sub-total** | | **60%** |
| **Number** | **Question theme** | **Weighting** |
| 5.1 | Please provide details of the activities you will undertake, if successful, to provide direct practical social benefits to local residents of Swindon Borough and how the proposal would improve economic, social and environmental well-being.  Social benefits may include for example skills, training, events and awareness raising programmes.  (Maximum Word Limit: 1000 words) | 10% |
| **Sub-total** | | **10%** |

|  |  |  |
| --- | --- | --- |
| **Lot 2** | **Retail and Main Town Centres Uses Needs Study** |  |
| **Number** | **Question theme** | **Weighting** |
| 4.1 | Please outline your proposed method statement to deliver the study with reference to the Project Specification in Annex A to ensure delivery of the project to specification and timescales.  (Maximum Word Limit: 2,500 words) | 30% |
| 4.2 | What do you consider the core processes and components of successful household and shopper surveys to capture robust information to inform a Local Plan?  (Maximum Word Limit: 1500 words) | 10% |
| 4.3 | From your experience, what would be your key recommendations on regenerating town centres blighted by vacant units?  (Maximum Word Limit: 1500 words) | 10% |
| 4.4 | Please indicate the project management, risk management and quality assurance process you will employ throughout the duration of the project to ensure robust and consistent outputs free from errors and delivered to the timescales required.  This should include identification of any key risks and possible mitigation to ensure delivery of the project to specification and timescales.  (Maximum Word Limit: 1500 words) | 10% |
| **Sub-total** | | **60%** |
| **Number** | **Question theme** | **Weighting** |
| 5.1 | Please provide details of the activities you will undertake, if successful, to provide direct practical social benefits to local residents of Swindon Borough and how the proposal would improve economic, social and environmental well-being.  Social benefits may include for example skills, training, events and awareness raising programmes.  (Maximum Word Limit: 1000 words) | 10% |
| **Sub-total** | | **10%** |

|  |  |
| --- | --- |
| **Evaluation criteria** | |
| **Non-Price elements** will be judged on a score from 0 to 5, which shall be subjected to a multiplier so criteria worth 20% will have a 0 - 5 score and a multiplier of 4. The 0 - 5 score shall be based on: | |
| 0 | The Question is not answered or the response is completely unacceptable. It does not meet the minimum requirement or they have completely missed the point of the question |
| 1 | Very poor response and not acceptable – fails to meet the minimum requirement/standard. Requires major revision to the proposal to make it acceptable. Only partially answers the requirement, with major deficiencies and little relevant detail proposed. |
| 2 | Poor response only partially satisfying requirement/standard with deficiencies apparent. Some useful evidence provided but response falls well short of minimum requirements. |
| 3 | Response is acceptable and meets minimum requirement but remains basic and could have been expanded upon. Response is sufficient but does not inspire. Good probability of success, weaknesses can be readily corrected. |
| 4 | Response meets our expected requirement/standard and exceeds minimum expectations including as level of detail, which adds value to the bid. Great probability of success, no significant weaknesses noted |
| 5 | Excellent response – comprehensive and useful, which exceeds the specified performance or capability in a beneficial way. High probability of success, no weaknesses noted. The response is innovative and includes a full description of techniques and measurements to be employed |

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| --- | --- |
| Pricing element – sub criteria and weighting | Weighting |
| **Sub-total** | **30%** |

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| --- |
| **Price elements** will be judged on the following criteria. |
| The lowest price for a response which meets the pass criteria shall score 10. All other bids shall be scored on a pro rata basis in relation to the lowest price.  For example - Bid 1 £100,000 scores 10, Bid 2 £120,000 differential £20,000 or 20% remove 20% from price scores 8, Bid 3 £150,000 differential £50,000 remove 50% from price scores 5, Bid 4 £175,000 differential £75,000 remove 75% from price scores 2.5. The lowest score possible is 0. All scores are then subjected to a multiplier e.g. if price has a scoring criteria of 70%, the multiplier will be 7. |