

**Invitation to Quote (“ITQ”) -  
Dynamic Purchasing System for Care and Support  
Services for people with Learning Disabilities**

**LBE reference – [\_\_] / [service user’s initials]**

SAMPLE

**PLEASE READ THESE INSTRUCTIONS CAREFULLY BEFORE PREPARING  
YOUR SUBMISSION**

SAMPLE

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## Section 1 – Invitation to Quote

### 1 Preamble

#### 1.1 Introduction

The London Borough of Enfield (the “Authority”) is seeking to appoint [INSERT WHETHER SINGLE / MULTIPLE BIDDER] to provide care and support services using Lot [INSERT LOT NUMBER] of the Dynamic Purchasing System (DPS) for the provision of Care and Support Services for people with Learning Disabilities. Bidders that have been accepted on to this DPS, following successful completion of the Standard Selection Questionnaire (SSQ), are now invited to quote.

The Service User’s Care and Support plan is attached as Section 6.

The Contract shall be in accordance with the attached documents comprising This Invitation to Tender (ITQ)

- Section 3 - Form of Submission
- Section 4 - Specification
- Section 5- Terms and Conditions
- Section 6 - Care and Support Plan
- Section 7 - Evaluation Criteria
- Section 8 – Certificate of Non-Collusion
- Responses to Quality Questions and Price

Bidders should read these instructions carefully before completing the remaining documentation, and must comply with the terms of this ITQ. Failure to comply with these requirements for completion and submission of the quotation may result in the rejection of your submission. Bidders should acquaint themselves fully with the extent and nature of the goods / services and contractual obligations contained herein and take any independent financial or legal advice, if necessary, as early as possible in the process and Bidders are deemed to have done so before submitting a quote.

All responses are to be uploaded within <https://www.careplace.org.uk/>

Providers shall treat this contract as a ‘one-shot’ opportunity and are reminded that the EU procurement regime prevents us from negotiating on commercial aspects of any Providers offer – hence, Providers shall always treat their Submission as a “best and final offer”.

#### 1.2 Contractual Structure

Any Contract (managed by the Authority) resulting from this ITQ will be subject to the Terms and Conditions together with any schedules and appendices substantially in the form attached at Section 5 (the “Contract”). The Contract sets out the terms and conditions between the Authority and the successful Bidder(s). Appointment under the Contract will mean that successful Bidder will be required to deliver the services to the Authority on the terms and conditions set out in the Contract throughout the duration of the Contract.

#### 1.3 Award of the Contract

The successful Bidder shall be selected to enter into the Contract based on an evaluation of submissions with the price criteria given a 40% [+/- 20%] weighting, and quality criteria given a 60% [+/- 20%] weighting.

It is envisaged that Bidder with the top scoring submission will be invited to join the Contract.

The evaluation criteria and their weightings are set out in Section 7 (Evaluation Criteria).

**1.4 Information Provided**

The Authority have made every effort to ensure the completeness and accuracy of information provided to Bidders but do not warrant any such information. Bidders will be deemed to have satisfied themselves as to the accuracy and completeness of such information before submitting their quotes.

**1.5 Information provided at SSQ stage**

Bidders shall supply details of any areas in which any information which has been provided to the Authority prior to submission of its quote is no longer fully accurate, comprehensive and up to date and give notice to the Authority of any information which they know or might reasonably be expected to know will become out of date during the term of the Agreement. Information received will be assessed in accordance with the SSQ Evaluation Method.

Information provided at the SSQ stage will be validated prior to Final Contract Award.

**2 Content of Submission**

Bidders submissions shall be made in accordance with the Section 2 (Instructions to Bidders) and in Section 3 (Form of Submission).

**2.1 Quality Evaluation**

Bidders shall respond to each evaluation criteria set out in Section 7 (Evaluation Criteria).

Provided in brackets after each evaluation criteria is the percentage score allocated to that criteria and also any limitation to the length of response required. Any information given outside of this limit will not be factored into the evaluation.

Please note that only information contained within the response to a single criteria will be assessed for that criteria, the evaluation panel will not cross-reference answers to questions so be sure to respond fully to each criteria fully and in the correct place.

**2.2 Price Evaluation**

Bidders are to submit a price using the relevant section of Care Place. Refer to section 7 (Evaluation Criteria).

**2.3 Insurance and Security**

Bidders shall have in place the following insurance levels as a minimum for each individual claim:

Professional Indemnity Insurance	:	£3,000,000
Public Liability Insurance	:	£5,000,000
Employer's Liability Insurance	:	£10,000,000

Bidders shall confirm levels of Public liability, Employers Liability and Professional Indemnity insurance (either in place or to be obtained) in their submission and highlight any limitations

on cover and enclose a copy certificate or broker's letter to confirm the level and scope of cover, where appropriate.

#### **2.4 Certificate of Non-Collusion**

Bidders shall complete the certificate of non-collusion attached at Section 8 (Certificate of Non-Collusion) and upload within the relevant section of ProContract.

### **3 Evaluation of Submissions**

#### **3.1 Written Submission**

The Evaluation Panel will evaluate the bids received to establish the most economically advantageous to the Authority in terms of the criteria set out at Section 7 (Evaluation Criteria). That assessment will be made on the basis of Bidder's responses to this ITQ.

#### **3.2 Clarifications**

As part of the evaluation, Bidders shall make available key members of their delivery team who will be responsible for the provision of the Contract to demonstrate their understanding and approach as outlined in the tender and to allow the Authority an opportunity to clarify any aspect of their tender.

### **4 Procurement Timetable**

The envisaged timetable for the selection of the successful Bidder to enter into the Contract is as follows:

<b>Activity</b>	<b>Date / Time</b>
Issue ITQ	
Deadline for receipt of Quotes	
Evaluation	
Clarifications	
Notification of outcome to Bidders	
Service user assessment	
Validation of information from SSQ stage	
Final contract award	
Anticipated contract start	

The above timetable is indicative only and subject to variation by the Authority. Bidders will be informed of any significant changes.

### **5 Service User Assessment**

The Bidder ranked first following evaluation will be invited to carry out an assessment of the service user. Other Bidders may however also be invited to assess at the discretion of the Authority.

## **Section 2 – Instructions to Bidders**

**Submissions must be made in accordance with the following instructions to Bidders (the “Instructions”). Submissions that do not comply with these instructions in any way may be rejected by the Authority whose decision in the matter shall be final.**

### **1 Introduction**

- 1.1 Submissions shall be presented under the same headings and in the same sequence as required by the ITQ.
- 1.2 Bidders are responsible for obtaining all information necessary for the preparation of their Submissions. All costs, expenses and liabilities incurred by any Bidder in connection with the preparation and/or submission of a response, and in discussion with the Authority, and (in the case of acceptance of a Submission by the Authority) in connection with the execution of the Contract and any relevant documents, shall be borne by that Bidder.
- 1.3 The information referred to or contained in the ITQ has been prepared by the Authority in good faith but does not purport to be correct, comprehensive or to have been independently verified. The Authority in no way warrants any information given to Bidders. Bidders shall not rely on the information and must carry out their own due diligence checks in order to verify the information provided by the Authority. The Authority accepts no responsibility or liability whatsoever for any loss or damage of whatever kind and howsoever caused arising from or in consequence of Bidders' use of or reliance on such information.
- 1.4 The attention of Bidders is drawn to the Terms and Conditions of the ITQ. It is essential that Bidders are totally familiar with the contents of this document before compiling their Submission.
- 1.5 The procurement timetable is set out at paragraph 4 of Section 1.
- 1.6 If any Bidder requires any further information or wishes to raise any query, such request or queries should be addressed in writing through CarePlace. The Authority will endeavour to answer any requests and/or queries raised, provided that they are received prior to the deadline set under paragraph 4 of Section 1 and provided the Authority considers any such request to be appropriate for reply. Any such requests and/or queries and the Authority's responses will be sent to all Bidders, where appropriate.

### **2. Confidentiality**

- 2.1 All information supplied by the Authority in connection with the ITQ shall be treated as confidential and Bidders shall not, without the prior written consent of the Authority, at any time, make use of such information for any purpose other than the preparation of its Submission.
- 2.2 Bidders shall treat the ITQ and every part of it and all other information provided by or on behalf of the Authority as private and confidential. Bidders shall not disclose the fact that they have been invited to quote or release details of the ITQ other than on a strictly



confidential basis to those parties whom they need to consult for the purposes of preparing their Submission.

- 2.3 Bidders shall not at any time release any information concerning the ITQ and/or their Submissions and/or any related documents and/or any negotiation and/or discussion with the Authority in this connection for publication in the press or on radio, television, screen or any other medium.
- 2.4 The Authority reserves the right to retain all Bidders' submissions throughout the period that the Submission remains valid and open for acceptance.
- 2.5 Each Bidder undertakes to indemnify the Authority and to keep the Authority indemnified against all actions, claims, demands, liability, proceedings, damages, costs, charges and expenses whatsoever arising out of or in connection with any breach of the provisions of this paragraph 2 (Section 2).

### **3. Submissions**

- 3.1 Bidders shall complete all relevant online questions, and upload responses to evaluation criteria where indicated. Submissions should be received no later than **[INSERT RETURN DATE / TIME]**. Any submission received after this time shall be excluded.
- 3.2 No alteration or addition (save for the inclusion of the relevant information) should be made to the Form of Submission. Submissions must not be qualified in any way and must be submitted strictly in accordance with this ITQ, including these Instructions. Submissions must not be accompanied by any covering letter or any statement that could be construed as rendering the Submission equivocal and/or placing it on a different footing from other Submissions.

Please note that all documentation must be completed and returned in the original format with the correct page numbers without alterations or substitutions of any kind whatsoever; pages must not be removed or extra pages inserted or replaced.

As a result of past experience of this practice and the problems this causes during submission opening, any submissions returned in a format other than the original and/or including alterations or substitutions to this document will not be accepted or considered and shall be rejected immediately.

- 3.3 Bidders shall answer all questions as accurately and concisely as possible in the same order as the questions are presented. Where a question is not relevant to the Bidders organisation, this shall be indicated with 'N/A'.
- 3.4 Questions shall be answered in English and state all monetary amounts in Pounds Sterling.
- 3.5 The Submissions shall be signed:-
  - a) where the Bidder is an individual, by that individual,

- b) where the Bidder is a partnership, by all the partners or by at least two (2) partners signing under a power of attorney on behalf of the other partners, a copy of which is to be provided with the Submission,
  - c) where the Bidder is a company, by two (2) directors or by a director and the company secretary, such persons being duly authorised for that purpose.
- 3.6 Each Bidder shall produce forthwith upon request by the Authority documentary evidence of any authorisation, formation, interpretation and performance referred to in paragraphs 3.5(b) and 3.5(c) above.
- 3.7 Bidders shall note that the formation, interpretation and performance of the Contract shall be subject to and interpreted in accordance with the laws of England.
- 3.8 Bidders shall include in their Submission all information required by the ITQ and all costs necessary to enter into the Contract and to deliver the Services safely and in compliance with all statutory provisions and other rules or regulations relating to the Contract.
- 3.9 Bidders Submissions shall remain open for acceptance for a minimum period of 180 calendar days.

#### **4. Non-consideration of Submissions**

- 4.1 The Authority may in their absolute discretion refrain from considering a Submission if either:
- a) in any respect, it does not comply with the requirements of the ITQ (including these Instructions), or
  - b) the Submission contains any significant omissions.
  - c) the Submission is not submitted by the deadline set out in paragraph 3.1 of Section 2 (Instructions to Bidders).

#### **5. Rejection of Submissions**

- 5.1 Any Submissions or other documents submitted by any Bidder in respect of which the Bidder:
- a) fixes or adjusts the amount, prices, charges and rates shown:-
  - b) by or in connection with any agreement or arrangement with any other person, or
  - c) by reference to any other Submission, or
  - d) communicates to any person other than the Authority any information except in accordance with paragraph 2.2 above (Section 2), or
  - e) enters into any agreement or arrangement with any other person that such other person shall refrain from submitting Submissions or shall limit or restrict the amounts,

prices, charges and rates to be shown by any other Bidder in its Submission and other documents, or

- f) offers or agrees to pay or give, or does pay or give, now or in the future any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done or offering to do in relation to any other Bidder or any other proposed Submissions or other documents or current or future commercial or personal relationship any act or omission, or
- g) has directly or indirectly canvassed any member or official of the Authority concerning the acceptance of any Submissions or has directly or indirectly obtained or attempted to obtain information from any such member or official concerning any other Submissions or other submissions made by any other Bidder, or
- h) fails to use the English language, or
- i) fails to state monetary amounts in Pounds Sterling,

may not be considered for acceptance and may accordingly be rejected by the Authority provided always that such non-acceptance or rejection shall be without prejudice to any other civil remedies available to the Authority in respect thereof or to any criminal liability that such conduct by a Bidder may attract.

5.2 The Authority reserves the right at any time:

- a) not to award a Contract and to withdraw from, suspend or terminate the procurement procedure, any part of the procurement procedure and to procure the appointment of the Bidder by any alternative means which the Authority see fit (including by way of undertaking a new procurement process), or:
- b) to award the Contract(s) to which this procurement process relates in whole, in part or not at all.

without incurring any liability whatsoever to the Bidder. The Bidder acknowledges and agrees that in participating in this ITQ, it shall hold the Authority harmless from any liability or loss whatsoever suffered by the Bidder as a result of the Authority's actions and/or omissions under this ITQ.

## **6. Acceptance of Submissions, Criteria for Evaluation and Contract Award**

6.1 The Authority reserves the right to accept any Submission pursuant to the ITQ.

6.2 The Authority shall not be bound to accept any Submission and reserve to themselves the right at their absolute discretion to accept or not accept any Submission.

6.3 The Authority may without limitation meet with and/or interview Bidders, ask for presentations and clarification of material submitted, undertake site visits and seek references as part of the evaluation process. All Submissions made by Bidders prior to the Closing Date will be considered, together with any other information that the Authority may require to be submitted.

## **7. Bidder's Warranties**

7.1 In completing its Submission each Bidder warrants, represents and undertakes to the Authority that:

- a) it has not done any of the acts or matters referred to in paragraphs 5.1(a)-(g) above (Section 2) and has complied in all respects with these Instructions,
- b) all information, representations and other matters of fact communicated (whether in writing or otherwise) to the Authority by the Bidder, its employees or agents in connection with or arising out of the Submission is true, complete and accurate in all respects,
- c) it has made its own investigations and research and has satisfied itself in respect of all matters (whether actual or contingent) relating to the Submission, and has not relied on information supplied by the Authority,
- d) it has satisfied itself as to the correctness and sufficiency of the information it has included in its Submission and inserted in the Pricing Schedule,
- e) it has full power and authority to enter into the Contract and to deliver the goods / services,
- f) it is of sound financial standing and has and will have sufficient resources available to it to comply with its obligations under the Contract.

## **8. General**

8.1 Every part of this ITQ and all other documents provided to Bidders will remain the property of the Authority and will be returned with the Submission or, if no Submission is submitted, upon the Authority's demand.

8.2 Bidders are advised to retain for themselves details of their Submissions. The Authority reserve the right to make a charge if a Bidder requests a copy of its Submission.

## **9. Data Protection and Freedom of Information Requirements**

9.1 Please note for the purposes of this ITQ and the resulting contract(s), the Authority shall be the Data Controller of Personal Data and the Bidder shall be the Data Processor in line with the GDPR (the General Data Protection Regulation (Regulation (EU) 2016/679) (Data Controller, Personal Data and Data Processor shall take the meaning given in the GDPR). The contract(s) shall be in strict compliance with the GDPR rules and requirements and any successful Bidder shall be bound by the Data Protection clauses in the resulting contract(s). The Bidder shall not process any Personal Data provided for any purpose other than for submitting a quote.

9.2 The Authority is subject to the Freedom of Information Act 2000 (the "FOIA") and Environmental Information Regulations 2004 (the "EIR") under which members of the public

or any interested party may make a request for information held by the Authority at the time of the request.

- 9.3 Following such request, the Authority will consider the disclosure of any information, including price quotes, contained in Submissions both successful and unsuccessful, subject to the exemptions of the FOIA and EIR. Bidders shall be aware that attaching a blanket label of 'private and confidential', 'commercially confidential' or similar to a Submission may not exempt that Submission from disclosure under the FOIA and/or EIR.
- 9.4 If a Bidder considers that all or any part of its Submission and/or any specific information contained therein constitute a 'trade secret', or that the Submission or information is commercially sensitive information disclosure of which would be likely to prejudice the commercial interests of any party, believes that a duty of confidentiality applies or otherwise considers that such documents and/or information falls within any other exemption set out in the FOIA and/or EIR, the Bidder should:
- a) attach information it considers to be commercially sensitive e.g. costing or trade secrets in a separate schedule marked 'commercially sensitive information' or 'trade secret' and include a time limit for the sensitivity of the information, and
  - b) in respect of such schedule and/or specific information, identify the particular FOIA and/or EIR exemption that the Bidder claims applies in the particular circumstances. Bidders shall do so in full knowledge of the relevant terms of the Lord Chancellor's Code of Practice (the "Code") under Section 45 of the FOIA, giving advice to public authorities on the handling of requests under the FOIA. This will enable Bidders to make such claims based on reasons that address the requirements of the Code.
- 9.5 Bidders shall be aware that, even when they have scheduled or identified relevant documents and/or information and claimed exemption pursuant to paragraph 9.4 above (Section 2), the Authority will have complete discretion in deciding whether such documents and/or information should be disclosed under the FOIA and/or EIR.

### Section 3 - Form of Submission

#### FOR [LBE REFERENCE] (DYNAMIC PURCHASING SYSTEM FOR CARE AND SUPPORT SERVICES FOR PEOPLE WITH LEARNING DISABILITIES)

#### SUBMISSION DUE IN BY [INSERT TIME / DATE]

Name / Position: [INSERT NAME & POSITION]

Address: [INSERT FULL COMPANY ADDRESS]

Date: [INSERT DATE]

#### UNCONDITIONAL AND IRREVOCABLE OFFER TO THE AUTHORITY IN RESPECT OF [LBE REFERENCE] (DYNAMIC PURCHASING SYSTEM FOR CARE AND SUPPORT SERVICES FOR PEOPLE WITH LEARNING DISABILITIES)

I/We the undersigned return this Submission and acknowledge that we are bound by our proposals submitted pursuant to the Invitation to Quote (receipt of which is also acknowledged) of which the following form part, all duly completed in full where appropriate:

- Section 3 - Form of Submission
- Section 4 - Specification
- Section 5 - Terms and Conditions
- Section 6 - Care and Support plan
- Section 7 - Evaluation Criteria
- Section 8 - Certificate of Non-Collusion
- Responses to Quality Questions and Price

I/We unconditionally and irrevocably offer to enter into the Contract and deliver the goods / services in relation to [LBE REFERENCE] (Dynamic Purchasing System for Care and Support Services for People with Learning Disabilities) (as set out in section 1 (Invitation to Quote)).

I/We agree to the prices submitted through in Care Place.

I/We confirm that:

- i I/We are fully conversant with every part of the Invitation to Quote and its annexures, and
- ii this Submission is strictly in accordance with all and every provision of the Invitation to Quote including, without limitation, the Instructions to Bidders.
- iii All information representations and any other matters of fact communicated to the Authority (whether in writing or otherwise) in connection with or arising out of this Submission are submitted in good faith and are to the best of my/our knowledge true, complete and accurate in all respects.

I/We agree that this Submission shall remain open to be accepted or not by the Authority and shall not be withdrawn for a period of 180 days from the Closing Date set out in the Invitation to Quote, or such longer period as may be agreed by the Authority.

I/We undertake to execute the Contract substantially in the form annexed to the Invitation to Quote.

I/We certify that I/We have not communicated anything contained in the Invitation to Quote or its annexures to any other person except in accordance with the Instructions to Bidders or adjusted our Submission in accordance with any agreement or arrangement with any other person or organisation in the terms set out above.

I/We acknowledge that the Authority is not bound to accept the lowest or any Submission they may receive, and reserve the right at their absolute discretion to accept or not to accept any Submission.

I/We certify that we have full power and authority to enter into the Contract and deliver the goods / services, and that this is a bona fide Submission.

I/We certify that I/we are of sound financial sounding that will enable us to carry out our obligations under the Contract in full and are not aware of any circumstances which might adversely affect such financial standing in future.

Dated this ..... day of .....

Signed for and on behalf of the Bidder:

Signed:

Position/Status:

Bidder's Name:

Address:

Signed for and on behalf of the Bidder:

Signed:

Position/Status:

Bidder's Name:

Address:

**[PLEASE PRINT OUT THE FORM OF SUBMISSION, SIGN, SCAN AND UPLOAD THE COMPLETED DOCUMENT AS PART OF YOUR SUBMISSION]**

## **Section 4 – Specification**

*Please see separate document.*

SAMPLE



## Section 5 – Terms & Conditions

*Please see separate document.*

SAMPLE

## Section 6 – Care and Support Plan

*Please see separate document.*

SAMPLE

## Section 7 – Evaluation Criteria

The evaluation process is outlined below. Provided in brackets is the percentage score allocated to that criteria.

### 1. Quality (60%) [*+/- 10% - final weighting determined when ITQ is published for each referral*]

Using the appropriate section of CarePlace, please respond to the following questions:

1. Provide an outline of your proposal for this placement with a breakdown of the proposed hours and staffing levels (including day and night support, core/shared and individual hours).
2. How will you meet the service user's outcomes, as detailed in the service user's care and support plan? [N.B. This question may be left as a single question or divided into sub questions relevant to the service user]
3. How would you aim to achieve a reduction in needs/prevent increased needs and demonstrate continuous value for money to the Authority?

*[The above are sample questions]*

Unless otherwise stated, all questions within Quality will have an equal weighting. Responses will be assessed using the following scoring mechanism:

Score	Definition
<b>5</b> (Very Good)	<b>COMPLETELY MEETS THE REQUIREMENT</b> The Bidder's proposal is comprehensive and demonstrates that they fully understand the requirement. They have supplied clear, detailed information and the evidence is unequivocal. The evaluation team is fully satisfied about the bidder's ability to meet the detailed criteria.
<b>4</b> (Good)	<b>MEETS THE REQUIREMENT</b> The Bidder has demonstrated a good understanding of the requirement. The evidence is clear and convincing with minor reservation(s).
<b>3</b> (Satisfactory)	<b>MOSTLY MEETS THE REQUIREMENT BUT FAILS IN PARTS</b> The Bidder has demonstrated a reasonable understanding of the requirement in most areas with reservation in one key area. The evidence is fairly clear and convincing.
<b>2</b> (Poor)	<b>MOSTLY FAILS TO MEET THE REQUIREMENT</b> In the majority of the key areas the evidence is unclear and unconvincing. The overall response casts doubt on the Bidder's ability to deliver the full requirement of the service.
<b>1</b> (Very Poor)	<b>SIGNIFICANTLY FAILS TO MEET THE REQUIREMENT</b> In virtually all key areas, or in one of the major areas, there is a lack of convincing evidence which casts serious doubt about the Bidder's understanding of the requirement.
<b>0</b> (No response or irrelevant response)	<b>TOTALLY FAILS TO MEET ANY OF THE REQUIRREMENTS OR FAILS TO PROVIDE A RESPONSE</b> No response provided or totally fails to address the requirement

Minimum Quality Requirement:

If any single question receives a score of 2, 1, or 0, your proposal will not be considered.

**2. Price (40%)** [*+/- 10% - final weighting determined when ITQ is published for each referral*]

Please upload your price under the appropriate section of CarePlace. This should be '£ per week' and include a breakdown that details the hourly rate.

All prices are to be exclusive of Value Added Tax (VAT) and inclusive of all other costs.

The mechanism for establishing price scores is that the lowest price Bidder (per week) is awarded the maximum percentage score available; all other Bidders are awarded using the following formula:

$$( \text{Lowest Bidder Price} / \text{Bidders Price} ) \times \text{Percentage Score Available}$$

A more detailed breakdown of the price may be requested as part of the clarification stage.

## Section 8– Certificate of Non-Collusion

### Certificate as to Bona Fide Submission / Collusive Bidding

To the London Borough of Enfield

(hereinafter called the “Authority”)

The essence of selective bidding is that the Authority shall receive bona fide competitive Submissions from all persons bidding. In recognition of this principle;

I/We certify that this is a bona fide Submission, intended to be competitive and that I/We have not fixed or adjusted the amount of the Submission or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

I/We also certify that I/We have not done and undertake that I/We will not do at any time any of the following acts:

- a) communicate to a person other than the Authority the amount or approximate amount of my/our proposed Submission (other than in confidence in order to prepare a joint submission or to obtain insurance premium quotations required for the preparation of the Submission,
- b) enter into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any Submission to be submitted,
- c) offer or agree to pay or give now or in the future any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done or offering to do in relation to any other Submission or proposed Submission for the goods / service or current or future commercial/personal relationship any act or omission.

In this certificate the word **person** includes any person and anybody or association, corporate or incorporate and **any agreement or arrangement** includes any such transaction, formal or informal and whether legally binding or not.

Signed (1) .....

Status .....

Signed (2) .....

Status .....

For and on behalf of .....

.....

Date .....

**[PLEASE PRINT OUT THE CERTIFICATE OF NON-COLLUSION, SIGN, SCAN AND UPLOAD THE COMPLETED DOCUMENT AS PART OF YOUR SUBMISSION]**