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| Request for Quotation (RFQ) for the Development of a Cultural Strategy for Sutton |
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| **EXTERNAL GUIDANCE AND INSTRUCTIONS** |
| **©London Borough of Sutton**  **May 2017 v1** |
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**DEVELOPMENT OF A CULTURAL STRATEGY FOR SUTTON**

**FROM 23 OCTOBER TO 4 JANUARY 2018**

**1.** The Quotation shall be completed and submitted electronically via the London Tenders portal only, being the Council’s only method of procuring their goods, services and works.

**2.** **Please ensure you answer and upload documents/data in the designated area and required format. The Council cannot be held responsible for not viewing documents/data that are not uploaded in the correct area and format.**

**3.** Quotation documents shall be completed on the portal no later than Friday 18th October at 12:30.

**4.** The Contract is expected to start on the 23rd October and run until work is completed on the 4 January 2018.

**5.** Quoted prices must be held for a period of 60 days following submission.

**6.** It is a requirement that the awarded consultant/consultancy sign a bespoke Consultancy Agreement incorporating the Terms and Conditions applicable to the service. A blank copy is available within the Attachments Section for reference.

**7.** Quotations shall not be considered that are either:

1. received after the time stated for submission
2. not compliant with the Council’s instructions

**8.** Organisations wishing to submit quotations should carefully read the whole of the annexed conditions of contract and no quotation will be considered which in any way attaches modifications to these conditions and/or to the quotation documentation.

**10. Please note:** Should you wish to submit a consortium bid, it is only necessary for the lead organisation to fill out the application on behalf of their members and only **ONE** application is required. You shall be asked within the quotation to identify members including the percentage of work you envisage each member completing.

**11.** Quotations must be treated as private and confidential and organisations must not disclose the fact that they have been invited to quote.

**12.** Every quotation received by the Council shall be deemed to have been made subject to the Council’s Terms and Conditions.

**a Please note:** Terms & Conditions of Contract are attached as part of the tender documentation pack.

**b A fully personalised set of Terms & Conditions, bespoke to the successful organisation shall for part of the contract award letter which requires signing and scanning, using the messaging facility on the portal. The Council shall countersign and return a copy for your records.**

**13**. The Council may, at its own absolute discretion extend the closing date of return of quotations and this shall be granted to all organisations submitting a quotation.

**14.** Quoting organisations must obtain for themselves and at their own expense all information necessary for the preparation of their quotation.

**15.** Quotations are being invited on the basis that:

**i** the successful organisation shall provide all necessary labour and materials, except where specified otherwise;

**ii** the Council shall not be bound to accept any quotation and will not be responsible for any loss or expense incurred by organisations in the submission of their quotations;

iii In the event that the successful organisation is unable to provide the required documents that are subject to award, the Council reserves the right to award the contract to the second highest scoring organisation.

**iv** the award of Contract shall be on the basis of the most economically advantageous quotation (quality and cost combination) to the Council.

**v** The quotation must be completed in plain English.

**vi** The evaluation shall be based on the following criteria as per below:

* Quotation Questionnaire – Information only
* Mandatory, legislation and Council Requirements – pass/fail
* Essential Requirements – Pass/Fail
* Specification of Requirements – Pass/Fail

▪ Method Statements – 60%

▪ Price Schedule – 40%

Sub criteria weightings are listed after each question within the quotation, if applicable.

**16.** **Where Pass/Fail questions are included, any response evaluated as a fail will mean the organisation will not be considered as able to deliver the service.**

**17. MARKING MATRIX**

Tenderresponses will be assessed on a scale of 0 to 5 points, as detailed in the table below:

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| **Score** | **Evaluation** |  |  |  |
| 0 | Completely fails to meet required standard or does not provide a proposal | | | |
| 1 | Tender proposal significantly fails to meet the standards required | | | |
| 2 | Tender proposal falls short of achieving expected requirements (poor in quality or insufficient detail to show requirements are met) | | | |
| 3 | Tender proposal meets the required standard | | | |
| 4 | Tender proposal shows all requirements would be met with added value | | | |
| 5 | Tender proposal shows all requirements would be met excellently with extensive added value offered. | | | |

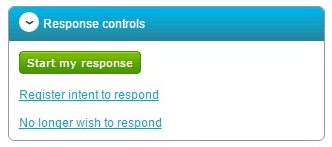
**18.** The following formula is used to determine the mark:

**Supplier Score = Maximum Score x (2- (Supplier price/Lowest price))**

**Where supplier score values below zero are counted as zero.**

Lowest price is awarded the maximum score; each successive bid receives a proportion of the maximum score in relation to the lowest price up to double of that of the lowest price score. At this stage zero will be scored, similarly any higher bids will also receive zero.

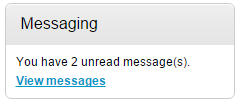
**19.** **Please use the** **Response Wizard to complete your responses**. Within your activity for the RFQ, you will see the Response controls shown below. Click the ‘Start my response’ button to open the wizard.



If you have any difficulty accessing the response wizard, please contact Due North (Proactis) through their online technical support portal Proactis Central: <http://www.proactis.com/Support>.  If your query is time critical please call their support on 0330 005 0352 who will be happy to help you. Please be advised the Supplier Support is only available between 09:00 and 17:30 (Monday - Friday).  Outside these hours please log your issues through Proactis Central.  Questions regarding tender documentation must not be directed to Due North, but addressed using the messaging facility below (refer C6).

**20.** Any queries relating to the request for quotation documentation should be posted using the **Messaging** functionality provided by the portal.

The number of unread messages, which are likely to be replies to questions asked by you or others or further information issued by us will be shown here. The presence of new information will also be notified by e-mail, unless you have opted out.



Click “view messages” to raise questions and view any answers

**21.** **PROPOSED TIMETABLE FOR REQUEST FOR QUOTATION**

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| Issue Request for Quotation | 05/10/2017 |
| Return of Quotations | 18/10/2017 |
| Contract Award | 20/10/2017 |
| Commencement of Contract | 23/10/2017 |

**Please note that the Council reserves the right to amend the above proposed timetable.**

**22.** Please ensure you sign (if required) and upload the necessary documentation by visiting the **Attachments Section** within the Portal. Documents which have been uploaded by way of response to a question will not be listed within the Attachments Section.

**23.** **MANDATORY, LEGISLATION AND COUNCIL REQUIREMENTS**

Please note: the Council is a public authority and as such is subject to various Acts both mandatory and discretionary as addressed on the evaluation scorecard.

**You will be asked to self-certify that you are not guilty of the listed offences by signing and uploading a document within the evaluation scorecard.**