



Quick Quote reference: **DN**

Dated: 2 September 2019

Request for Quote return date: 30 September 2019

## **SUPPORT SERVICES TO CREATIVE AND CULTURAL BUSINESSES IN MERTON**

### **1. Introduction**

The London Borough of Merton is looking to engage qualified organisations to quote for the provision of business support services for the creative sector, growing the capacity of local practitioners and small businesses to grow the value, productivity and capacity of their enterprises.

### **2. Contract Term**

The proposed contract will be for a period of 10 months.

The anticipated service Commencement Date is 21 October 2019.

### **3. 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.

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 at Appendix B
- **Pricing Schedule** – Please complete the pricing schedule at Appendix C
- **Insurance:** confirm your ability to document insurance as required

Clarification 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 midday on 23 August 2019.

#### 4. Evaluation

Scored elements – Appendix B Method Statements (not to exceed 500 words unless otherwise stated)

Criteria	Sub Criteria	Weighting	Sub Criteria Weighting
<b>Technical &amp; Quality</b>	<b>Method Statement Questions</b>	<b>50% (minimum threshold 30%)</b>	
Understanding of the specific issues and opportunities facing Merton, and understanding of diversity and inclusion and how to grow a diverse range of practitioners and SMEs	Describe your understanding of the sector in the borough and how your experience elsewhere will address the local circumstances; how will you ensure the training, networking and recommendations meet the needs of and promote a diverse sector in the borough?		20%
Track record and experience of working with the sector, including CV summary for lead consultant (up to 1000 words)	Describe your previous experience in delivering business support services to this sector? Who is your lead consultant and what is their specific expertise?		12%
Proposals for creating a self-sustaining and financially viable approach to networking and business development	Set out your approach to resourcing networks and support in the long term, including a risk assessment		9%
Approach to considering strategies for places and spaces to support practitioners and creative SMEs	Set out your approach to developing and sustaining places and spaces for creative practitioners and businesses to make and sell (including performance)		9%
<b>Price</b>		<b>50</b>	
Fixed price for delivery of the services	Please provide a fixed price for the services and complete the table below for the transparency of delivery		50

Item	Day Rate	Allocated days	Price
Development and facilitation of networking			
Training services			
Report production and research			
<i>Totals</i>	<i>average</i>		

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

Score	Score Justification
<b>0</b>	<b>Completely unsatisfactory/unacceptable response</b> No response to the question or serious deficiencies in meeting the required standards set out in the contract documents.
<b>1</b>	<b>Poor response</b> The response significantly fails to meet the required standards set out in the contract documents, contains significant shortcomings.
<b>2</b>	<b>Partially Compliant response</b> The response is partially compliant with some shortcomings in meeting the required standards set out in the contract documents.
<b>3</b>	<b>Acceptable response</b> The response is compliant and meets the basic contract standards set out in the contract documents. Any concerns are only of a minor nature.
<b>4</b>	<b>Good response</b> 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 00%. 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:  
 $(\text{Lowest price} \div \text{price of bid evaluated}) \times \text{price weighting} + \text{quality weighting}$

## 5. Project timetable

Timetable	
Published online	2 September 2019
Deadline for clarifications	23 September 2019
Deadline for submission of Quotes	30 September 2019
Evaluation including possible interviews	Fortnight beginning 30 September

Award date	By 11 October 2019
Contract start / delivery date	By 21 October 2019

**6. Specification**

See attached Specification of CCI Business support MERTON

**7. Additional requirements:**

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 - £10Million
- Employers Liability Insurance – £5Million
- Professional Indemnity Insurance – £1Million

Yes   
 No

**8. Appendix C: Pricing Schedule (as at para 6.2 and Schedule 2 of contract)**

<b>Price</b>		<b>50</b>	
Fixed price for delivery of the services	Please provide a fixed price for the services and complete the table below for the transparency of delivery		50
<b>Item</b>	<b>Day Rate</b>	<b>Allocated days</b>	<b>Price</b>
Development and facilitation of networking			
Training services			
Report production and research			
<b>Total</b>	<i>Average</i>		£

See the Terms and Conditions for the Payment Schedule.

**9. Terms and Conditions**

Please see London Tenders Portal for Terms and Conditions.

## 10. Supplier contact details

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