Digital and Data Services

London Borough of Camden  
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London  
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Direct Line: 0207974 5879/5050

Date: 28th August 2024

**Tackling Poverty**

1. **Introduction**

The London Borough of Camden, LBC, would like to engage qualified organisations to quote for the provision of services to help with its Tackling Poverty procurement project.

1. **Contract Term**

The proposed contract will be for a period of 1 year (12 calendar months).

The anticipated service Commencement Date is start of 1st October 2024.

1. **Instructions for completing this quotation.**

This exercise is being conducted electronically, via the London Tenders Portal - <https://procontract.due-north.com/Register> (the Portal) which is free for Suppliers to register.

This procurement process is being conducted electronically via the Council’s e-tendering system, the London Tenders Portal. All communications with the Council and all Quotations must be submitted to the Council via the Portal. Should you require any support in navigating the portal, please visit the Help centre [ProContract Version3 Help (due-north.com)](https://supplierhelp.due-north.com/), where you can access a range of ‘How to’ guides and video tutorials.

Your response must include:

* **Method Statements** – These questions relate to the quality requirements of the contract and allow the Council to assess the quotation responses. Please provide your answers to the Method Statement questions see attached Appendix A & Appendix B [method statements should be kept to a maximum of 4] and Appendix C included in this document.
* **Pricing Schedule** – Please complete the pricing schedule at Appendix D included in this document.
* **Social Value Schedule – Please complete Appendix E attached.**
* **[Additional items required as part of the response]**

Clarifications questions must be submitted and will be responded to via the Portal’s messaging function.

Please submit your quote as an attachment via the London Tenders Portal no later than 12:00 noon Tuesday 10th September 2024.

1. **Council’s rights**

The Council reserves the right at any time to:

1. cancel this procurement and not proceed with the award of any contract pursuant to this procurement process.
2. withdraw this Quick Quote or re-invite Quotations on the same or any alternative basis.
3. waive or change the requirements of this Quick Quote from time to time.
4. disqualify any bidder that does not submit a compliant Quotation in accordance with this Quick Quote
5. disqualify any bidder that is guilty of serious misrepresentation in relation to its Quotation.
6. make whatever changes it sees fit to the timetable, structure, or content of the procurement process for any reason whatsoever.
7. **Evaluation**

The methodology evaluation criterion is over three (3) appendices, Appendices A & B are scored out of a combined 50% of the marks, Appendix C contains 10% of the total score.

1. Methodology Schedule – Appendix C

|  |  |  |  |
| --- | --- | --- | --- |
| **Technical & Quality** | **Method Statement Questions and attached Appendices.** | **Total of 60 %** |  |
| **Data Migration & Integration** | How does your system handle accurate migration of data from our current systems and integrate with other platforms? |  | 5% |
| **Response** | | | |
| **Implementation Timeline** | What is the estimated timeline and key milestones for the full implementation of the system? |  | 5% |
| **Response** | | | |

1. Pricing & Social Value Schedule – Appendix D & E

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Sub Criteria** | **Weighting** | **Sub Criteria Weighting** |
| **Price** | Pricing Schedule | **30 %** | **0%** |
| **Social Value** | See attached. | **10%** | 0% |

The Quality evaluation will be scored in accordance with the table below.

|  |  |
| --- | --- |
| **Score** | **Score Justification** |
| **0** | **Completely unsatisfactory/unacceptable response**  No response to the question or serious deficiencies in meeting the required standards set out in the contract documents. |
| **1** | **Poor response**  The response significantly fails to meet the required standards set out in the contract documents, contains significant shortcomings. |
| **2** | **Partially Compliant response**  The response is partially compliant with some shortcomings in meeting the required standards set out in the contract documents. |
| **3** | **Acceptable response**  The response is compliant and meets the basic contract standards set out in the contract documents. Any concerns are only of a minor nature. |
| **4** | **Good response**  The response is fully compliant and clearly indicates a full understanding of the contract documents so as to consistently deliver the service in line with all the required standards. |

The bid that has the lowest price will be awarded a score of 100% of the price score. The scores for the other bids will be pro-rated relative to the lowest price.

The formula used to calculate the overall weighted score is:

(Lowest price ÷ price of bid evaluated) x price weighting + quality weighting.

1. **Project timetable**

|  |  |
| --- | --- |
| **Timetable** | |
| Published date | 09:00 Tuesday 28th August 2024 |
| Deadline for clarifications | 09:00 Friday 6th September 2024 |
| Deadline for Responses | 12:00 noon Tuesday 10th September 2024 |
| Evaluation | 16th to 20th September 2024 |
| Award date | w/c 23rd September 2024 |
| Contract start / delivery date | Tuesday 1st October 2024 |

1. **Specification**

See attached Appendices

[There are new HMRC requirements for receiving goods directly from abroad which could complicate your purchase.

**Prior** to ordering goods, you will need to establish where they are manufactured and where the goods are going to be delivered to in the first instance.

Before agreeing to enter into a contract with a provider (be it via a purchase order / P-card transaction, Quick Quote, RfQ or ITT), you need to establish the following:

1. Is the company that we are seeking to contract with the actual manufacture? If not, where are to goods manufactured?
2. If the company that we are seeking to enter into a contract with is not the actual manufacturer and they import the goods from abroad - Do they modify the goods or just order on our behalf?
3. If they are just an importer, no modifications occur, and they are just ordering on our behalf - where are the goods going to be delivered to – them or directly to us?
4. If they are just an importer and the goods are going to be delivered directly to us, why are we not going directly to the manufacture ourselves? (i.e. what value is there from buying from a ‘third-party’)]
5. **Additional requirements:**

[Add any additional contract requirements i.e. accreditations and insurances, please check insurance levels required].

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:

Public Liability Insurance - £5Million

Employers Liability Insurance – £5Million

Professional Indemnity Insurance – £5Million

Yes

No

1. **Appendix D: Pricing Schedule**

[Adapt the pricing schedule according to your requirement]

|  |  |
| --- | --- |
| **Item** | **Price** |
| Item 1 - Appendix A - Case Management System |  |
| Item 2 - Appendix B - Client Facing Form |  |
| **Total** | £ |

1. **Appendix E: Social Value – see attached.**
2. **Term and Conditions**

Please see London Tenders Portal for Terms and Conditions.

1. **Suppliers contact details.**

|  |  |
| --- | --- |
| Please provide Supplier contact details for any enquiries about this Quick Quote | |
| Name |  |
| Postal address |  |
| Phone |  |
| E-mail |  |
| Signature |  |