

# **Request for Quotation Part 3 – Quote Form**

Quotation: **ERDF BUSINESS SUPPORT PROJECT REVIEW**

Quotation Reference: **DN635268**

Quotation return deadline: **12 noon, 14th October 2022**

You are invited to submit a quotation for the above contract and the following documents are available on the YORtender system to enable you to submit your quotation electronically.

* RFQ Part 1 – Instructions and Specification (for reference)
* RFQ Part 2 - Terms and Conditions (for reference)
* **RFQ Part 3 - Quote Form (this document to be returned via** [**www.proactis.com**](http://www.proactis.com) **)**

Any queries must be raised via [www.proactis.com](http://www.proactis.com) at least 1 working day prior to the deadline for submission of quotations.

Please complete this document and return to the Authority, via [www.proactis.com](http://www.proactis.com) , before the deadline stated above. Please note late submissions will not be accepted.

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| **Q1. Mandatory exclusion** Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation have been convicted anywhere in the world of any of the offences within the summary below: | |
| Participation in a criminal organisation. | Yes No |
| Corruption. | Yes No |
| Fraud. | Yes No |
| Terrorist offences or offences linked to terrorist activities | Yes No |
| Money laundering or terrorist financing | Yes No |
| Child labour and other forms of trafficking in human beings | Yes No |
| If you have answered yes to question 1, please provide further details including date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, identity of who has been convicted. If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. | |
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| **Q2. Insurance** Please confirm that you already have, or will commit to obtain prior to the commencement of the contract, the levels of insurance cover indicated below: | |
| Minimum of £10m Public Liability: | Yes No |
| Minimum of £5m Employer’s Liability: | Yes No |
| Minimum of £2m Professional Indemnity: | Yes No |

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| **Q3. References.** Please provide details of relevant contracts awarded to, or work undertaken by, your organisation during the last three years, highlighting any relevant experience in relation to this contract. | | | |
| Referee details (Company name, contact name, address) | Contract title and type of work | Contract Value | Contract date(s) |
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| **insert any additional selection questions** |  |  |  |

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| The total maximum amount of percentage available for quality will be | **70%** |
| An overall quality threshold of 50% has been set. Failure to meet the quality threshold will result in your quotation being eliminated from the procurement process | |
| You should submit clear, concise and unambiguous statements that provide sufficient evidence of how you will deliver the requirements of the specification and associated contract Terms and Conditions. | |
| It is important to ensure that any information submitted is relevant to the quality evaluation criteria. Information which is not relevant will not be considered and will not be evaluated. | |
| You should be aware that if your Quotation submission is successful the information that you submit will form part of your contract with the Authority. | |

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|  | **Quality criteria** | **Maximum Percentage available** | **Minimum Perecentage threshold** |
| 1 | *Detail below your proposed solution available to meet our requirements outlined in the specification above.*  *Delivering the Review / Assessment of the EDRF projects*  *Describe your approach to delivering this assessment (as described in the above specification), including the steps you would take to understand the project, undertake primary and secondary research, methods of analysis you would employ (including any comparator projects you would consider) and your approach to engaging key stakeholder or others relevant to this piece of work.*  *Your statement should include the specific methods and approach you would use and a list of who you would target for primary research either internal to the project (i.e. those working on directly on the Fund), others within and external to the Council. You should consider the value of surveying businesses to gauge their perceptions and views on the actvity.*  *Set out specifically how you will approach the economic analysis of the Fund and its value for money, including how you would measure and demonstrate the added value of the ERDF Business Support activity and the difference it has made. What metrics would you suggest be reported and how would you capture and calculate these? Where there may be a lag in reporting outcomes, how do you anticipate forecasting rather than reporting the outcomes of the Fund and how will you do this?*  *Max word count 2,000* | **40%** | **50%** |
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| 2 | *Relevant experience*  *Details of your prior experience that makes you suited to the project.*  *Include the names and relevant experience of the individuals that will be assigned to the project (and their involvement with each element the work). You may include short CVs (up to 2 pages) for key members of the team in addition to the maximum word count specified.*  *You may append or links to up to three examples of similar work that you have carried out in the last two years. These will not be scored but will act as evidence of your experience.*  *Max word count 1,000* | **10%** | **50%** |
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| 3 | *Project Management*  *Set out your project plan and note any challenges you foresee. Include:*  *A relevant project plan reflecting the approach you would take to delivering this work.*  *An itemised breakdown of costs for the work, including the day rates of each named team member and any other costs or expenses.*  *Note how you would deliver this work as sustainably as possible.*  *Describe the further added value / social value you can bring to this commission.*  *Discuss how you would incorporate standards and principles around equality and diversity into this work.*  *Max word count 1,500* | **20%** | **50%** |
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| The total maximum amount of percentage available for price will be | 30% |
| All prices, costs or rates stated on this Price Schedule must be quoted in British currency to 2 decimal places (i.e. whole pence). | |
| All prices should be exclusive of VAT and inclusive of travel and subsistence. | |
| All prices quoted should take into account the requirements of the Authority's Specification and the Terms and Conditions | |
| All green cells must be completed. The red cell must be completed with the total costs | |
| |  |  |  |  | | --- | --- | --- | --- | | Goods or services to be provided | Unit price  (ex recoverable VAT) | Quantity | Total price  (ex recoverable VAT) | |  |  |  |  | |  |  |  |  | |  |  |  |  | | Total price (ex VAT). This is the figure that shall be evaluated. | | |  | | | | |

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| I/We declare that this Quotation will remain valid for 30 days. | |
| I/we understand that this quotation shall be evaluated using a quality and price evaluation process - quotations will be assessed on the basis of the most economically advantageous quotation with a quality / price split of 30% price / 70% quality. | |
| I/We hereby offer to provide the goods and or services as specified in the Quotation documentation and in accordance with the Authority’s Terms and Conditions. | |
| **Signature:** |  |
| **Name (Block Capitals):** |  |
| **Position (Job Title):** |  |
| **For and on behalf of (Company Name):** |  |
| **Address:** |  |
| **Company Registration Number:** |  |
| **Trading Status:** |  |
| **Tel:** |  |
| **E-mail address:** |  |
| **Date:** |  |

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| **Standard payment terms are 30 days from receipt of an undisputed invoice. Payment is by BACS. Please provide bank details below.** | |
| **Bank Name:** |  |
| **Bank Address:** |  |
| **Bank Post Code:** |  |
| **Account Name:** |  |
| **Account Number:** |  |
| **Sort Code:** |  |