**Training Services**

Southwark Council is inviting you to submit a quotation for the provision of **Communicating and Presenting Training Programme**. Please confirm whether or not you intend to submit a quotation via the Council’s tender portal.

**Putting together your Quotation**

You will need to review the information provided by us and carry out, at your own expense, any enquiries you need to prepare and deliver your quotation. The Council will not be responsible if the nature, extent or character of the training is subsequently different from that envisaged by you. Any other firms invited to quote will also be provided with copies of any additional information. All information and documents must be treated by you as private and confidential for use only in connection with the quotation.

The tender for the following sets of training courses is for all staff as part of the Communicating and Presenting Training Programme:

* Behaviours and Training
* Reports and Presentations

If providers have any questions about bidding for these sets of training courses, please contact the programme team via the e-procurement portal.

**Submitting your Quotation**

**Documents you need to return**

1. A fully itemized breakdown of your quotation, including hourly and fixed rate costs per level of staff member and any additional costs or fees plus any proposed discounts for smaller numbers or multiple bookings.
2. A brief statement setting out your approach to delivering the services and the skills and expertise at your disposal and proposed Trainers to meet the objectives and requirements of the Specification. Details of any proposed resources/training material.

Your Quotation and supporting statement must be returned via the Council’s tender portal by no later than Mid-night 30 September 2024 00:00. Any quotations received after that date may be rejected.

**Evaluation**

The Council will evaluate all quotations received based on financial and economic standing, technical ability, quality and cost – [with a 70% quality, 30% price split]. We will reject your Quotation if you act improperly, for example, by agreeing to fix your prices, agreeing that others will not tender, offering any inducement, canvassing any officers or members of the Council or committing an offence under the Prevention of Corruption Act 1889 to 1916.

**Quality award criteria**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Criteria | Sub Criteria | Weightings |
| 1. | Compliance | * GDPR compliant * The details of specific trainers for each course * London Living Wage compliance * Evidence of basic safeguarding training or equivalent for the identified trainers * Insurance documentation;   Employers Liability Insurance: £10m  Public Liability Insurance: £5m  Professional Indemnity Insurance: £5m   * Two relevant named references with contact details of the trainers | Pass/fail |
| 2. | Quality assurance | * Information management and procedures within your organisation * Quality improvement processes * Training coordination arrangements | 10% |
| 3. | Organisational credentials and experience | * Accreditations * Sector/operational experience * Professional affiliations * Quality standards including awards * Feedback from previous or current training commissioners (may include Southwark Council) | 5% |
| 4. | Trainer credentials and experience | * Operational experience on subject * Training experience on subject * Two relevant named references with contact details of the trainers * Relevant feedback from previous or current delegates (may include Southwark Council) * Professional affiliations, qualifications and/or accreditations * Evidence of continuous professional development * Experience/understanding of working in a blended learning environment | 20% |
| 5. | Training content | * Training plans for courses identified to be uploaded with quotation documentation * Explanation of how training plans meet the outcomes on the specifications * Samples of key training materials and resources for each course to be uploaded with quotation documentation | 20% |
| 6. | Trainers willingness and ability | * Use all technology in line with the training content * Use a digital learning management system such as taking attendance, feeding back using an online evaluation | 15% |

Each criteria and sub criteria will be scored from 0-5 as follows:

|  |  |  |
| --- | --- | --- |
| No submission | 0 Points | No response was made |
| Very Poor | 1 Point | Unacceptable, an unsatisfactory response |
| Poor | 2 Points | Only some of the requirements met |
| Acceptable | 3 Points | A satisfactory response, which meets the basic requirements |
| Good | 4 Points | Good response, which meets all requirements and gives some confidence |
| Excellent | 5 Points | Outstanding response, exceeds expectations, adds value, full confidence and includes innovation |

Price will be scored out of 30 points and will be scored as follows:

* The bidder offering the lowest prices and costs overall will score 30 points. Points will then be awarded to the higher priced bidders using the formula:

Lowest price x 30

Quotation being scored price

Any discounts for smaller numbers or multiple bookings included within the quotation will be taken into account when evaluating which quotation offers the lowest price and costs.

Shortlisted providers may also be required to attend an interview (further details will be provided to you at a later date if you are shortlisted). Any amendments highlighted in your quotation may be discussed and agreement on those points recorded in writing. If at any time during the request for quotation period there are any material changes to the information you have provided you must advise the Council promptly in writing.

**Award**

The Council is not bound to accept the lowest or any Quotation and we may award a contract for all or part only of the training. Any contract(s) will be awarded to the most economically advantageous quotations(s). If your quotation is accepted we will notify you in writing and a contract between us is made then and becomes binding. In addition you will be required to execute a formal Contract.

**Timetable**

This timetable is indicative only. The Council reserves the right to change it at its discretion.

| **Stage** | **Date** |
| --- | --- |
| Invitation for quotations sent | 08/08/2024 |
| Deadline for submission of quotations | 30/09/2024 |
| Evaluation of proposals | 18/10/2024 |
| Interviews/ ( if applicable) | 23/10/2024 |
| Contract Award | 8/11/2024 |
| Contract Start | 13/11/2024 |