

**REQUEST FOR QUOTATIONS**

**INVITATION TO SUBMIT**

**Section 1 - Introduction and scope**

# **Introduction**

* 1. Royal borough of Kingston-upon-Thames “The Council” invites Quotations for the provision of **Medical Advisory Service via Open Procedure.**
  2. RBK procedural procurement regulations limit the estimated contract value to £200,000. This means that the total value of the contract, including VAT, cannot exceed £199,999.99.
  3. The total budget for the project is £11,000 per annum.

Please take care in reading this document in particular the Specification; In the event of any questions or queries in relation to this Request for Quotation (RFQ), please contact the buyer via **Council E-Procurement Portal**

* 1. This document sets out the procedural requirements with which Suppliers must comply when submitting Quotations in order for their proposal to be considered by the Council. The process has been structured in a way to:
     1. assist the Council in choosing the Quotation which will be ***most economically advantageous*** to the Council;
     2. make clear the requirements with which Suppliers must comply and the basis on which the quotations will be evaluated; and maintain competition throughout.
  2. RFQ documents
     1. This Document is composed of the following::
        1. **Section 1:** Introduction and scope
        2. **Section 2:** Terms and conditions
        3. **Section 3:** Form of Quotation - (Supplier Response)
     2. **Appendix A**: Pricing Document
  3. **Return of Quote:** proposal must be received via **Council E-Procurement Portal (Procontract)** no later than **12 noon** on **28 June 2024**

# **Background**

| **General Project Information** | | |
| --- | --- | --- |
| Employer: | Place | |
| Client Department: | Housing Solutions | |
| Project Name: | Medical Advisory Service | |
| Project Address: | Guildhall II, High Street Kingston upon Thames KT1 1EU | |
| Project Description (background) | Provision of specialist medical advice to inform assessment of homelessness and housing register offers. | |
| Form of Contract | Service Agreement | |
| Contract duration | 3 years | |
| **Indicative Procurement Timetable** (This timetable is indicative only. Whilst the Council does not intend to depart from the timetable, it reserves the right to do so at any time.) | | |
| Issue Request for Quotation | **17 June 2024** | |
| Request for Quotation Deadline | **12 noon** on **30 June 2024** | |
| Notification of Outcome | **5 July 2024** | |
| Expected Contract Award | **5 August 2024** | |
| Expected Contract Start | **1 September 2024** | |

# **Defining the need**

For the provision of medical advice relating to Community Housing applicants.

3 year contract.

# **Specification**

See attached specification for details.

1. **Evaluation of Quotations**

The Council intends to award the Contract on the basis of the Quotation which represents the:

**Most Economically & Technical Response**

Suppliers are required to submit a technical and commercial response. The scoring/evaluation will be weighted as set out below**:**

| **Criteria** | **Weighting (%)** |
| --- | --- |
| **Quality** | ***40%*** |
| **Price** | ***60%*** |

1. **Quality** **Selection**

The successful contractor will commit to complying with all the requirements listed in the specification. Failure to do so will result in exclusion from the evaluation process.

* 1. **Mandatory requirement:** This is a pass or fail selection process,If a “Fail” score is obtained on any of the questions designated “Pass/Fail”, this will result in the Proposal being rejected, Please find and Respond to Section 3 Form of quotation upload this document via portal.
     1. Please be sure to accept the Authority's terms and conditions in order for your proposal to be considered. Failure to accept these terms may result in the rejection of your proposal.
     2. Questions 3.1, 3.2, and 3.3 require a "Yes" or "No" response. Please note that a "No" response may result in the rejection of your proposal.
     3. Questions 3.4 and 3.5 require self-certification. If you do not tick the relevant box, it will be assumed that you do not comply with the mandatory requirements of the council, which may result in the rejection of your proposal.
     4. To ensure that your proposal is considered compliant, please provide a full response to the quality method statement questions and price proposal.
     5. Please ensure that you complete all required sections of the proposal submission, including the quality method statement questions and price proposal, in order for your proposal to be considered. Failure to do so may result in the rejection of your proposal.
  2. **Quality questions:** This section of quality requirements is a ‘method statement’ which assesses suppliers ability to deliver the service requested, Each Quality Delivery Proposal questions will be evaluated with scores of 0 to 5 points and their weightings.
     1. Please Provide attachment response to the individual Method Statement questions via the portal in word or PDF format and confirm in Section 3-6-Form of quotation by ticking the relevant box .
     2. The question weightings add up to 100; but the overall weighting applied to Quality is **40**%.
     3. Suppliers should note that any responses to a Method Statement Question submitted awarded a score of below 2 shall result in the rejection of the proposal’
     4. Any quality response who scores less than **50**% of the ‘Quality’ weighting of 100% will not be considered for an award.

Please answer the pass and fail and the following quality method statement questions

| **NO** | **Method statement question (No more than 1 A4 pages excl CVs and organograms)** | **Weighting** |
| --- | --- | --- |
| **Project delivery Technical Compliance with the Specification** | | |
| **6.1** | Please outline how you will provide an end to end service that meets the requirements set out in Appendix 1 | 13.3% |
| **Measuring Quality** | | |
| **6.2** | How will your organisation ensure quality assurance of the work undertaken in performance of this contract? | 13.3% |
| **6.3** | How will you ensure business continuity? | 13.3% |
|  | | **40%** |

**Scoring Methodology**

| **Score** | **Criterion** | **Details Criterion** |
| --- | --- | --- |
| 0 | **Unacceptable** | * Unacceptable: Does not meet the requirement. Does not demonstrate the Supplier's understanding of the Council’s requirements; Or no response has been provided. |
| 1 | **Poor –** Falls well short of meeting the requirements  of the Question. | * Only a minimal response made to the Question or part of the Question being the subject of the response. * Fails to understand all of the requirements of the Question or part of the Question being the subject of the response. |
| 2 | **Low Expectations -** Meets some of the requirements of the Question. | * Covers a few of the elements / points set out in the Question or part of the Question being the subject of the response. * Does not however show a full understanding of the Question or part of the Question being the subject of the response. |
| 3 | **Satisfactory -** Largely  meets the requirements of  The Question. | * Indicates a broad understanding of the Question or part of the Question being the subject of the response but does not cover all the points required by the Question. |
| 4 | **Good -** Meets all major  requirements of the  Question. | * Meets most of the points set out in the Question or part of the Question being the subject of the response but is still a comprehensive response. * Provides a robust answer showing how the Quotationer will put theory into practice. * Workable and practical methods/ proposals provided in the response. |
| 5 | **Excellent -** Meets and  complies with all the  requirements of the  Question. No Reservations. | * A Fully complies with the Question or part of the Question being the subject of the response * Response demonstrates that the Quotationer has exceptional ability which shows clear potential to provide an exceptional service under the contract |

Quality criteria weighting for a question will be calculated in accordance with the following formula:

(Evaluators’ Final score / Maximum available score or points (see Table below)) X Weighting (Allocated to the question)

E.G If a response is evaluated a score of 4 out of a possible 5 points for a question with a weighting of 20%, we would calculate the weighted score by:

(4 /5) X 20 = 16

Therefore the proposal for this question gets 16% out of the 20% for this question.  
  
Example where the criteria has weighting of 40%

| **Supplier** | **Score** | **Formula for score** | **Criteria weighting** | **Final (weighted) score** |
| --- | --- | --- | --- | --- |
| Question A | 3 | (3/5) x 40 (criteria weighting) | 40% | 24% |
| Question B | 5 | (5/5) x 40 (criteria weighting) | 40% | 40% |
| Question C | 4 | (4/5) x 40 (criteria weighting) | 40% | 32% |

Where weightings have multiple decimals, the final weighted score will be rounded to two decimals.

1. **Price Selection**

The pricing schedule In appendix A attached to this RFQ must be completed and the Supplier with the lowest price will achieve the maximum score.

Other Suppliers will be allocated a score on a pro/rata basis based on percentage variation to the lowest price e.g.

***Lowest price***

***-------------------- x weighting = Price score***

***Your proposal price***

The pricing criteria weighting adds up to 100%; but the overall weighting applied to Price is 80%

**Example where price has been assigned to 40%**

| **Supplier** | **Price** | **Formula for score** | **Price score** |
| --- | --- | --- | --- |
| Suppliers A | £100,000 | ((£80,000/£100,000) x 100) x weighting | 32% |
| Supplier B | £90,000 | ((£80,000/£90,000) x 100) x weighting | 35% |
| Supplier C | £80,000 | ((£80,000/£80,000) x 100) x weighting | 40% |

* 1. The Employer reserves the right to reject or disqualify a Quotation where :
     1. Has not provided a Total sum value proposal or is unable to provide a satisfactory account of price breakdown as part of this request for quotation.
     2. Has changed the format, content and/or formulae of the Scope of works/schedule of rates/bills of quantities (or any other documents which must be returned with the Quotation, except where the variation or alteration is expressly permitted
     3. An abnormally low or high Quotation.

1. **Final Score**

The Supplier who satisfies all requirements of the Instructions to Quote and which is awarded the highest combined score shall be identified as the preferred Supplier. All scores will be rounded to two decimal places

**Example Quality 60% /Price 40%**

| **Supplier** | **Quality Score 60%** | **Price Score 40%** | **Total Price and Quality Score 100 %** | **Final Ranking** |
| --- | --- | --- | --- | --- |
| A | 55.00 | 35.00 | 90.00 | 2 |
| B | 53.00 | 40.00 | 93.00 | 1 |
| C | 45.00 | 20.00 | 65.00 | 3 |

# **Supplier Enquiries and Clarifications**

* 1. Where Suppliers have a query, they must submit their query via Coundil’s E-Tender portal.
  2. All requests for clarification or for further information in respect to this RFQ should be sent via Pro-Contract portal. Any correspondence relating to this Procurement Exercise made outside of the Portal will be disregarded.
  3. All questions and requests for clarification or further information in relation to the submission of RFQ may only be made, and will only be entertained, if made 2 days prior to the RFQ submission deadline . The Supplier is requested to read the RFQ documents prior to submitting any query
  4. The Authority will respond to all requests for clarification as quickly as possible via council’s E-Tender portal but cannot guarantee a minimum response time. the Authority may, at its own discretion, respond to the Supplier and provide such Supplier with any additional information to which the Authority has access, but the Authority shall not be obliged to comply with any such request and does not accept any liability or responsibility for failure to provide any such information.
  5. The London Tender Portal will automatically notify Suppliers of responses posted by the Authority. It is the responsibility of the Suppliers to regularly check the Portal for responses to queries.
  6. The Authority may issue amendments or modifications to this RFQ pack during the RFQ Period. These will be issued to all Remaining Suppliers simultaneously and Suppliers will be assumed to take account of any such modifications and amendments.

# **Award**

* 1. Following the results of the above evaluation the Council will be in a position to award the Contract for services to the Supplier with the highest final evaluation score subject to the following:
  2. Confirmation of the Supplier’s status in relation to the information provided and completion of appropriate due diligence. Receipt of all necessary evidentiary documentation.
  3. In the event of any material change to any of the information contained in the Quotation between the date of this Quotation and the date that the Council informs suppliers of whether or not they have been selected, then the supplier shall immediately notify the Council in writing of such change.
  4. The Council is entitled to revisit the selection and/or evaluation of the supplier, on the basis of any material change that has occurred, and it may exclude the supplier, if necessary, as a result of that process. Final determination of whether or not any change is material is at the Council's discretion.

### Notification

Successful and unsuccessful suppliers will be notified of the evaluation results through the Council E-Procurement Portal (Procontract)

The successful Supplier will be notified in writing of the acceptance of its Quotation. The notification of the acceptable Quotation will create a contract between the parties on the basis of the successful Supplier's Quotation and this document, including all attachments and the Terms and conditions.

### 

### Contract

The successful Supplier will be required to enter into a formal contract with the Council and provide the necessary documents as specified in the contract documents.

If a supplier is accepted into a contract, the Council would expect that entity to enter into the relevant contract. The Council expects that each supplier who submits a Quotation does so in its own name (e.g. rather than in the name of another group company, or if the supplier is a consortium, in the name of the consortium that was accepted at the Quotation stage).

**Section 2 - Terms and conditions**

Please see attached

**Section 3 - Form of Quotations**

**FORM OF QUOTATIONS**

Please provide the following as part of your submission via Council E-Procurement Portal- (ProContract) by **30 June 2024** 12:00 hours unless an extension is permitted.

Please note that a late response will not be accepted unless at the Council's discretion.

1. **General company Information**

| **General Company Information** | **Response** |
| --- | --- |
| Full name supplier submitting the information |  |
| Registered office address |  |
| Registered website address |  |
| Company registration number |  |
| Registered charity number |  |
| Registered VAT number |  |
| Are you a Small, Medium or Micro Enterprise (SME)? |  |

| **Point of Contact** | |
| --- | --- |
| Name |  |
| Name of organisation |  |
| Role in organisation |  |
| Phone |  |
| E-mail |  |
| Postal address |  |

1. **Acceptance of the terms and Condition**
   1. By providing us with a quotation you agree to be bound by the CouncilsTerms and Conditions that are attached will apply to any contract awarded to you after you have provided us with our quotation.
   2. No variation, replacement, alternative or substitute terms and conditions shall apply to the contract unless such terms are subscribed by the RBK Council Corporate Head of Commissioning and Procurement.

| **Do You accept the terms and Conditions attached and as noted above?** | | | |
| --- | --- | --- | --- |
| **Yes** |  | **No** |  |

Please note that selecting NO as a response may result in your offer not being considered.

1. **Mandatory requirement:**

This section is subject to a pass or fail assessment

| **3.1. Please self certify that you have a minimum level of economic and financial standing to carry out your obligations under this agreement.** Please note that selecting NO as a response may result in your offer not being considered. | | | |
| --- | --- | --- | --- |
| **Yes** |  | **No** |  |

| **3.2. Do you hold Insurance certificates or are you willing to obtain the following levels of cover ?**  Please note that selecting NO as a response may result in your offer not being considered. | | | |
| --- | --- | --- | --- |
| * Public liability: £5,000,000; * Employers liability: £5,000,000; and * Professional indemnity: £5,000,000.   Council might request for evidence in support of this. | | | |
| **Yes** |  | **No** |  |

| **3.3. Will you pay those workers who live and work in the respective Boroughs and London no less than the London Living Wage (as published by the Living Wage Foundation) ?**  Please note that selecting NO as a response may result in your offer not being considered. | | | |
| --- | --- | --- | --- |
| **Yes** |  | **No** |  |

| **3.4. Please confirm that your organisation, its directors or any other person who has powers of representation, decision or control, has not been convicted of any of the offences detailed below:**  By not ticking the box may result in your offer not being considered. | |
| --- | --- |
| **Offence (Indicate by ticking the boxes aligned)** | **No conviction** |
| Conspiracy within the meaning of Section 1 of the Criminal Law Act 1977 |  |
| Corruption within the meaning of Section 1 of the Public Bodies Corrupt Practices Act 1889 |  |
| Bribery within the meaning of The Bribery Act 2010 |  |
| Fraud |  |
| Money Laundering |  |
| Any offence within the meaning of Article 45(1) of the Public Sector Directive |  |

| **3.5. Please confirm that any of the following do not apply to your organisation or any of the directors or other person(s) who have powers of representation, decision or control within your organisation:**  By not ticking the box may result in your offer not being considered. | |
| --- | --- |
| **Condition (Indicate by ticking the boxes aligned)** | **Not applicable** |
| Bankruptcy |  |
| Insolvency |  |
| Being a company or any other entity within the mean of section 255 of the Enterprise Act 2002(a) |  |
| Convicted of any criminal offence relating to the conduct of a business or profession |  |
| Committed a grave misconduct within a business or profession |  |
| Non-fulfilment of obligations relating to social security contributions |  |
| Non-fulfilment of obligations relating to taxation contributions |  |
| Guilty of serious misrepresentation of any information under this regulation |  |
| Is not correctly licensed |  |
| Is not correctly registered |  |

1. **Declaration of Conflict of interest**

| **Declaration of Interest** Please note that selecting Yes as a response may result in your offer not being considered. | **Yes** | **No** |
| --- | --- | --- |
| Is any Officer, employee or consultant of your organisation an employee or ex-employee of the Council? |  |  |
| Is any Officer, employee or consultant of your organisation connected to an employee or ex-employee of the Council? |  |  |
| Is any Officer, employee or consultant of your organisation an elected member of the Council or someone who has been an elected member in the last 4 years? |  |  |
| Is any Officer, employee or consultant of your organisation related or otherwise connected with an elected member of the Council? |  |  |
| Is any Officer, employee or consultant of your organisation involved directly, or indirectly, in providing services to the Council? |  |  |
| Is any Officer, employee or consultant of your organisation involved in any other organisation/company that may be interested in submitting a proposal for the Council’s services under this quotation / quotation process? |  |  |

If you replied **Yes** to any of the questions above, please use this space to declare any interests identified in all statements:

|  |
| --- |

1. **Freedom of Information**

Information considered exempt from Freedom of Information requests:

* 1. Any information supplied, which the supplier considers may be potentially exempt from disclosure under the Freedom of Information Act 2000 **MUST** be set out in this section.
  2. Any information not contained in this section will be subject to disclosure without any prior consultation.
  3. The information considered to be exempt must be referred below; this could be a whole section of the documentation provided, a clause or paragraph in the documentation provided.
  4. The Supplier should set out in this section of the quotation documents to be returned, that information which it considers to be exempt from disclosure, the reason for non-disclosure, the exemption that might be applicable and the time period for which this information should be considered to be exempt.
  5. The supplier acknowledges nevertheless that any information contained within this section is indicative only and the Authority may nevertheless be required to disclose such information under the FOIA or the EIR. The Supplier should also include in this section the name and contact details of a link person who will be able to handle Freedom of Information requests.

| **Exempted Information** (Confidential material that is not subject to public access-Cross reference to your Quotation response submission) |
| --- |
|  |
| **Reasons for Exemption** |
|  |
| **Exemption to be Applied** |
|  |
| **Time Period for Exemption** |
|  |

| **None of the information submitted is considered exempted** | | | |  |
| --- | --- | --- | --- | --- |

1. **Method statement question response**

| **Please confirm if Method Statement responses are attached to the individual Method Statement questions on the portal?**Please note that selecting NO as a response may result in your offer not being considered. | | | |
| --- | --- | --- | --- |
| **Yes** |  | **No** |  |

1. **Pricing Schedule/Breakdown**

| **Please confirm if the Price Schedule response is attached to the Price Schedule question on the portal?**  Please note that selecting NO as a response may result in your offer not being considered. | | | |
| --- | --- | --- | --- |
| **Yes** |  | **No** |  |

1. **Total sum price proposal**

| **The Total Quotation Sum (brought forward from Price breakdown), inc of all charges, but excl of V.A.T :** | |
| --- | --- |
| **In Numeric £ Value** |  |
| **In Word £ Value** |  |

1. **DECLARATION:**

To: The Royal Borough of Kingston upon Thames

I hereby declare:

* 1. We have examined the invitation to Quote, Specification, Conditions of Contract and all other Invitation to Quote documents issued by the Council for the provision of Medical Advisory Service
  2. That the price is our best offer;
  3. We agree that this Quotation shall remain open for acceptance by you and shall not be withdrawn for a period of **90 days** from the last date for return of quotations.
  4. We acknowledge that the Council is not bound to accept the supplier as sole supplier. Prices quoted shall remain firm for the duration of the contract.
  5. We acknowledge that you are not bound to accept the lowest or any quotation you may receive, and that the Council is not liable and will not pay any expenses incurred by us in connection with the preparation and submission of this Quotation
  6. The Council may ask for a Request to revise or confirm the offer before awarding the contract to the winning supplier.
  7. This document and the information on it will form part of the contract with the Council.
  8. Should our Quotation be accepted, we undertake to enter into a formal agreement in the form included in the Invitation to Quotation documents. Until such an agreement is executed, this Document with all relevant appendices and the acceptance hereof by the Council shall constitute a binding contract between us.
  9. The Council may request to see any information supporting responses above. Failure to provide this requested information may result in contract termination.
  10. If any of the business details or circumstances changes, the supplier is responsible for updating this information with the Council.
  11. Non-delivery of services or products will result in non-payment by the Council.
  12. False representation could result in de-selection from request for quotation or termination of contract.
  13. The Council is under a duty to protect the public funds it administers, and to this end may use the information provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.
  14. It is a criminal offence to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body. The supplier understands that any such action will empower the Council to cancel any contract or commission currently in force and may result in exclusion from future work.
  15. This quotation is bona fide, there has been no collusion with any other party to fix or adjust the quotation price or communication of quotation price or terms to any other party (other than where this is necessary to prepare the quotation).
  16. Has not entered into arrangements with other parties not to quote or to submit a quotation on certain price or terms.

Authorised signatory on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| Name (PRINT): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| --- | --- |
| Position: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |

***By submitting this form you are confirming that you understand and agree to the finalised statements above and certify that the information you have supplied is accurate to the best of your knowledge.***