Please provide the details as specified below as your response to RFQ 2020/011. When completed please upload this document to the e-tendering [portal](https://procontract.due-north.com/) as your response to the Request For Quote. Responses submitted via any other method may not be considered further

**Company Information**

|  |  |
| --- | --- |
| Name of Organisation Submitting Bid |  |
| Registered Office Address |  |
| Company Number (If Any) |  |
| Person Responsible For Submitting Bid |  |
| Phone Number |  |
| Email |  |
| Operating Address (If Different To Above) |  |

Response

| **ID No** | **Requirement details**  | **Weighting** | **Bidder Response** |
| --- | --- | --- | --- |
| 1 | Confirmation of your ability to meet the minimum specified requirements | Pass/Fail |  |
| 2 | **Organisation Classification** You must confirmclassification of your Organisation – (mandatory requirement for all purchases above £25K) i.e:* Voluntary, Community and Social Enterprise (VCSE);
* Small or Medium Enterprise (SME)
 | FI |  |
| 3 | **Insurances****Submit copies of your Schedule of Insurance** and confirm that the specified insurances will be in place at the start of the contract.  | Pass/Fail |  |
| 4 | **Capacity To Deliver The Required Services****Provide a statement** demonstrating your track record performing similar services of the nature and scale to that required [Max 750 words]  | Pass/Fail |  |
| 5 | **Appropriate Qualifications****Submit copies of certificates** demonstrating your employees hold appropriate qualifications as may be required by law for delivery of the services | Pass/Fail |  |
| 6 | **Appropriate Membership****Submit proof of membership** of the British Pest Control Association or equivalent trade association (if any) | FI |  |
| 7 | **Appropriate Licenses****Submit copies of appropriate licenses** for the removal and disposal of any waste that may arise from the delivery of the Services under this Contract.  | Pass/Fail |  |
| 8 | **Terms and Conditions**State your agreement to the ML Standard Contract | Pass/Fail |  |
| 9 | **Proofing Works**Demonstrable track record of building maintenance knowledge and the ability to identify proofing works to the fabric of any building including cavity walls, loft spaces, false ceilings and drains, etc. [Max 750 words] | 15% |  |
| 10 | **Guaranteeing Response Times [Initial Treatment]**Contractors proposal in meeting the set timescales for initial pest control treatment and re-visits [Max 750 words] | 10% |  |
| 11 | **Guaranteeing Response Times (Acknowledgement of Order]**Contractors proposal in meeting the requirements of the set timescales for acknowledging receipt of an order within 24 working hours [Max 500 words] | 5% |  |
| 12 | **Cost**Your firm price for the delivery of the services required, excluding VAT, but including all direct and indirect costs associated with service-delivery | 70% |  |
| 13 | **Covid-19**Provide a statement of how you ensure your services are ‘Covid-Safe’, especially when attending tenanted properties (Max 300 words) | FI |  |