 

**ESPO reference 384  
Banking Services**

**FURTHER COMPETITION**

**TENDER SUBMISSION   
(Part B)**

|  |
| --- |
| **THIS DOCUMENT IS TO BE COMPLETED BY THE TENDERER  AND SUBMITTED TO TORBAY COUNCIL** |

**Closing date for submission of tender**

**12 Noon –Friday 26 August 2016**

|  |
| --- |
| **NAME OF TENDERER:**………………………………………….………..  **Company Registration No:**……………………………………………………….. |

**To be submitted via** [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk)

|  |  |
| --- | --- |
| Torbay Council | July 2016 |

**Contents**

This is Part B for completion by the tenderer and return to Torbay Council in accordance with the instructions given in Instructions for completing and submitting a tender (section 5 of the Invitation to Tender, Part A).

**PART B**

[**1.** **COMPANY DETAILS** 2](#_Toc456713042)

[**2.** **RESPONSE TO REQUIREMENT AND SPECIFICATION** 4](#_Toc456713043)

[**3.** **PRICING SCHEDULE** 8](#_Toc456713049)

[**4.** **FREEDOM OF INFORMATION EXCLUSION SCHEDULE** 9](#_Toc456713050)

[**5.** **TENDERING DECLARATION** 10](#_Toc456713051)

[**6.** **ENCLOSURES CHECKLIST** 12](#_Toc456713052)

# **COMPANY DETAILS**

General information questions are asked for information purposes only and the responses will not be evaluated. The answers do however give the evaluation panel an overview of the organisation and its structure so it is important these are completed in full.

|  |  |  |
| --- | --- | --- |
| **A1.** | **ORGANISATION DETAILS** | |
|  | Please state the full name of the organisation submitting this tender | |
|  | |
|  | Please state the registered office address | |
| Address: | |
| Postcode: | |
|  | Please state the company registration number | |
|  | |
|  | Please state the VAT registration number | |
|  | |
|  | To the best of your knowledge, does any director or senior officer of your organisation have any personal or financial connection with any member or senior officer of Torbay Council? | YES / NO |
| If yes, please provide details | |
|  | **CONTACT DETAILS (for communications, correspondence and enquiries relating to this tender submission)** | |
|  | Please state the contact’s name, and position within the organisation: | |
| Name:  Position: | |
|  | Please state the contact’s address: | |
| Address:  Postcode: | |
|  | Please state the contact’s telephone number: | |
|  | |
|  | Please state the contact’s email address: | |
|  | |

# **RESPONSE TO REQUIREMENT AND SPECIFICATION**

**Compliance with Specification**

Tenderers must provide a response to the ‘Compliance with Specification’ section included below. Tenderers should confirm by deleting the inappropriate answer.

|  |  |
| --- | --- |
| I confirm I/we comply with all elements of the requirement and specification as outlined in section 2 of this Invitation to Tender. | YES / NO |
| Please use the space below to outline any areas where you cannot comply, or to provide any further information regarding compliance with the specification that you have not been able to state elsewhere in your tender submission. | |
|  | |

Response to Quality Questionnaire

Tenderers are required to respond to all of the questions below. Questions should be answered in full and should not refer to other documents or appendices.

Tenderers are referred to section 4 of the Invitation to Tender (Part A) and reminded that evaluation of their responses will account for 40% of their total tender score.

Each question is given a percentage weighting to reflect its significance in the evaluation. The weighting is shown alongside each question and is summarised below.

|  |  |  |
| --- | --- | --- |
| **Question Number** | **Title** | **Weighting** |
| 1 | Debit Interest | 5% |
| 2 | Credit Interest | 10% |
| 3 | Relationship Manager/Director | 10% |
| 4 | Implementation Project | 5% |
| 5 | Implementation Manager | 10% |
| **Total** | | **40%** |

Unless stated otherwise, responses to questions will be scored 0-4 in accordance with the default scoring matrix detailed at ITT Part A.

Responses must be inserted into the text box beneath each question. Please ensure that a response is provided to all questions.

|  |  |  |
| --- | --- | --- |
|  | **Debit Interest** | **5%** |
| Please confirm:  a) the debit interest rate that will be applied to overdrawn balances in the absence of an agreed overdraft facility (e.g. if an error occurs or expected funds are not received).  b) whether the proposed margins/rates will be fixed for the full contract period  Marks 0-4 will be allocated based on the following schedule: | | |
| **Score** | **Margin above Base Rate** | |
| 4 | 1% (or better) fixed for contract period | |
| 3 | 1% (or better) reviewable | |
| 2 | Up to 2% fixed or reviewable | |
| 1 | Any other rates higher than above | |
| 0 | No Response/Rate not specified | |
| a) | | |
| b) | | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Credit Interest** | | **10%** |
| Please confirm:   1. The credit interest rate that will be paid on instant access credit balances maintained by the Council. 2. Whether the proposed margin (i.e. above/below Base Rate) will be fixed for the contract period? 3. Whether the Council need to move funds manually to a separate interest bearing account or will interest be paid without any manual intervention (e.g. will interest be paid on the net surplus balance held in the current accounts or can an automatic transfer operate sweeping the net surplus balance in the pooled current accounts to an separate interest bearing account)   Marks 0-4 will be allocated based on the following schedule. If tiered rates are proposed, rates will be evaluated assuming a balance of £1m. | | | |
| **Score** | **Proposed Rate/Margin** | **Margin Below Base Rate fixed for Contract Period** | **Manual Transfer Required** |
| 4 | 0.10% below Base Rate (or better) | Yes | No |
| 3 | 0.25% below Base Rate (or better) | Yes | No |
| 2 | 0.25% below Base Rate (or better) | Yes or No | Yes or No |
| 1 | Any other rate proposed | Yes or No | Yes or No |
| 0 | No Interest/No response | | |
| a) | | | |
| b) | | | |
| c) | | | |

|  |  |  |
| --- | --- | --- |
|  | **Relationship Manager/Director** | **10%** |
| Please provide information on the Relationship Manager/Director who will be ultimately responsible for the arrangements with the Council.  This must include:   * Details of banking experience * How long he/she has been in the current role * How many other Council contracts he/she is responsible for as well as how many contracts in total.   Marks (0-4) will be awarded based on the default scoring matrix in the ITT Part A. | | |
|  | | |

|  |  |  |
| --- | --- | --- |
|  | **Implementation Project** | **5%** |
| Please provide a summary of your proposed implementation plan. Your response should include but not be limited to:   * a list of tasks that will need to be completed by the Council * key milestones for the project * an indication of timescales for completion of the project.   Marks (0-4) will be awarded based on the default scoring matrix in the ITT Part A. If the incumbent bank is proposing no changes to the current arrangements then a response of ‘N/A’ should be provided. In this case maximum marks will be allocated as no implementation project will be necessary. | | |
|  | | |

|  |  |  |
| --- | --- | --- |
|  | **Implementation Manager** | **10%** |
| Please provide information on the proposed implementation manager who will be responsible for overseeing the implementation project.  This must include:   * Details of banking experience * How long he/she has been in the current role * How many other Council contracts he/she has implemented during the last 3 years. * Details of relevant project management qualifications held (e.g. PRINCE2)   Marks (0-4) will be awarded based on the default scoring matrix in the ITT Part. If the incumbent bank is proposing no changes to the current arrangements then a response of ‘N/A’ should be provided. In this case maximum marks will be allocated as an implementation manager will not be required. | | |
|  | | |

# **PRICING SCHEDULE**

**Guidance**

Tenderers are referred to section 4 of the invitation to tender (Part A) for further information on how price will be evaluated and are advised to ensure that they fully understand the evaluation methodology to be used to assess price.

Tenderers must complete the Pricing Schedule at Appendix 1 with all known tariffs and costs based on the service outlined in the specification. Tenderers must take care to ensure they provide a price for each item/element of the pricing schedule as specified. Failure to complete the pricing schedule in full may result in the tender being rejected.

Whilst every effort has been made to outline all requirements, Tenderers must ensure that their pricing schedule covers all the services and charges that are applicable. Additional rows/transaction categories may be added to the pricing schedule where appropriate.

Question 1 below relates to the proposed discount - although this is also included in the pricing schedule the question below provide an opportunity for tenderers to explain their calculations.

In the event you are unclear with regards to any section, please do not hesitate to contact the Council. Contact details are provided in the invitation to tender (Part A).

**Pricing Questions**

|  |  |
| --- | --- |
|  | **Discount (information only)** |
| Please confirm whether an initial discount will be offered and outline how this discount will be calculated. If the discount is based on a period of ‘free banking’ please confirm which fees are excluded (e.g. set up fees, internet banking fees etc).  The calculation of any proposed discounts must be shown below and included in the appropriate line of the pricing schedule. | |
|  | |
|  | **Tariff Increases (information only)** |
| Please confirm whether the proposed tariffs will be fixed for the full 4 year contract period.  If tariffs are not fixed for the 4 year contract period, please confirm how increases will be calculated. | |
|  | |

**Further Pricing Information**

Please provide in the box below any further information you feel necessary to support your pricing schedule which you have not provided elsewhere. This could be any additional information that is relevant, a summary of any assumptions made, or any statements to support the information provided in the Pricing Schedule.

|  |
| --- |
|  |

# **FREEDOM OF INFORMATION EXCLUSION SCHEDULE**

PROVISION OF BANKING SERVICES  
FOR TORBAY Council

Tenderer’s attention is drawn to the Conditions of Tender and the Terms and Conditions of the Contract. Tenderers should state here which items of information (if any) supplied by them in their tender they regard as confidential or commercially sensitive or which should not be disclosed in response to a request for information under the Freedom of Information Act. Tenderers should state why they consider the information to be confidential or commercially sensitive.

Disclosure of information is at the sole discretion of Torbay Council

**Commercially sensitive information**

I declare that I wish the following information to be designated as Commercially Sensitive:

|  |
| --- |
|  |

The reason(s) it is considered that this information should be exempt under Freedom of Information Act 2000 is:

|  |
| --- |
|  |

The period of time for which it is considered this information should be exempt is [until award of contract **OR** during the period of the contract **OR** for a period of [NUMBER] years until [MONTH], [YEAR] ***delete as applicable***.

|  |
| --- |
|  |

Signed:

Date:

Name of Signatory:

Name of Organisation:

# **TENDERING DECLARATION**

In response to the Invitation to Tender for the provision of Banking Services dated June 2016, I/We, the undersigned, confirm that in submitting a tender against this contract that I/We

1. undertake that this offer shall remain valid and open for acceptance for a period of 120 days from the date of submission.
2. understand that Torbay Council is not bound to accept any Tender it receives.
3. certify that I/We have not done, and I/We will not, at any time before the notification of tender results, do any of the following:
   1. Communicate to any person other than the person calling for the tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender is necessary to obtain insurance premium quotations required for the preparation of the tender;
   2. Enter into any agreement or arrangement with any person that he/she shall refrain from tendering or as to the amount of any tender to be submitted;
   3. Offer to pay or give or agree to pay 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 this or any other tender or proposed tender for the said work any act or thing of the sort described above. In the context of this clause the word ‘person’ includes any persons and any body or association, corporate or unincorporate; and ‘any agreement or arrangement’ includes any such transaction, formal or informal, and whether legally binding or not.
4. contract and agree, on the acceptance of this tender, in whole or part, to perform the services detailed in the Specification, at the prices and terms quoted, and in accordance with the terms and conditions of the Customer Agreement.
5. accept the terms and conditions of the Customer Agreement set out in the Invitation to Tender, to which this tender is my/our response, and I/we undertake to perform any contract awarded as a result of this Tender in strict conformity with those terms and conditions.
6. understand that my/our responses to the questions posed in this invitation to tender including any explicit or reasonably implied undertakings, will form part of any contract subsequently entered into between myself/ourselves and Torbay Council.
7. confirm that if our Tender is accepted we will, if required, upon demand:
   * + 1. Produce evidence that all relevant insurances and compliance certificates with relevant legislation and policy are held and in force;
       2. Sign a formal contract document if required;
8. agree that unless and until a contract is prepared and executed, this tender, together with your written acceptance thereof, shall constitute a binding contract between us.
9. certify that the information supplied is accurate to the best of my/our knowledge and I/we accept the conditions and undertakings requested in this invitation to tender. I/We understand that false information could result in my/our exclusion from further participation in this and future tender processes.

**This Tendering Declaration should be signed by a director, partner or other senior authorised representative in his/her own name and on behalf of the organisation.**

Signed:

Date:

Name of Signatory:

Name of Organisation:

# **ENCLOSURES CHECKLIST**

**THANK YOU FOR TAKING THE TIME TO COMPLETE THIS TENDER.**

To ensure your tender submission is evaluated properly The Council needs to have a complete response from you.

**Before returning this document, please check you have answered all sections and ensure that you have enclosed any relevant documents by completing the checklist below.**

Please tick the appropriate box where you have completed the section.

|  |  |
| --- | --- |
| **CHECKLIST:** | |
| **Please also ensure that you have:** | **Tick Below** |
| Completed the Company Details section. |  |
| Answered all questions and provided responses to the Quality Questionnaire  *(Your tender will be non-compliant if you have not completed this schedule)* |  |
| Completed the Pricing Schedule and Pricing Questionnaire in full as directed.  *(Your tender will be non-compliant if you have not completed this schedule)* |  |
| Completed the Freedom of Information Exclusion Schedule. |  |
| Signed the Tendering Declaration page.  *(NB it must be signed by suitably senior personnel as directed)* |  |