

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

**Notice Ref: DN670692**

Part 2:

Response Document

Introduction

Please ensure that you have answered all questions contained in this Response Document and completed and signed Appendices A and B – electronic signature is acceptable.

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| **1 – BIDDER DETAILS** | | | |
|  | Full name of bidder tendering (or of organisation acting as lead contact where a consortium bid is being submitted) | |  |
|  | Registered office address | |  |
|  | Company or charity registration number | |  |
|  | VAT registration number | |  |
| **Parent Company Details (if applicable)** | | | |
|  | Name of immediate parent company |  | |
|  | Name of ultimate parent company |  | |
|  | Address of parent company |  | |
|  | Parent company registration number |  | |
| **Type of Organisation (please select)** | | | |
|  | Please select the type of organisation that you are from the options below | | |
| i) a public limited company | |  | |
| ii) a limited company | |  | |
| iii) a limited liability partnership | |  | |
| iv) other partnership | |  | |
| v) sole trader | |  | |
| vi) other (please specify) | |  | |
| **Contact Details** | | | |
|  | Name |  | |
|  | Position |  | |
|  | Address (if different from registered office address) |  | |
|  | Telephone number |  | |
|  | E-mail address |  | |

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| **2 – SUITABILITY ASSESSMENT QUESTIONS (PASS/FAIL)** | | |
|  | Please confirm your latest annual turnover is over £150,000 and you have a Positive Net Asset position (i.e. current assets minus current liabilities).  If you are the preferred bidder following evaluation you will have to provide suitable financial supporting evidence. This can be one of the following options:   1. A copy of your audited accounts for the most recent two years 2. A statement of your turnover, profit & loss account and cash flow for the most recent year of trading 3. A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position 4. Alternative means of demonstrating financial status if trading for less than a year   If you do not meet the above test, please set out how you demonstrate your financial stability with reference to the acceptable evidence listed. It is at SBC’s sole discretion whether this evidence is sufficient. | Yes  No |
|  | Please confirm you have or will have the following levels of insurance cover in place by the commencement of the contract if awarded the contract:  Employer Insurance £5,000,000  Product and Public Liability £5,000,000  Professional Indemnity £2,000,000 | Yes  No |
|  | Can you confirm that no legal proceedings are in progress that might affect the performance of the contract obligations and that in the last three years your organisation has not been prosecuted under EU law | Yes  No |
|  | Can you confirm that your organisation complies with UK Health and Safety legislation. | Yes  No |
|  | Can you confirm that your organisation and any of your subcontractors comply with the Equality Act 2010 and work within any requirements of SBC’s equality duties | Yes  No |
|  | Can you confirm that neither your organisation nor any of your directors have been prosecuted under the Bribery Act 2010 | Yes  No |
|  | Can you confirm that, where you use subcontractors, they will abide by the payment terms of the contract | Yes  No  N/A |
|  | Has your organisation been prosecuted for Health and Safety offences in the last 3 years? | Yes  No |
|  | If the bidder answers ‘Yes’ to 2.8, they must confirm they have implemented procedures to rectify the issues identified. If you are the preferred bidder following evaluation you will have to provide a copy of the evidence. | Yes  No  N/A |

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| **LOT A – EMPLOYMENT NEEDS AND LAND SUPPLY STUDY**  **3a - PREVIOUS EXPERIENCE** | |
|  | |
| The bidder shall include details of previous experience of at least two relevant to this particular activity, which is still running or has been successfully completed within the last three years.  Pass / Fail | |
| **BIDDER RESPONSE** | Example One |
| Company name |  |
| Address |  |
| Contact name |  |
| Telephone no |  |
| Email |  |
| Description of the work carried out  (word count 500 words) |  |
| Approximate annual contract value (£) |  |
| Contract start and end date |  |
| **BIDDER RESPONSE** | Example Two |
| Company name |  |
| Address |  |
| Contact name |  |
| Telephone no |  |
| Email |  |
| Description of the work carried out  (word count 500 words) |  |
| Approximate annual contract value (£) |  |
| Contract start and end date |  |

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| **LOT B – RETAIL AND MAIN TOWN CENTRE USES NEEDS STUDY**  **3b - PREVIOUS EXPERIENCE** | |
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| The bidder shall include details of previous experience of at least two relevant to this particular activity, which is still running or has been successfully completed within the last three years.  Pass / Fail | |
| **BIDDER RESPONSE** | Example One |
| Company name |  |
| Address |  |
| Contact name |  |
| Telephone no |  |
| Email |  |
| Description of the work carried out  (word count 500 words) |  |
| Approximate annual contract value (£) |  |
| Contract start and end date |  |
| **BIDDER RESPONSE** | Example Two |
| Company name |  |
| Address |  |
| Contact name |  |
| Telephone no |  |
| Email |  |
| Description of the work carried out  (word count 500 words) |  |
| Approximate annual contract value (£) |  |
| Contract start and end date |  |

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| **LOT A – EMPLOYMENT NEEDS AND LAND SUPPLY STUDY**  **4a - QUALITY QUESTIONS** | |
| This section includes any questions relating to the quality of the solution offered.  The maximum score achievable for all questions is 5. | |
| *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 Work Limit - 2500 words  Scoring criteria – 30% |
| **BIDDER RESPONSE** | |
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| *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  Scoring criteria – 10% |
| **BIDDER RESPONSE** | |
|  | |
| *4.3* | From your experience, what do you consider the key elements of a successful employment land strategy?  Maximum Word Limit -1500 words  Scoring criteria – 10% |
| **BIDDER RESPONSE** | |
|  | |
| *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  Scoring Criteria – 10% |
| **BIDDER RESPONSE** | |
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| **LOT A – EMPLOYMENT NEEDS AND LAND SUPPLY STUDY**  **4b - SOCIAL VALUE** | |
| This section includes any questions relating to the quality of the solution offered.  The maximum score achievable for this question is 5. | |
| *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 Work Limit: 1000 words  Scoring Criteria - 10% |
| **BIDDER RESPONSE** | |
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| **LOT B – RETAIL AND MAIN TOWN CENTRE USES NEEDS STUDY**  **5a - QUALITY QUESTIONS** | |
| This section includes any questions relating to the quality of the solution offered.  The maximum score achievable for all questions is 5. | |
| *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 Work Limit - 2500 words  Scoring criteria – 30% |
| **BIDDER RESPONSE** | |
|  | |
| *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  Scoring criteria – 10% |
| **BIDDER RESPONSE** | |
|  | |
| *4.3* | From your experience, what do you consider the key elements of a successful employment land strategy?  Maximum Word Limit -1500 words  Scoring criteria – 10% |
| **BIDDER RESPONSE** | |
|  | |
| *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  Scoring Criteria – 10% |
| **BIDDER RESPONSE** | |
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| **LOT B – RETAIL AND MAIN TOWN CENTRE USES NEEDS STUDY**  **5b - SOCIAL VALUE** | |
| This section includes any questions relating to the quality of the solution offered.  The maximum score achievable for this question is 5. | |
| *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 Work Limit: 1000 words  Scoring Criteria - 10% |
| **BIDDER RESPONSE** | |
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| **6 – CONFIRMATION OF COMPLIANCE** | |
| **BIDDER RESPONSE (PASS/FAIL QUESTION)**  **Responding NO to the following questions will result in your bid being excluded from evaluation** | |
| Please confirm that you have reviewed and can comply with the Specification in Annex A in full without any amendment | Yes  No |
| Please confirm acceptance (without condition or qualification) of the Contract Terms and Conditions in Annex B | Yes  No |
| Please confirm that you have completed the Pricing Schedule Annex C and that your pricing is exclusive of VAT (where applicable) | Yes  No |

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| **7 – FREEDOM OF INFORMATION** |
| **GUIDANCE**  Please read the following notes in conjunction with the Freedom of Information Clause in the Contract Terms and Conditions Annex B.  SBC encourages bidders to review the information available from the Information Commissioners Office and take its own advice on this matter. SBC shall not be held liable for any actions claims or costs howsoever arising.  Bidders should note that claiming that all of their RFQ response provided to SBC is confidential (blanket confidentiality) breaches current Government guidelines and will not be accepted, therefore potentially rendering the entire RFQ response disclosable under the FoI Act. Therefore we would encourage bidders to be specific about the relevant clauses or documentation containing the information you claim is exempt.  Please list below any information which you consider to be either confidential or commercially sensitive. Each document claimed under the exemptions should be clearly marked as either “confidential” or “commercially sensitive”.  SBC will consider whether the above information is confidential or commercially sensitive. In the event that SBC does not agree the information is confidential, we will consult with the bidder before disclosing the information in line with the Freedom of Information Act. |
| **BIDDER RESPONSE** |
| **CONFIDENTIAL INFORMATION:**   |  |  |  | | --- | --- | --- | |  |  | Confidential or commercially sensitive | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |

**APPENDIX A**

**Form of Quotation**

To: **Swindon Borough Council**

**Civic Offices**

**Euclid Street**

**Swindon**

**SN1 2JH**

Title: **The provision of Employment Needs and Land Supply Study and/or Retail and Main Town Centre Uses Study for the Swindon Borough Council Local Plan (Regulation 18)**

Having examined the contents of the Request for Quotation document, Contract Terms and Conditions, product/service specification(s), we offer to carry out the work in conformity with the said conditions for the maximum fixed prices detailed in the attached pricing schedule(s).

We undertake to carry out the goods/services/consultancy specified within the period stated in the request for quotation.

Our quotation offer shall be binding between us for a period specified from the closing date for receipt of quotations.

Unless and until a formal agreement is prepared and executed this Quotation and a written acceptance thereof shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any Quotation you may receive.

We further undertake, if our Quotation is accepted, to comply with all the General Conditions of Contract and Specifications for the service comprising the contract.

Dated this       day       of       20

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:       in the capacity of

duly authorised to sign quotations for and on behalf of:

Witness:

Address:

Occupation/Profession

**APPENDIX B**

**Certificate of Bona Fide Quotation**

The essence of selective quotationing is that the client shall receive bona fide competitive quotations, from all those quoting. In recognition of this principle, we certify that this is a bona fide quotation, intended to be competitive and that we have not fixed or adjusted the amount of quotation by or under or in accordance with any agreement with any other person.

We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this quotation any of the following:

(a) Communicate to a person other than the person calling for these quotations the amount or approximate amount of the proposed quotations, except where the disclosure, in confidence, of the approximate amount of the quotation was necessary to obtain insurance premium quotations for the preparation of the quotation;

(b) Enter into any agreement or arrangement with any other person that he shall refrain from quoting or as to the amount of any quotation to be submitted;

(c) Offer to pay 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 have caused to be done in relation to any other quotation or proposed quotation for the said supply / service any act or thing of the sort described above.

In this certificate, the word "person" includes any persons and any body or association, corporate or unincorporated, and any "agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.

We acknowledge that the Authorised Officer will be entitled to cancel the contract and to recover from us the amount of any loss resulting from such cancellation if we or our representatives (whether with our without our knowledge) shall have practiced collusion in quoting for this contract or any other contract with the Authority or shall employ any corrupt or illegal practices either in the obtaining or execution of this contract or any other contract with the Authority:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:

Occupation/Profession:

For and on behalf of: