

CONTRACT FOR THE PROVISION OF HOLIDAY ACTIVITIES PROGRAMME ON BEHALF OF THE LONDON BOROUGH OF WALTHAM FOREST

**FOR THE PERIOD:
26TH July 2021 – 31ST December 2021**

The Council of the London Borough of Waltham Forest ("the Authority") are seeking Tenders from suitably experienced and qualified organisations for the Framework Agreement for the Provision of Holiday Activities Programme.

The Framework shall commence on 26th July 2021 and shall continue up to and including 31st December 2021 ("the Contract Period").

The Government and the Authority want all children to have the best start in life and the on-going support that they and their families need to fulfil their potential and maximise their wellbeing.

During 2020/21, The Government will provide grant funding to the local authority to coordinate free holiday provision including holiday enrichment activities and healthy food to children in receipt of benefit related free school meals.

The Authority wants to work in partnership with children and young people; their parents and carers; the Authority's statutory and non-statutory partners and the provider market to deliver a higher volume of high quality, diverse and creative activities for children and young people throughout the school holidays.

The Framework is divided into separate Lots. The total contract value is estimated to be £600,000.00. The estimated contract values are split between the lots as follows:

- **Lot 1:** Holiday Activity Programme – 5-19 year olds - £300,000.00
- **Lot 2:** Family Sessions – 5-11 year olds - £300,000.00

Evaluation Criteria:

Organisations shall be experienced in providing similar services and shall also be required, as part of their Tender, to complete a Selection Questionnaire containing information about their economic and financial standing, technical capability and other general information. This information will be assessed to establish that the organisation is financially viable and technically capable of undertaking a service of the nature covered by the Contract. Full details of how the Authority will evaluate the Selection Questionnaire are contained in Volume C: Invitation to Tender

The Authority carries out financial appraisals of all organisations that Tender for the Authority's contracts to ensure that such organisations satisfy the Authority's minimum standards of economic and financial standing. The requested annual turnover must be achieved in each of the last two (2) years of trading. In this instance the Authority has set the following financial thresholds for the Contract:

- **Lot 1:** Holiday Activity Programme – 5-19 year olds - £17,000.00
- **Lot 2:** Family Sessions – 5-11 year olds - £17,000.00

The Authority has also set a ratio of no lower than 8 out of 20 as described more fully in Volume C: Invitation to Tender

The Authority retains discretion to exclude any organisation that fails to meet this standard.

Organisations shall be aware that only Tenders submitted by organisations who satisfy the requirements of the Selection Questionnaire shall go on to be evaluated in accordance with the Contract Evaluation Criteria of the most economically advantageous Tender received having regard to:

- Technical Ability and Quality
- Price Schedule assessed for value for money

A full breakdown of the Evaluation Criteria is contained in Volume C: Invitation to Tender.

The Authority considers that the Transfer of Undertakings (Protection of Employment) Regulations 2006 as amended by the Collective Redundancies and Transfer of Undertakings (Protection of Employment) (Amendment) Regulations 2014 ("TUPE") will not apply to this Contract.

Contract Documents:

The Contract Documents comprise of the following:

- Instructions for the Submission of a Tender;
- Volume A: Conditions of Contract
- Volume B: Specification
- Volume C: Invitation to Tender
- Appendix 1: Certificates
- Appendix 2: Certificates
- Appendix 3: SQ Explanatory Document
- Appendix 4: Selection Questionnaire
- Appendix 4: Selection Questionnaire – Financial Assessment
- Appendix 5: Award Criteria
- Appendix 6: Method Statements
- Appendix 7: Financial Submission

Any organisation that considers it has the expertise to undertake this Contract can obtain the Contract Documents in accordance with the instructions below:-

- Register your organisation free of charge at www.londontenders.org;
- Await acceptance: you will receive an e-mail confirming your username and password for the London Tenders Portal;
- Use your username and password to log in to the London Tenders Portal and express your interest in the Contract;
- After you have expressed an interest you will receive an e-mail link to access the Contract Documents;
- Then follow the guidance contained in the Instructions for Submission of a Tender;
- **All Tenders must be submitted via the London Tenders Portal.**

All Tenders shall be submitted in accordance with the Instructions for Submission of a Tender and must be submitted by no later than **12:00 Hours (12:00 noon) on Thursday 1st July 2021**

A Contract Notice in respect of this Contract was dispatched to the Find a Tender portal on Tuesday 15th June 2021.