

Invitation to Quote

Contract for the provision of a strategy and costed project proposals for Leytonstone Future High Street 2030

Closing Date: Monday 30th May 2022 at 17:00

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.

Instructions to Bidders

1. General information

- 1.1 The London Borough of Waltham Forest ('the Council') invites Quotations for the provision of a **Strategy and Costed Project Proposals for Leytonstone Future High Street 2030** ('the Contract'). The services are described in Appendix 1 ('Specification'). The Contract shall commence on 25th April 2022 and continue up to and including 31st December 2022. The Council, at its sole discretion, reserves the option to extend the Contract for up to a further 2 months.
- 1.2 Quotations must be submitted for the whole of the Contract. Quotations for part only may be rejected.
- 1.3 The Council reserves the right to accept any Quotation in whole or in part or not at all.
- 1.4 The Council shall not accept liability for any costs incurred in the preparation and submission of any Quotation, including in the event that the Council terminates the Procurement Process for any reason and/or where a Bidder is unsuccessful in being awarded the Contract.
- 1.5 All requests for clarification and further information must be submitted electronically via the ProContract/London Tenders Portal. **Telephone and email enquires will not be accepted.** Such requests must be submitted no later than **17:00 on Monday 30th May 2022** ("the Submission Date"). Bidders shall not otherwise make contact with any representative of the Council in connection with this Invitation to Quote unless instructed in writing by the Council. Responses will be shared with all bidders via ProContract/London Tenders Portal.
- 1.6 As a matter of course, the Council will disclose details of all requests for clarification/further information, and any resulting action or explanation from the Council, to all Bidders. However, the Council will not disclose the identity of the original enquirer and shall omit any information it believes may be commercially sensitive.
- 1.7 Bidders must ensure they read and understand all Quotation Documents, including, but not necessarily limited to, this document (including the Definitions, the Instructions to Bidders and all Appendices) and the Conditions of Contract. Any queries regarding any of the Quotation Documents must be raised with the Council prior to the Submission Date.
- 1.8 The Council is subject to the Freedom of Information Act 2000 ("the FOIA") and the Environmental Information Regulations 2004 ("the EIR"). Bidders shall therefore be aware that, following the award of the Contract, the Council may be required to publicly disclose any part of the Contract, including the successful Bidder's submitted Quotation, except for any information which is exempt from disclosure under the relevant provisions of the FOIA and/or the EIR.

2. Preparation of Quotations

- 2.1 Valid Quotations **must** include all of the following documents, each duly completed in the form provided in this Invitation to Quote:
- (a) Appendix 2: Supplier Suitability
 - (b) Appendix 3: Pricing Schedule
 - (c) Appendix 4: Method Statements
 - (d) Appendix 5: Declaration
- 2.2 Bidders must complete their Quotation in full. Incomplete Quotations may be rejected.
- 2.3 All pricing information must be submitted in Appendix 3 ('Pricing Schedule'). **Please do not provide pricing information on separate sheets or in other Quotation Documents.**
- 2.4 Bidders must provide a response to **all** questions (hereafter to referred to as 'Method Statement Questions') set out in Appendix 4 ('Method Statements'). Responses to all Method Statement Questions must be set out in Appendix 4. If you are required to submit any supporting documents, these should be clearly marked with the relevant question number.
- 2.5 Quotations must be submitted in the English language only.
- 2.6 Bidders must not, prior to any such time as the Contract is awarded, disclose to any person other than the Council the price or approximate price of their proposed Quotation, except where such disclosure, in confidence, is necessary to obtain insurance premium quotations or other undertakings necessary for the preparation of their Quotation.
- 2.7 The Contract, and all purchase orders raised by the Council, shall be subject the Conditions of Contract appended to this Invitation to Quote. **Bidders shall not make or propose any amendments to the Conditions of Contract.** Any queries regarding the Conditions of Contract must be raised with the Council prior to the Submission Date.
- 2.8 Bidders must meet the minimum insurance requirements set out in Appendix 2 ('Supplier Suitability'). Bidders who do not already meet these requirements must provide a statement confirming that they shall do so in the event that their Quotation is successful.
- 2.9 Bidders must not make any alterations to any Quotation Document, except where expressly permitted.
- 2.10 All prices/rates shall be entered in the Price Schedule in pounds sterling and exclusive of Value Added Tax.
- 2.11 Prior to submitting a Quotation, Bidders must fully satisfy themselves as to the requirements of the Contract. The Council shall deem all prices/rates submitted by

Bidders to be fully inclusive of all costs, obligations, liabilities and risks which may be incurred in meeting the requirements of the Contract, and will not consider any claims from the Contractor/s for additional payments on grounds of want of knowledge.

3. Submission of Quotations

- 3.1 Quotations must be uploaded to ProContract by **17:00 on Monday 30th May 2022** ('the Submission Date'). **Quotations submitted after this time will not be accepted.**
- 3.2 Clarification questions must be submitted by **Wednesday 18th May 2022** via ProContract. Responses will be shared with all bidders via ProContract.
- 3.3 Valid Quotations must include all of the documents identified in paragraph 2.1.
- 3.4 Bidders must **not** submit with their Quotation any information or documentation that has not been specifically requested by the Council, such as:
 - (a) information/documentation not relevant to a Quotation or the Procurement process, such as general sales literature/ brochures
 - (b) any Procurement Document not specified in paragraph 2.1 (for example, the Conditions of Contract).
- 3.5 Quotations shall remain open for acceptance for a minimum of 60 days from the Submission Date.

4. Evaluation of Quotations

- 4.1 The Council reserves the right to reject a Quotation if:
 - (a) it does not comply with any of the requirements set out in the Invitation to Quote; or
 - (b) it contains any significant omissions; or
 - (c) the Council deems it to have been priced abnormally low.
- 4.2 Where certain information within a Quotation is incomplete or missing, or where specific documents are absent, the Council may require the Bidder to complete or submit such information or documentation after the Submission Date. However, Bidders shall not be permitted to submit any missing information or documentation that is subject to the award criteria/sub-criteria specified in paragraph 4.5 (such as but not limited to pricing information and method statements).
- 4.3 Where the Council believes a Quotation to contain one or more errors or inconsistencies, the Council may require the Bidder to clarify and/or amend the relevant parts of their Quotation. However, no opportunity shall be given to amend any information subject to the award criteria/sub-criteria specified in paragraph 4.5, except to correct a demonstrable arithmetical or interpretive error.
- 4.4 Bidders shall be aware that failure to submit any missing/incomplete information or documentation requested by the Council, or to respond to a request to clarify or

amend any part of their Quotation, or to do any of these things within any specified timescales, may lead to the rejection of their Quotation.

- 4.5 Quotations will be evaluated on the basis of the following evaluation criteria and sub-criteria:

Criteria	Criteria weighting	Sub-criteria	Maximum weighted score
Price	25%	Price	25%
Quality	70%	1. Service delivery and methodology	14%
		2. Specialist knowledge	20%
		3. Qualifications	6%
		4. Experience	30%
EDI	5%	Equality, Diversity and Inclusion statement and commitment to social value of the organisation/s applying.	5%

- 4.6 The sub-criteria weightings represent the maximum scores (**hereafter referred to as 'maximum weighted scores'**) that can be attained in relation to each of the corresponding sub-criteria.

Evaluation of price

- 4.7 The evaluation of price will be based on the 'grand total price' specified by Bidders in the Pricing Schedule (Appendix 3).
- 4.8 The lowest 'grand total price' submitted will be allocated the maximum weighted score of 25%. The other 'grand total prices' submitted will be scored in relation to the lowest 'grand total price' as follows—

$$(lowest\ Quotation\ price \div other\ Quotation\ price) \times maximum\ weighted\ score$$

Evaluation of quality

- 4.9 The evaluation of quality will be based on the responses submitted by Bidders to the Method Statement Questions set out in Appendix 4 ('Method Statements').
- 4.10 Method Statement Questions shall be evaluated according to the following scoring methodology:

Score	Description	Rationale
5	Excellent	Proposal meets requirements in full

4	Good	Proposal meets requirements in almost all respects; some minor omissions when compared with an “excellent” response
3	Satisfactory	Proposal meets requirements to a basic standard; satisfies basic/fundamental requirements only
2	Poor	Proposal fails to meet requirements in full; indicates that basic/fundamental requirements would be met only partially
1	Very poor	Proposal significantly fails to meet requirements; contains significant shortcomings
0	Unacceptable/ no response	Completely fails to meet requirements or does not provide a proposal at all

- 4.11 For example, a Quotation attaining a score of 5 for any Method Statement Question will therefore attain the maximum weighted score for that question. Scores of less than five will result in weighted scores calculated as follows:

$$(maximum\ weighted\ score \div 5) \times score$$

- 4.12 Any Quotation attaining a score of 0 for any Method Statement Question will be rejected without further evaluation.
- 4.13 Failure to provide a response to any Method Statement Question will result in the Council allocating a score of 0 for that question.

Final evaluation scores

- 4.14 The final overall score for each Bidder will be calculated by adding their final weighted Price score to their final weighted Quality score to give an overall combined score (expressed as a percentage).

Notification of Bidders

- 4.15 Acceptance of a Quotation by the Council shall be communicated in writing to the successful Bidder. All unsuccessful Bidders shall be notified in writing of the Council’s decision.

Appendix 1: Specification

Strategy and costed project proposals for Leytonstone Future High Street 2030

1. Introduction

London Borough of Waltham Forest wishes to appoint a suitably qualified multidisciplinary consultant team (or consortium) to deliver a strategy and costed project proposals for Leytonstone Future High Street 2030. Building on the Mayor of London's green recovery from the COVID-19 pandemic, the Mayor has launched a new funding programme [Future Neighbourhoods 2030](#) from which Waltham Forest has been awarded funding to develop a visionary strategy for implementing pioneering environmental projects.

The GLA Future Neighbourhoods 2030 programme is intended to accelerate transformative and long-term change at a local level to help tackle the climate and ecological emergencies including toxic air quality, whilst supporting jobs, developing skills and delivering a just transition to a low carbon circular economy.

The programme supports the development of strategies that have at their centre the four overarching objectives of the GLA Green New Deal Mission:

1. Improve London's natural environment, improve air quality and tackle the climate and ecological emergencies.
2. Promote and incentivise activities that sustain and grow London's green economy.
3. Prioritise interventions reducing health inequalities and social injustices.
4. Engage Londoners and businesses in their journey to become a zero pollution and greener city.

With a focus on interventions which enable a sustainable High Street and business operations, this commission will aim to serve as an exemplar to be considered for wider implementation in our town centres boroughwide and potentially inform Planning Policy and best practice on delivering more sustainable High Streets.

Testing a range of new innovative ways that the Council can reach a wider audience to engage and collaborate with representatives of its diverse community, this commission will be co-designed to help shape this new approach.

The **key output** of the commission will be a suite of interventions including **at least** 3 project proposals that are developed and costed in order for the Council to take forward these proposals for external funding applications.

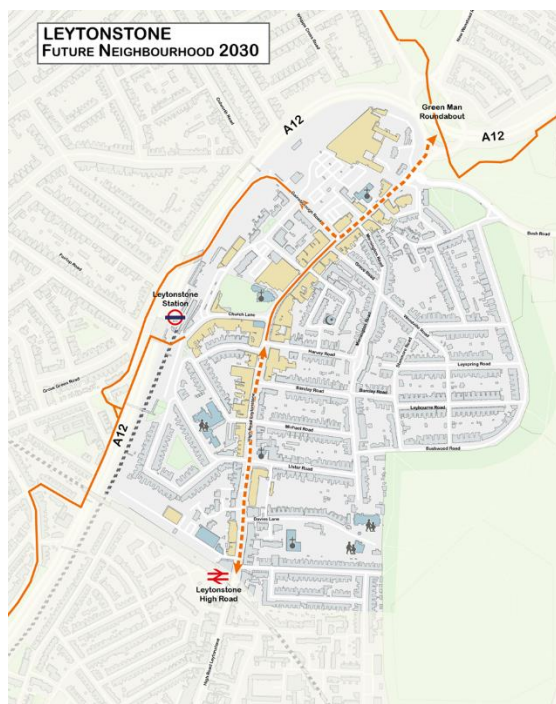
Commission budget: up to £50,000

Please note: the weighting mechanism shown in the original ITQ, tenderers are encouraged not to use the maximum budget, but to quote efficiently via targeted and suitably priced consultancy support.

2. Background and context

FN2030 boundary

The Leytonstone Future High Street 2030 boundary incorporates Leytonstone Town Centre, Leytonstone Central Line Underground station and the A12 to the west, Tesco superstore and the Green Man roundabout to the north, along the High Road to Leytonstone High Road Overground to the south as well as Bushwood residential area to the east of the High Road.



Leytonstone town centre

Leytonstone is the second largest town centre in the Borough after Walthamstow. Leytonstone is home to a number of “middle market” national multiples. The town has a fledgling mix of small independent retailers, food and drink businesses, craft and street food markets, but the out-of-town style Tesco and Matalan stores to the north of the High Road dominates the town’s streetscape as well as retail performance.

Leytonstone is a culturally significant location with a growing cultural and evening offer. Leytonstone is home to one of the borough’s four main libraries, upgraded as part of the Council’s Library Local programme in 2015 and hosting a BIPC (Business and Intellectual Property Centre) Business Hub in partnership with the British Library from December 2021.

Whipps Cross

Leytonstone is the closest town centre and gateway to the borough’s only hospital at Whipps Cross and home to many of the hospital’s employees. The Council is working with Barts Health NHS Trust on a masterplan to deliver a state-of-the-art hospital including A&E and maternity department to release land for integrated health and care facilities and a minimum of 1,500 new homes.

Transport and accessibility

The A12-M11 Link Road runs along the western edge of the town centre and combines with London Underground's Central Line to partially sever the town from residential areas to the west.

Leytonstone's relative public transport accessibility, with a tube, overground and bus stations, does however mean that the town centre suffers significant leakage of footfall and expenditure to Westfield Stratford City and Central London.

Planning Policy context

The Council's Local Plan 2 document completed Reg 19 public consultation in January 2022. It identifies 4 key site allocations in Leytonstone town centre which together could deliver up to 1,700 new homes and 25,000sq ft of new workspace by 2035 along with opportunities to improve the public realm, landscaping and connectivity of the town centre.

Area Framework

The focus area for the commission, Leytonstone town centre, will see significant new mixed-use developments, investment and transformation in the coming years. A stage of public consultation on a draft Area Framework including a public realm framework via the [Commonplace](#) platform completed on 31st January 2022.

Leytonstone Town Team

Leytonstone has an established and active business association, known as Leytonstone Town Team which includes well-established local SMEs, Transition Leytonstone, Our Pledge, St John's CofE Church and Bushwood Area Residents Association (BARA). Core members of the Town Team are committed to sustainable business operations and a greener, cleaner town centre.

Climate Emergency

The Council has been working to address climate change as a priority for over a decade and declared a Climate Emergency in April 2019. The council aims to be 'best in class', leading the way in tackling and adapting to the climate emergency by ensuring our services and operations are sustainable and have a net-zero impact by 2030. By doing this Waltham Forest will make and influence change at a local, regional, national, and international level. The Council is currently developing a behaviour change strategy and has recently undertaken qualitative and quantitative research, which can be shared to inform work in Leytonstone.

15-minute neighbourhoods

One of the Council's four key priorities identified in our Public Service Corporate Strategy is to deliver 15-minute neighbourhoods. The Council already has an impressive track record of delivering the Mini Holland/Enjoy Waltham Forest active travel programme and will be building on this success. We have commissioned a consultant to carry out extensive public engagement to better understand our residents' views of how successfully their local area currently delivers on the 15-minute neighbourhood ambition. Leytonstone could be one of these early pilot areas.

[Link to 15-minute neighbourhood webpage](#)

Fair Deal for Waltham Forest

Waltham Forest Council has announced a £5.5m package of support for our most vulnerable residents. Our young people need opportunities and a chance to develop their skills. We are bringing new green job opportunities for them to develop personally. Older residents should be able to enjoy aging well in Waltham Forest and be sure that their voices are heard and valued. We must do all we can to reduce inequalities in our communities, remove the barriers that too many people face, and deliver a Fair Deal for all residents.

[Link to Fair Deal for Waltham Forest](#)

3. Project objectives

FN2030 Strategy

The aim is to develop a place-based strategy and costed project proposals which are informed by local community and business engagement. The suite of projects to respond specifically to these three themes:

- Improving air quality and creating zero emission zones
 - Climate adapted, resilient and green neighbourhoods
 - Zero waste, circular economy
-
- a. Develop and deliver an engagement strategy to collect data and feedback from residents and business groups on improvements to ensure and shape a future sustainable, low carbon Leytonstone town centre. To include identifying types of business support available to transform into low carbon operators. Identify how local residents can be supported to live low carbon lifestyles.
 - b. Use this evidence base to analyse the key challenges and opportunities for improving public realm and business operations to deliver a low carbon and low emissions future high street. This evidence will inform the development of a costed suite of future project interventions.
 - c. Collate information on existing and planned initiatives to inform development of a programme of costed projects for Leytonstone Town Centre in line with the GLA's Green New Deal Mission that can be replicated across London through knowledge sharing and dissemination of best practice.
 - d. Build on existing initiatives with businesses and residents through the Leytonstone Town Team, including [Transition Leytonstone](#) and [Our Pledge](#) to support the community to identify interventions that contribute to the ongoing delivery of the Future Neighbourhood 2030 model.
 - e. Build on the borough's Business Low Emission Neighbourhood (BLEN) work, both existing and planned, to inform further improvements that deliver sustainable, low carbon and low emission business operations in Leytonstone town centre.
 - f. Identify examples of successful approaches to reduce climate impacts and improve business and community sustainability and air quality in a town centre location.

- g. Identify opportunities for future collaboration strategies with partners to pilot innovations which deliver defined, tangible environmental, social and economic outcomes.

4. Current or planned initiatives to include in the scope of the FN2030 Strategy

The table below summarise initiatives which are current or planned in Leytonstone town centre.

Development of the FN2030 Strategy should be informed by Phase 1: residents and business engagement and may include, but not be limited to these initiatives:

a. Highways/Enjoy Waltham Forest

Project/initiative	Aims
Business Low Emissions Neighbourhood (BLEN) Green Links	Link with phases 2 and 3 of What If BLEN/Green Links Masterplan to strengthen the connection between the High Road and Wanstead Flats green space, including plans for additional micro parklets and mapping of delivery options
Cargo Bike Scheme	Link to current business cargo bike pilot scheme to offer access to sustainable deliveries to a wider group of businesses, including those employed in the gig economy, freelancers and those without physical business premises
Virtual loading bays	Plan for a virtual loading bay pilot in Leytonstone High Road/Church Lane
Last mile deliveries expansion	Identify opportunities to expand first and last mile deliveries by ZED Waltham Forest, the Council's zero emission delivery service operated in partnership with Zedify

b. Waste Management

Project/initiative	Aims
Waste management services consolidation	Examine the potential to reduce number of waste contractors and associated vehicle movements for SMEs
No Single Use Plastic Zone	Plan to revitalise No Single Use plastic zone pilot (paused in 2020), map free resources (e.g. via Thames Water) ensuring that alternatives are more sustainable and low carbon (e.g. not replacing bottled water with canned water)

c. Business Advice, Training and Employment

Project/initiative	Aims
Business Advice	Plan for customised business advice service focused on sustainable operations (with support from GLA) with guidance, audits, surveys and accreditation for businesses involved

Exemplar green commercial premises retrofit	<p>Set out options for exemplar sustainable commercial property energy efficiency retrofit, either in LBWF ownership and/or in private ownership</p> <p>Build on existing relationships with business owners and landlords via the established Leytonstone Town Team</p> <p>Map local options for support from GLA Workplaces Retrofit Accelerator programme Retrofit accelerator</p>
Opportunities for green jobs and training	Identify opportunities to generate training and employment in the sustainability sector, linking with the London Academy of Sustainable Construction in South Leytonstone

5. Key Deliverables

Deliverable	Delivery date
Inception, stakeholder mapping and engagement plan	June 2022
Phase 1: Data collection and community engagement Desk research, public engagement and consultation	July-October 2022
Phase 2: Development of costed projects Produce interim FN2030 Strategy with outline costed suite of projects, informed by Phase 1	October 2022
Round of reviews of interim report with stakeholders	November 2022
Phase 3: Production of strategy and project proposals Produce final FN2030 strategy with fully costed suite of projects for seeking external delivery funding	December 2022

6. Outline of scope of services

PHASE 1: Data collection and community engagement

- Desktop research and analysis: (quantitative) - including but not limited to existing data, policies and plans, population data analysis, mapping/audit, case studies.
- Participative research (qualitative) with engagement events/focus groups - including residents, businesses and other stakeholders.



PHASE 2: DEVELOP COSTED PROJECTS

The second phase will focus on selecting investment-ready interventions to support funding applications:

- Qualitative and engagement-based commission to define a methodology and identify projects.
- To include co-production with key stakeholders, identifying delivery partners and involvement of residents and businesses.
- The output will be a costed feasibility/concept design for each of the three projects.
- Review and sign-off of interim report with key stakeholders.



PHASE 3: STRATEGY AND COSTED PROJECT PROPOSALS

- Summarise research analysis and key findings.
- Costed project proposals including recommendations for how projects could be developed and delivered.
- Recommendations for how the learning and findings of this strategy could be implemented in other LBWF and London High Streets.

7. Required experience, knowledge and skills

The following core skills are amongst those required within the multi-disciplinary team appointed (which could be a consortium):

- Qualitative and quantitative research and evaluation expertise, particularly including diverse communities
- Consultation and engagement and co-design expertise, particularly with under-represented groups
- Data interpretation, presentation and analysis
- Technical sustainability/carbon reduction expertise, knowledge and project experience
- Place-making expertise and experience
- Quantity surveyor/cost consultant

8. Outputs and copyright

All written, graphic and photographic outputs produced directly by the consultant shall be provided in electronic form or shall be scanned so that it can be stored and reproduced electronically.

The London Borough of Waltham Forest will retain copyright of all the material produced in the context of the project.

The Council will have the right to reproduce any material provided. The consultant may only reproduce material with the permission of the Council.

The London Borough of Waltham Forest shall be able to distribute the material in part or whole to any organisation or individual it determines, at no extra cost.

9. Procurement timetable

Activity	Date
Invitation to Quote published	Thursday 28 th April 2022
Deadline for submission of clarification questions	Wednesday 18 th May
Deadline for receipt of tenders	Monday 30 th May
Shortlisting (and clarification interviews if required)	w/b 30 th May
Appointment of consultant team	Monday 6 th June
Inception meeting and project start	w/b 6 th June

NB: The above timetable is indicative only and subject to variation by Waltham Forest Council. Providers will be informed of any significant changes.

The successful applicant will report to the Council's Head of Area Regeneration, or a delegated officer.

Bi-monthly project meetings will take place with the client and other stakeholders as required.

Appendix 2: Supplier Suitability

1. General information

Name of lead organisation and associate firms making this submission.	
Address:	
Contact name:	
Contact telephone	
Contact email address:	

2. 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
Professional Indemnity	£2,000,000
Employer's Liability	£5,000,000

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.

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3. Other information

Please confirm that you are not aware of any conflict of interest that might preclude your practice from providing professional services to this commission.

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LBWF expects all elements required to deliver the above schemes to be the responsibility of the successful bidder and to be covered in the fees. Please identify any "exceptions" you are not covering in your fees and responsibility.

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Appendix 3: Pricing Schedule

Waltham Forest Council will use this information to compare and evaluate the quotation prices submitted. All rates should be provided exclusive of VAT and inclusive of travel and expenses.

	Consultant details: Name and Position (e.g. Partner, Director, Senior Consultant, Associate, Project Manager)	Description of responsibilities for delivering service	Daily rate	No of days proposed for commission	Total cost
1	Name: Position:				
2	Name: Position:				
3	Name: Position:				
4	Name: Position:				
5	Name: Position:				
SUB TOTAL OF FEES					
£					
Plus any disbursements and expenses (please detail)					
£					
Other costs (please detail)					
£					
GRAND TOTAL PRICE (Excluding VAT)					
£					

Appendix 4: Method Statements

Method Statement 1 – Service and delivery methodology (max 1,500 words)	14%
<p>Please provide your proposed delivery programme including:</p> <ul style="list-style-type: none"> • Proposed methodology • Project team and management structure • Delivery programme - factoring in engagement with residents, businesses and local community groups • Method statement explaining capacity to deliver the project • Key risks and issues 	

Method Statement 2 – Specialist knowledge (max 1,500 words)	20%
<ul style="list-style-type: none"> • Identify your understanding of the key challenges and opportunities in developing a pioneering environmental and carbon reduction strategy for Leytonstone. • Demonstrate how your proposal will provide innovation and added value to the project. 	

Method Statement 3 – Qualifications and experience (max 1,000 words)	6%
<p>For each key member of staff who will be working on this project please:</p> <ul style="list-style-type: none"> • demonstrate relevant qualifications and experiences of each person in relation to this project • describe the specific role of the individual in similar projects <p>Please attach recent CVs for illustrative purposes (this will not be counted as part of word count)</p>	

Method Statement 4 – Previous experience (max 1,000 words)	30%
<p>Using two case studies, demonstrate your experience in delivering similar work. Specifically please describe:</p> <ul style="list-style-type: none"> • experience of undertaking qualitative and quantitative research and engagement activities. • how you successfully engaged with a diverse community and applied findings to pioneering sustainability and carbon reduction projects. • how you have engaged and co-designed projects with residents, businesses and other key stakeholders to ensure that their requirements and aspirations were reflected. • key lessons you have learnt in planning co-designed sustainability/carbon reduction projects. 	

Method Statement 5 – Equality, Diversity and Inclusion (max 1,000 words)	5%
<p>Please describe your proposed approach and your practice or project team diversity statement/statement of intent/action plan and your approach to:</p> <ul style="list-style-type: none"> • partnering with under-represented organisations and practices • including under-represented groups • working with educational/training institutions to promote equality diversity and inclusion <p>Please attach any relevant EDI company policies (this will not be counted as part of word count)</p>	

Appendix 5: Declaration

In submitting this Quotation, I/We: -

- i. 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.
- ii. certify that this Quotation is bona fide and intended to be competitive, and that I/We have not:
 - (a) 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
 - (b) 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
 - (c) 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
 - (d) 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
 - (e) 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.
- iii. 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;
- iv. 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;
- v. 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:	