**Cheshire East Borough Council**

**RESPONSE DOCUMENT**

**REQUEST FOR QUOTATION**

**CONTRACT FOR THE PROVISION OF DIGITAL WIRELESS RADIO AIDS FOR PUPILS WITH HEARING IMPAIRMENT**

**PERIOD: 03/05/2016- 02/05/2020 plus 2 X 12 months optional extensions**

**CHEST REF: DN122341**

**INTERNAL REF: 15 151**

|  |  |
| --- | --- |
| **Name of Bidder** |  |

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**of the Council**

**Version 7**

**CHECKLIST FOR BIDDERS**

This is the RFQ response document, failure to provide all of the items in the checklist may cause your Quote to be non-compliant and not considered.

|  |  |  |
| --- | --- | --- |
| **Schedule** | **Item** | **Included in Quote?** |
| 1 | Form of Tender and certificate of non-collusion & non-canvassing |  |
| 2 | Suitability Assessment Questionnaire (SAQ) |  |
| 3 | Pricing Schedule |  |
| 4 | Compliance with Specification |  |
| 5 | RFQ qualitative evaluation questions |  |
| 6 | Declaration |  |

**Cheshire East Borough Council**

Provision of Digital Wireless Radio aids for pupils with a hearing impairment

**Period: 3/05/2016- 02/05/2020 with 2 X 12 month options to extend**

**SCHEDULE 1 - FORM OF TENDER and CERTIFICATE OF NON-COLLUSION & NON-CANVASSING**

**Cheshire East Council are looking to purchase an initial requirement of 30 digital wireless radio aid systems (30 X 1 transmitter and 30 X 2 receivers). Cheshire East Council reserve the right to purchase additional systems if required throughout the life of the contract**

To: Cheshire East Borough Council

(Via ‘The Chest’)

Date:

For the Attention of: Aniela Kowalska

Dear Sir/Madam,

TENDER FOR Provision of Digital Wireless Radio aids for pupils with a hearing impairment

Form of Tender

I/We the undersigned, hereby tender and offer to provide the Contract as listed below which is more particularly referred to in the Invitation to Tender supplied to me/us for the purpose of tendering for the provision of the Contract and upon the terms thereof.

Attached to this Form of Tender are the following:

1. My/our response to the requirements ofthe ITT.
2. The completed Pricing Schedule.

I/We confirm that I/we can supply the Contract as specified in the Invitation to Tender at the total costs of (excluding VAT) submitted within the Pricing Schedule herein.

I/We confirm that we accept the Contract as issued with the Invitation to Tender.

I/We undertake in the event of acceptance of our Tender to execute the Contract within the timescales stipulated.

I/We understand that the Council reserves the right to accept or refuse this Tender whether it is lower, the same, or higher than any other Tender.

I/We confirm that the information supplied to you and forming part of this Tender including (for the avoidance of doubt) any information supplied to you as part of my/our initial expression of interest in tendering, was true when made and remains true and accurate in all respects.

I/We confirm that this Tender will remain valid for 90 days from the date of this Form of Tender.

I/We confirm and undertake that if any of such information becomes untrue or misleading that I/we shall notify you immediately and update such information as required.

I/We confirm that the undersigned are authorised to commit the Tenderer to the contractual obligations contained in the Invitation to Tender and the Contract.

Statement of non-canvassing

I/we hereby certify that I/we have not canvassed any member, Director, employee, representative or adviser of the Council in connection with the proposed award of the Contract by the Council, and that no person employed by me/us or acting on my/our behalf, or advising me/us, has done any such act.

I/we further hereby undertake that I/we will not canvass any member, Director, employee, representative or adviser of the Council in connection with the award of the Contract and that no person employed by me/us or acting on my/our behalf, or advising me/us, will do any such act.

**Statement of non-collusion**

The essence of selective tendering for the Contract is that the Council shall receive bona fide competitive Tenders from all Tenderers.

In recognition of this principle, I/we certify that this is a bona fide offer, intended to be competitive and that I/we have not fixed or adjusted the amount of the offer in accordance with any agreement or arrangement with any other person (except any sub-contractor identified in this offer).

I/we also certify that I/we have not done, and undertake that I/we will not do, at any time any of the following acts:

* + - * 1. communicate to a person other than the Council, the amount or approximate amount of my/our proposed offer except where the disclosure in confidence of the approximate value of the Tender was essential to obtain insurance premium quotations required for the preparation of the Tender; or
				2. enter into any agreement or agreements with any other person that they shall refrain from tendering or as to the amount of any offer submitted by them; or
				3. offer or agree to pay or give or actually pay or give any sum of money, inducement or valuable consideration, directly or indirectly, to any person for doing or having done or having caused to be done in relation to any other offer or proposed offer, any act or omission.
				4. Committing any offence under the Bribery Act 2010 or any subordinate legislation made under that Act from time to time.

<http://www.legislation.gov.uk/ukpga/2010/23/contents>

I/we agree that there is a requirement to disclose and declare any direct or

Indirect financial or non financial interest in an organisation, company, or

other body that is doing business with, or has dealings with, the council and

where this may affect and/or could bring about a conflict with the Council’s

interest.

I/we should notify this to the Council and that failure to disclose or declare

such an interest could result in the contract being terminated.

I/we agree that the Council may, in its consideration of the offer and in any subsequent actions, rely upon the statements made in this Certificate.

Signed

Name:

Position

For and on behalf of **[Tenderer]**

**Cheshire East Borough Council**

Provision of Digital Wireless Radio aids for pupils with a hearing impairment

**Period: 3/05/2016- 02/05/2020 with 2 X 12 month options to extend**

**SCHEDULE 2: SUITABILITY ASSESSMENT QUESTIONNAIRE (SAQ)**

This Suitability Assessment Questionnaire (“SAQ”) has been issued by the Authority in connection with a tender under Part 4 of the Public Contracts Regulations 2015 (“the Regulations”). Your response to the SAQ will be used by the Authority to understand the nature of the bidding organisation.

**Notes for completion**

Please ensure that you complete this SAQ fully, as requested as part of the tender submission. Failure to do so may result in your tender being disqualified. If the question does not apply to you please write N/A; if you do not know the answer please write N/K.

* “Authority” means the purchasing organisation that is seeking to award a contract.
* “You”/ “Your” or “Supplier” means the business or company which is completing this SAQ.

**Verification of Information Provided**

Please do not send any supporting documents with your tender.

**However, the Authority may ask to see these documents at a later stage, so it is advisable you ensure they can be made available upon request.**

You may also be asked to clarify your answers or provide more details about certain issues.

|  |
| --- |
| **NOTE TO ORGANISATION:*** *Schedule 2 Suitability Assessment will be marked based on pass and fail.*
* *Applicants will fail on incomplete responses.*
* *Tenders that fail Schedule 2 will not be evaluated any further.*
* *Questions marked ‘for information only’ will not be assessed however they must still be answered in full.*
* *Where you are asked to mark an* ***‘X’*** *to indicate your answer, please double click the grey box and select ‘checked’. Try it here* [ ]
* *Failure to answer a question which is* ***scored*** *will result in a score of zero for that question.*
* *Failure to provide an* ***acceptable explanation*** *with any* ***Fail*** *Questions answered will fail on Schedule 2 as a result.*
* *Tenderers are therefore strongly advised to ensure they answer all questions within each section*
 |

**Section 1**

**Legal Status – Organisation Details**

**(*Information Only*)**

The Authority require the full name of organisation tendering (or of organisation acting as lead contact where a consortium, partnership or joint venture response is being submitted)

|  |  |
| --- | --- |
| **1.1 Supplier details**  | **Answer** |
| Full name of the Supplier completing the SAQ |  |
| Registered company address |  |
| Registered company number |  |
| Registered charity number |  |
| Registered VAT number |  |
| Name of immediate parent company |  |
| Name of ultimate parent company |  |
| **Please mark ‘X’ in the relevant box to indicate your trading status** | i) a public limited company | Yes [ ]  |
| ii) a limited company | Yes [ ]  |
| iii) a limited liability partnership | Yes [ ]  |
| iv) other partnership | Yes [ ]  |
| v) sole trader | Yes [ ]  |
| vi) other (please specify in this area) | Yes [ ]  |
| **Please mark ‘X’ in the relevant boxes to indicate whether any of the following classifications apply to you** | i)Voluntary (VCSE) | Yes [ ]  |
| ii)Community (VCSE) | Yes [ ]  |
| iii) Faith  | Yes [ ]  |
| iv) Social Enterprise | Yes [ ]  |
| v) Mini Enterprise (below SME) | Yes [ ]  |
| v) Small Enterprise (SME) | Yes [ ]  |
| vi) Medium Enterprise (SME) | Yes [ ]  |
| vii) Sheltered workshop | Yes [ ]  |
| viii) Public service mutual | Yes [ ]  |

*See EU definition of SME:* [*http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/*](http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/)

|  |  |
| --- | --- |
| **1.2 Bidding model (*Information Only*)** | **Answer** |
| **Please mark ‘X’ in the relevant box to indicate whether;** |
| **Consortia and Sub-Contracting** | 1. Your organisation is tendering to provide the services/goods required itself
 | Yes [ ]  |
| 1. Your organisation is tendering in the role of Prime Contractor and intends to use third parties to provide some services
 | Yes [ ]  |
| 1. The Supplier is a consortium
 | Yes [ ]  |
| If your answer is (b) or (c) please indicate below (by inserting the relevant company/organisation name) the composition of the supply chain, indicating which member of the supply chain (which may include the Supplier solely or together with other providers) will be responsible for the elements of the requirement. |
| *Supplier Insert details here if necessary* |

|  |
| --- |
| **1.3 Contact Details *(information only)*** |
| **Supplier contact details for enquiries about this SAQ;** |
| Name |  |
| Postal Address |  |
| Country |  |
| Phone |  |
| E-mail |  |

**Section 2**

**Technical and Professional Ability**

 **(*This question will be scored as Pass/Fail.)***

|  |
| --- |
| **Relevant experience and contract examples** |
| 2 | Please provide details of up to two (2) contracts, in any combination from either the public or private sector, that are relevant to the Authority’s requirement. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years, and Voluntary, Community and Social Enterprises (VCSEs) may include samples of grant funded work.Where the Supplier is a special purpose vehicle and not intending to be the main provider of the goods or services, the information requested should be provided in respect of the principal intended provider of the goods or services. The named customer contact provided should be prepared to provide written evidence to the Authority to confirm the accuracy of the information provided below.Consortia bids should provide relevant examples of where the consortium has delivered similar requirements; if this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle will be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member). Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the principal intended provider(s) or sub-contractor(s) who will deliver the supplies and services. *Evidence of relevant services performed more than 3 years before may be taken into account to establish further competition if deemed necessary by the Council.* |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Contract 1** | **Contract 2** |
| 2.1 | Name of customer organisation |  |  |
| 2.2 | Customer organisation point of contact; Position in the organisation; Email address. |  |  |
| 2.3 | Contract Start Date; Contract completion date; Estimated Contract Value. |  |  |
| 2.4 | In no more than 500 words, please provide a brief description for each of the contracts delivered including evidence as to your technical capability in these markets, using the field below. |
| *Enter response here, tenderer responsible for stating word count in response.* |
| 2.5 | If you cannot provide at least one example for questions 2.1 to 2.4, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up, using the field below. |
| *Enter response here, tenderer responsible for stating word count in response.* |

**Section 3**

**Additional SAQ modules**

**3A) - Project specific questions to assess Technical and Professional Ability**

***This Schedule 2 section 3 will be marked on both pass/fail and scoring basis.***

***Weightings are identified individually for each question where applicable. This Section is a pass/fail.***

**Introduction**

These are further project specific questions relating to the technical and professional ability of the supplier. Please ensure you responses are in line with the questions word count and 12pt Arial. Anything beyond the word count will not be taken into consideration by the Council.

Suppliers who self-certify that they meet the requirements for these additional modules will be required to provide evidence of this if they are successful at contract award stage. Please indicate your answer by marking ‘X’ in the relevant boxes where necessary and enter responses to questions in the fields provided.

**Cross Referencing answer for answer will not be taken into consideration as a valid response.**

|  |  |
| --- | --- |
| ***3A 1*** | ***NOTE TO ORGANISATION: This question will be for information only.***  |
|  | ***References****Supporting references are required to validate information provided throughout the RFQ Process**and to detail experience and ability to deliver a contract of this size and nature. Please note references will only be taken up to validate all submission information already provided by that of the economic operator.**Please list major Contracts currently and recently held in public and private sectors for services of a similar type provided in the last three years from whom references may be solicited to testify to your technical capacity, standards and quality of service. Where an economic operator has a mix of reference sites, please list in priority order the local authority and public sector sites. These must represent sites where the services performed are exactly aligned to those requested by this tender. The Council requires* ***two (2)*** *references to be obtained by your organisation, should your Tender be successful. Cheshire east council will request these upon contract award from the winning bidder.* ***Note:*** *In addition to those referees listed the Council reserves the right to seek references from other organisations for whom, your firm undertakes work. Should your firm be invited to tender and subsequently submit a bid, further references may be obtained.* |
|  | ***Company Name*** | ***Contact Name*** | ***Email*** | ***Tel Number*** | ***Contract Duration &Value*** |
| ***1*** |  |  |  |  |  |
| ***2*** |  |  |  |  |  |

**3B) Insurance**

***(This question is to be scored on a pass/fail basis)***

|  |  |  |
| --- | --- | --- |
| **3B1** | 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: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:1. **Employer’s Liability Insurance\*** = £10million.  Is required in respect of each and every claim.
2. **Public Liability Insurance** = **£5million** is required in respect of each and every claim.
3. **Professional Indemnity Insurance** = £1million.
4. **Product Liability Insurance** = £5 million

*\* It is a legal requirement that all companies hold Employer’s Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.* | Yes [ ] No [ ]  |
| **EMPLOYER'S LIABILITY INSURANCE**1. Insurer: **(Name of Insurance company not broker)**
2. Policy Number:
3. Extent of cover:
4. Expiry date:

**PUBLIC LIABILITY INSURANCE**1. Insurer: **(Name of Insurance company not broker)**
2. Policy Number:
3. Extent of cover:
4. Expiry date:

**PROFESSIONAL INDEMNITY INSURANCE**1. Insurer: **(Name of Insurance company not broker)**
2. Policy Number:
3. Extent of cover:
4. Expiry date:

**PRODUCT LIABILITY INSURANCE**1. Insurer: **(Name of Insurance company not broker)**
2. Policy Number:
3. Extent of cover:
4. Expiry date:
 |

**Signatory for Insurance Details**

|  |  |
| --- | --- |
| **Name of Organisation:** |  |
| **Name:** |  |
| **Position in Organisation:** |  |
| **Date:** |  |

**3C) Compliance with equality legislation**

***(This section is to be scored on a pass/fail basis.)***

|  |
| --- |
| **For all Tenderers to complete: *For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.*** |
| **3C1** | 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 [ ]  |
| **3C2** | 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 or alleged unlawful discrimination? If you have answered “**YES**” to one or both of the questions in this module, please provide a summary using the field below to confirm 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, again, please use the field below to explain what action (if any) you have taken to prevent unlawful Discrimination from reoccurring.  | Yes [ ] No [ ]  |
| **3C3** | 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 [ ]  |

|  |
| --- |
| *Enter details here if necessary* |

**3D - Health and Safety**

***(This question is to be scored on a pass/fail basis.)***

|  |  |  |
| --- | --- | --- |
| **3D1** | Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.  | Yes [ ] No [ ]  |
| **3D2** | 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 the field below, 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 [ ]  |

|  |  |  |
| --- | --- | --- |
| **3D3** | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?*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, in relation to this section.* | Yes [ ] No [ ]  |

|  |
| --- |
| *Enter details here if necessary* |

*(End of Schedule 2 SAQ)*

**SCHEDULE 3**

#### PRICING SCHEDULE – 40%

**All prices submitted should exclude VAT but include all charges. Cheshire East Council will not pay for anything not included in this pricing schedule.**

|  |  |
| --- | --- |
| Item | Price excluding VAT  |
| Total Kit Price for 30 transmitters and 60 receivers- Please note the price must include a 2 year warranty, all training costs, delivery costs and any other charges payable to the council. **Total** **(30%)** |  £  |
| Please provide a breakdown of costs for information only  |
| 2 Year warranty  | £ |
| Delivery  | £ |
| Any other costs(Please list separately below) |  |
|  | £ |
|  | £ |
|  | £ |
| Additional Single Items- to the same specification as the original 30. Must include a 2 year warranty, all training costs, delivery costs and any other charges payable to the council.  |
| 1 Transmitter  | £ |
| 1 Receiver  | £ |
| **Total Kit Price (5%)** | £ |

|  |
| --- |
| *Additional Single Items- Using the latest, most up to date model.* *Must include a 2 year warranty, all training costs, delivery costs and any other charges payable to the council.*  |
| 1 Transmitter  | *£* |
| 1 Receiver  | *£* |
| **Total Kit Price (5%)** | *£* |

*(End of Schedule 3)*

**SCHEDULE 4**

**COMPLIANCE WITH SPECIFICATION & SCOPE OF REQUIREMENTS**

**This section will be evaluated on a pass / fail basis**

Please confirm you have complied with the stated specification included within this RFQ document, by entering an ‘X’ in the field below:

|  |  |
| --- | --- |
| YES |  |

If ‘NO’ please advise areas of non compliance in the field below:

|  |
| --- |
|  |

*(End of Schedule 4)*

**SCHEDULE 5**

**RFQ QUALITY QUESTIONS**

Where a page limit applies to the tenderer’s response to each qualitative question set out below and where tenderers exceed this **word count;** the information included on the additional pages shall not be considered for the evaluation of the tenderer’s submission. All responses to this section much be submitted in Arial 12 font format.

Tenderers are asked to state the number of words use at the end of each ‘word count limited’ response. Eg*/* ***(498 words)***

All responses should be input directly into this response document. Appendices can be provided but Cheshire East Council are not committed to consider the content as part of the RFQ Response.

**Cross referencing answer for answer will not be taken into consideration as a valid response.**

Q1. How can this radio aid equipment be verified?

|  |
| --- |
| Response (Submission score graded 20%): Word count : Maximum 300  |

Q2. Elaborate the ways in which this equipment can be utilised in a variety of classrooms/ teaching environments and formats?

|  |
| --- |
| Response (Submission score graded 20%):Word count : Maximum 300 |

Q3. How is this equipment adapted for use with a variety of cochlear implants and hearing aids?

|  |
| --- |
| Response (Submission score graded 20%):Word count : Maximum 300 |

*(End of Schedule 5)*

**SCHEDULE 6**

**DECLARATION**

I/We certify that the information supplied by me/us in this document is accurate to the best of my/our knowledge. I/We understand that the giving of false or incomplete information could result in my/our exclusion from the quotation exercise and may result in Criminal Proceedings.

I/We also understand that it is a Criminal Offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body and that any such action will empower the Council to cancel any contract currently in force and will result in my/our exclusion from the quotation exercise. As per the bribery act 2010.

I/We certify that I/we have not now or will in the future, canvassed or solicited any member, officer or employee of the council and any other companies in the group of which the council forms part, in connection with this document and that to the best of our knowledge and belief no person employed by me/us or acting on my/our behalf has done such an act.

Signed for on the behalf of the Organisation:

Name:

Position/Status in the Organisation:

Date:

*(End of Schedule 6)*

***End of RFQ Response Document***