# Invitation to Quote

Contract for the Provision of Operational services at Waltham Forest Food Hub, Chingford Assembly Hall

##### Closing Date: 17:00 on Monday 15 July 2024

# 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 Waltham Forest. |
| ‘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 Waltham Forest. |
| ‘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. |

|  |
| --- |
| Appendix 2: Supplier Suitability |

#### General information

|  |  |
| --- | --- |
| Company name: |  |
| Address: |  |
| Contact name: |  |
| Contact telephone number: |  |
| Contact email address: |  |
| Relevant professional experience (e.g. delivery of similar contracts):  |  |

#### 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  |
| Products Liability | N/A |
| Cyber Liability | N/A |
| Professional Indemnity | £2,0000 for any one claim or series of claims arising out of any one occurrence  |
| Motor Insurance (Third Party Cover) | N/A |
| Employer’s Liability | No less than £ 5,000,000 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.

|  |
| --- |
|  |

|  |
| --- |
| Appendix 3: Pricing Schedule |

|  |  |  |
| --- | --- | --- |
| Description  | Breakdown | Sub total |
| Staffing, including service lead and support staff |  | £ |
| Day-to-day running costs of food distribution hub |  | £ |
| Transport and systems |  | £ |
| Additional costs  |  | £ |
|  |  | £ |
|  | Grand total *Please note that the maximum budget for this contract is up to £95,000* | £ |

|  |
| --- |
| Appendix 4: Method Statements |

|  |
| --- |
| **Method Statement 1 – Please set out your approach to delivering the contract services (25%) *Max. 500 words*Your response should comment on:*** Your approach to establishing your role with local food stakeholders, initial engagement, and communications
* Your approach to delivering the contract objectives and how you will ensure continuous improvement over the duration of the contract
 |
|  |

|  |
| --- |
| Method Statement 2 – Please outline your approach to project management and evaluation to support delivery and demonstrate impact (25%) *Max. 500 words* |
|  |
|  |

|  |
| --- |
| **Method Statement 3 – Provide an outline of the steps you will take to enhance the impact and influence of the project.  (25%) *Max. 300 words*Your response should include:*** The steps you will take to enhance the impact of the contract services on wider Council objectives, such as those relating to climate change and the cost of living.
 |
|  |

|  |
| --- |
| Appendix 5: Declaration |

|  |
| --- |
| **In submitting this Quotation, I/We: -**1. 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.
2. certify that this Quotation is bona fide and intended to be competitive, and that I/We have not:
3. 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
4. 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
5. 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
6. 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
7. 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.
8. 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;
9. 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;
10. 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. |
| Name: |  |
| Position: |  |
| Signature: |  |
| Organisation name: |  |
| Date: |  |