



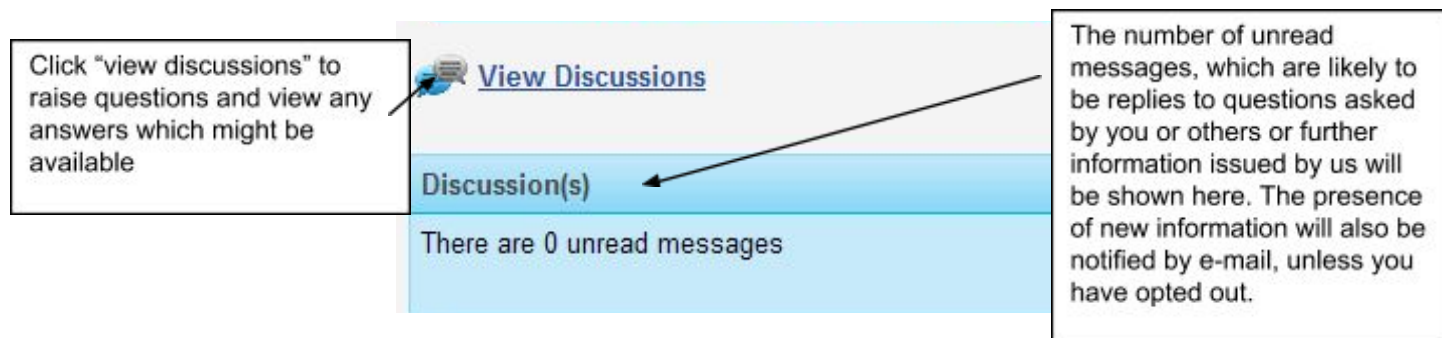
**INVITATION TO SUBMIT  
PROPOSALS  
FOR  
WARM HOMES BETTER HEALTH**

**ISSUED 11/08/2019**

## **INSTRUCTIONS FOR SUBMITTING PROPOSALS**

### **Section 1 - Invitation to Submit Proposal**

1. The Royal Borough of Kingston upon Thames (the "Council") invites proposals for Warm Homes Better Health.
2. It is anticipated that the contract will be awarded in **27/09/2019** with an anticipated contract start date of 01/10/2019. The contract term will be for a period of 8 months with an optional extension, at the Council's discretion, of up to an additional **1** year.
3. Proposals must be received by the Council through the Pro Contract e-tendering system by no later than **09:00am, 12/09/2019** Proposals may not be submitted by any other means
4. Should a Bidder proposing to submit a proposal be in doubt as to the interpretation of any part of the tender documents, the **Warm Homes Better Health** or their nominated officers will endeavour to answer written enquiries prior to proposals being submitted. Requests for clarification should be sent using the **Q&A functionality** provided within the portal (refer tender summary screen and click on:



5. Each proposal received by the Authority shall be deemed to have been made subject to the terms and conditions of the proposal documents. These are the Councils Routine terms and conditions, as attached in the e-procurement system.

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### **Timetable**

6. The indicative timetable is set out below:

<b>Invitation to Submit Proposals</b>	<b>Dates</b>
Proposal Documents available to Bidders	14/08/2019
Deadline for Clarifications/Queries	23/08/2019
Proposal Return Deadline	12/09/2019
Evaluation Period	12/09/2019-24/09/2019
Award by Council	27/09/2019
Mobilisation period	27/09/2019-01/10/2019
Start date	01/10/2019

### **Preparation of proposal**

7. It is the responsibility of Bidders to obtain for themselves at their own expense all information necessary for the preparation of their proposals.
8. Information supplied by the Council or by the Incumbent Contractor (whether in these proposal documents or otherwise) is supplied for general guidance in the preparation of the proposals. Bidders must satisfy themselves by their own investigations with regard to the accuracy of any such information and no responsibility is accepted by the Council for any inaccurate information obtained by Bidders.
9. All information supplied by the Council in connection with this invitation to proposal shall be regarded as confidential by the Bidder except that such information may be disclosed for the purpose of obtaining sureties and quotations necessary for the preparation of the proposal.
10. The proposal documents are and shall remain the property of the Council and must be returned upon demand.
11. Proposals must be submitted for the supply of the whole service upon the terms set out in the Specification and terms and conditions. Proposals for only part of the service will be rejected.
12. In addition to any more specific obligations imposed by the terms of the draft contract Bidders must satisfy the Council of their ability to provide the service set out in the contract documentation.
13. A full response must be submitted using the e-procurement system. All documents as specified within the system must be completed and uploaded as part of the response. All questions must be answered unless instructed otherwise as per the

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individual instructions assigned to that question.

### **Submitting Proposals**

14. The completed proposal shall be submitted via Pro Contract, the Council's e-procurement system, no later than 09:00am on 12/09/2019.
15. Proposals received after the proposal submission deadline will NOT be considered for proposal evaluation.
16. The Council may at its own absolute discretion extend the closing date and time specified in paragraph 14 above.

### **Evaluation of Proposals**

#### **Evaluation Criteria**

17. The Council will award the Contract to the company submitting the most economically advantageous proposal taking into account the following criteria:
  - a) Price [weighted at **20%**] – the Pricing Schedule will be marked out of 100 on the e-procurement system but the overall weighting applied to Price is **20%**. The Bidder needs to demonstrate the ability to provide the services on a Value for Money basis.

Price will be evaluated using the pricing information provided by the Bidder in response to the Pricing Schedule Question, with the lowest bid scoring the full percentage allocated for Price and all other bidders allocated a proportional percentage using the formula:

$$\text{lowest bid} / \text{own bid} \times [20\%]$$

All prices submitted must be exclusive of VAT.

- b) Quality [weighted at **80%**] - the Method Statement questions and their weightings are shown in ProContract. The question weightings add up to 100 in the system; but the overall weighting applied to Quality is **80%**. The Bidder needs to demonstrate the ability to deliver a high quality service in all the service areas; this will be assessed on the basis of Method Statements which are designed to determine how well the bid meets the Specification requirements [see Specification attached within the e-procurement system].

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<b>Quality Sub-Sections</b>	<b>Sub-Weighting</b>
1.Ability to Deliver Requirement	20%
2. Services offered	20%
3.Project team and previous experience	10%
4.Risk assessment and mitigation	15%
5. Performance	15%
6. Cost, quality and performance	10%
7. Added Value/ Proposed Innovations	10%

Quality will be evaluated through a panel of officers scoring the responses given to each Method Statement, using the following scoring methodology:

<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Unacceptable</b> The information is either completely omitted or completely fails to meet the standard/requirements	<b>Poor</b> The information submitted has major omissions or fails to meet the standard/ requirements in more than one area.	<b>Inadequate</b> The information submitted has some minor omissions or demonstrate s only limited compliance with requirement or fails to meet the standard in one area.	<b>Satisfactory</b> The information submitted meets RBK's requirements in demonstrating compliance with requirements	<b>Good</b> The information submitted provides strong evidence of compliance with requirements and exceeds the standard in one area.	<b>Excellent</b> The information submitted meets the standard all aspects and exceeds the standard in more than one or all of those aspects.

The scores will then be totalled and multiplied by the Quality Weighting % to provide a total score out of **80%** for the Quality Section.

The Price and Quality sections will then be added together to provide the total score.

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### **Clarification and Communication during the Proposal Period**

18. Persons proposing to submit proposals are advised to ensure that they are fully familiar with the nature and extent of the obligations to be accepted by them if their proposals are accepted.
19. Should a person proposing to submit proposals be in doubt as to the interpretation of any part of the proposal documents, the contact listed at paragraph 4 will endeavour to answer enquiries submitted through the e-procurement system prior to proposals being submitted.
20. Council Officers will be available during the proposal period to discuss or clarify matters relating to the contract documentation. All requests for information, clarification or site visits must be made through the Council's e-procurement system, using the Q&A Function described at paragraph 4.
21. **The final date for questions and clarifications prior to the Proposal submission deadline is 23/08/2019**, as per the timetable above. Copies of clarification requests and responses will be circulated to all Bidders. As far as possible the anonymity of the originator will be preserved.
22. Bidders shall note that any Proposal that cannot demonstrate its financial and practical sustainability in the Council's opinion will be rejected.
23. The Council is not bound to accept the lowest or any Proposal.

### **Debriefing Process**

24. Unsuccessful Bidders will be notified in writing. If Bidders request further information following this then the Council will provide an explanation.