

Form of Tender

for the provision of

Vehicle Identification Plates for Hackney Carriage and Private Hire Vehicles (and to include associated software/hardware)

Ref: CPU 3711

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| Published Date: | 24/06/2024 |
| Return Date: | 24/07/2024 |
| Return Time: | 17:00hrs GMT |

1. Quality Assessment Responses

Quality Assessment Instructions

Written responses should describe clearly and concisely how you would fulfil the requirements laid out in the specification (Section 4 of the Invitation to Tender Document). Please relate all responses to the specification provided.

For each response, please ensure that no more material is provided than is required to answer the question. In particular, please avoid the following:

* + - * 1. additional information outside the scope of the question;
        2. details about your company that have not been requested and don't add clarity to the response;
        3. 'Sales Pitch' information.
        4. Stating that your organisation meets a requirements without any explanation as to how

For each written question, please ensure that no more material is provided than any limit stated in the question (for written responses this includes pictures / photographs and should use Ariel font size 12)

Additional appendices or attachments, unless specifically requested in the Quality assessment Questions section, **will not be considered** as part of the submission, and will not count towards the score awarded for any element.

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| The following questions cover the requirements outlined in the service specification. Please answer each question in 1000 words or less.The questions in this section are weighted and will be scored using the criteria in Section 3 of the Invitation to Tender Document. |
| **Quality Assurance (15%):** |
| Please explain how your organisation will meet the quality requirements for each of the components and the processes used to achieve the requirements. |
| Your answer should demonstrate how the requirements in sections **4.2** and **4.3** of the specification will be met. |
| Please pay particular attention to the following:   * Material * Security * Durability * Usability |
| Response: |

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| **Operational (15%):** |
| Explain how your organisation will meet the operational requirements. |
| Your answer should demonstrate how the requirements in sections **4.2 and 4.4** will be met. |
| Please pay particular attention to the following:   * Operational Procedures – process life cycle * Supply Chain Management * Capacity & Flexibility * Delivery * Business Continuity * Disposal & Recycling Processes |
| Response: |

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| **System (10%):** |
| Explain how your organisation will meet the system requirements to ensure it is compatible to NCC IT environment and meets user requirements. |
| Your answer should demonstrate how the requirements in sections **4.2 and 4.4 and 4.5** will be met. |
| Please pay particular attention to the following:   * NCC IT Environment * User Training * Software Support and Upgrades * Security and Access * Reporting Tools * Data ownership * User navigability and online help tools |
| |  |  |  | | --- | --- | --- | | **4.4 Question:** | **Yes/No** | **Details** | | Does your proposed solution conform to the IT environment as set out in Appendix 2? |  | If no, please describe non-conformance: | | Nottingham City Council wish to ensure all data is securely maintained. Please confirm if ‘Cloud’ or similar remote services will be used to deliver this service? |  | If yes, please identify the geographic location of system support services for the proposed solution, e.g. Incident Management, Technical Support, Database Administration, etc. to enable the Council to confirm all services are within appropriate legal jurisdictions: |   Response: |

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| **Implementation (10%):** |
| In addition to submitting an implementation plan, please explain your implementation process. |
| Please pay particular attention to the following:   * Timescales * System installation * Training – please provide example training material |
| Response: |

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| **Performance (15%):** |
| Explain how your organisation will meet the Performance Requirements. |
| Your answer should demonstrate how the requirements in sections **4.2 and 4.5** will be met. |
| Please pay particular attention to the following:   * Ongoing User and IT support * Dispute Resolution * Account Management * Reporting Processes |
| Response: |

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| **Added value (5%):** |
| The Council seeks to secure added value in every Contract it enters into.   Please explain how your organisation will provide added value to the organisation. |
| This may include, but limited to:   * Ordering and Delivery Processes * Social Value * Environmental Considerations * Cost Savings |
| Response: |

1. Price

I/We, having read the Invitation to Tender, Specification, Conditions of Contract and any other Documentation delivered to me/ us, do hereby offer our price to undertake the contract as described for the following price(s):

|  |
| --- |
| 1) Fixed Price for providing the goods as specified in the Pricing Schedule |
| £ |
|  |
| Confirm figure in words: |
|  |

I/ We undertake in the event of your acceptance to execute with you a form of contract embodying all the conditions and terms contained in this offer.

I/ We understand that the costs of preparing this tender are to be borne entirely by the contractor.

I/ We agree that this is a wholly bona fide tender and the tender price will not be divulged to any person or body before the time for the submission of the tender.

I/ We understand that the lowest or any tender will not necessarily be accepted.

I/We confirm that my/our firm/company is/is not a subsidiary of a Holding Company.

|  |  |
| --- | --- |
| Name of Holding Company: |  |

I/ We further agree that this tender remain open for consideration for a period of not less than 90 days.

NB:

1) All prices should exclude VAT.

1. Collusive Tendering Certificate

I/We declare that:

This is a bona fide tender, intended to be competitive, and that I/we have not fixed or adjusted the amount of the tender by or in accordance with any agreement or arrangement with any other person.

I/We have not done and I/we undertake that I/we will not do at any time before the hour and date specified for the return of this tender any of the following acts:

Communicating to a person other than the person calling for those tenders the amount or approximate amount of the proposed tender except where disclosure, in confidence, of the approximate amount of the tender was necessary to obtain premium quotations required for the preparation of the tender.

Entering into any agreement or arrangement with any other persons that they shall refrain from tendering or as to the amount of any tender to be submitted.

Offering or paying or giving or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above. We acknowledge that if we or anyone who acts on our behalf behaves improperly or commits offence sections 1, 2 or 6 of the Bribery Act 2010, the authority may cancel the contract and recover all costs and losses.

In this certificate, the word ‘person’ includes any legal or natural persons or any body or association, corporate or unincorporated, and ‘any agreement or arrangement’ includes any such transaction, formal or informal, whether legally binding or not.

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| --- | --- | --- | --- | --- | --- |
| Dated this |  | | day of |  | 201 |
| Signature: |  | | | | |
| For and on behalf of: | |  | | | |
|  | | *(Name of firm or Company)* | | | |
| Status of signatory: | |  | | | |
|  | | *(e.g. Partner or Director)* | | | |

1. Tender Declaration

Note: Refusal to give this declaration and undertaking means that your tender will not be considered.

To Nottingham City Council

Having examined carefully and understood the Conditions of Tender, Conditions of Contract, Specification, Employer's Requirements, and all other documentation issued by the authority in connection with this tender,

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| I/We: |  | |
|  | | *(Name of Individual)* |
| Of: |  | |
|  | | *(Name of firm or Company)* |

hereby offer to supply the Supplies/Consultancy Services/Works subject to the terms and conditions set out in such Conditions of Tender, Conditions of Contract, Specification, Employer's Requirements, Works Information, and other documents (if any) at the prices and rates contained in the Pricing Schedule.

We certify that all information provided with and in support of this tender is correct and that any omission or error, deliberate or otherwise, may result in the tender being rejected, or any contract subsequently awarded being terminated.

We understand you are not bound to accept the lowest or any tender you may receive and you will not pay any expenses incurred by us in connection with the preparation and submission of this tender.

Unless and until a formal Contract is prepared and executed this Tender together with your written acceptance thereof shall constitute a binding Contract between us.

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| --- | --- | --- | --- |
| Signature: |  | | |
|  | *Duly authorised agent of the Bidder* | | |
| Position held: |  | | |
| Name of Bidder: | | |  |
| Address of Bidder: | |  | |
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|  | |  | |
|  | |  | |
| Dated: | |  | |

**It must clearly be shown whether the Bidder is a Limited Company, Statutory Corporation, Partnership, or Single Individual, trading in their own or another name; and also if the person signing is not the actual Bidder, the capacity in which they sign or are employed.**

1. Retrospective Rebate Undertaking

The Nottingham City Council Procurement Strategy 2018-2023 sets out the Council’s key strategic priorities for procurement under 3 themes:

* Economic – *supporting the local economy*
* Social – *citizens at the heart of what we do*
* Environmental – *sustainable and responsible*

All the Council’s procurement activity will be underpinned by a set of 6 core principles:

* Commercial efficiency
* Citizens at the heart
* Partnerships and collaboration
* Governance, fairness and transparency
* Ethical standards
* Innovation and improvement

Under the strategic theme of ‘supporting the local economy’, the Procurement Strategy sets out that one of the actions to be taken through procurement to achieve the Council’s economic objectives is ‘*Continuing to provide a revenue stream for our employment support activity through a 1% levy charged on eligible contracts’.*

This is implemented through a retrospective rebate which will be payable by suppliers of all non-care contracts, based on the turnover of business conducted through their contract/ framework with the Council.

This rebate will be at a rate of **1%** of contract turnover.

Retrospective payment will be made to the Nottingham City Council in respect of all **invoices raised in relation to the contract in any calendar quarter**.

Where applicable, the supplier will submit a report of the actual outturn under the contract on a quarterly basis at the request of the Council. The rebate payment shall be calculated as a 1% percentage of the net value of orders.

Nottingham City Council will invoice the supplier quarterly in arrears based on the Actual Outturn under the contract.

**To be completed by Tenderer:**

I confirm that I/we understand and will comply with the above retrospective rebate provision.

Signed: Date

Name (please print):

Position:

Name of Tenderer:

Address:

Telephone number:

E-mail address: