

A decorative graphic on the right side of the page. It features three blue circles of different sizes, each composed of concentric circles in varying shades of blue. Two thin, light blue diagonal lines cross the page from the top left towards the bottom right, passing behind the circles.

Request for Quotation (RFQ) Guidance and Instructions

**Corporate Procurement Unit 2015
London Borough of Sutton**

Sutton Decentralised Energy Network (SDEN) Planning and Architecture Support

FROM 04 APRIL 2016 to 30 JUNE 2016

1. The Quotation shall be completed and submitted electronically via the London Tenders portal only, being the Council's method of procuring their goods, services and works.
2. **Please ensure you answer and upload documents/data in the designated area and required format. The Council cannot be held responsible for not viewing documents/data that are not uploaded in the correct area and format.**
3. Quotation documents shall be completed on the portal no later than **Friday 25th March at 12 noon**
4. The Contract is for the period of 3 months.
5. Quoted prices must be held for a period of 90 days following submission.
6. It is a requirement that the awarded consultant/consultancy sign a bespoke Consultancy Agreement incorporating the Terms and Conditions applicable to the service. A blank copy is available within the Attachments Section for reference.
7. Quotations shall not be considered that are either:
 - a. received after the time stated for submission
 - b. not compliant with the Council's instructions
8. Organisations wishing to submit quotations should carefully read the whole of the annexed conditions of contract and no quotation will be considered which in any way attaches modifications to these conditions and/or to the quotation documentation.
9. Quotations must be treated as private and confidential and organisations must not disclose the fact that they have been invited to quote.
10. Every quotation received by the Council shall be deemed to have been made subject to the Council's Terms and Conditions.
11. The Council may, at its own absolute discretion extend the closing date of return of quotations and this shall be granted to all organisations submitting a quotation.
12. Quoting organisations must obtain for themselves and at their own expense all information necessary for the preparation of their quotation.
13. Quotations are being invited on the basis that:
 - i the successful organisation shall provide all necessary labour and materials, except where specified otherwise;
 - ii the Council shall not be bound to accept any quotation and will not be responsible for any loss or expense incurred by organisations in the submission of their quotations;
 - iii the award of Contract shall be on the basis of the most economically advantageous quotation (quality and cost combination) to the Council.


- iv The evaluation shall be based on the following criteria:

Quotation Questionnaire (please note Mandatory and Discretionary Exclusions – pass / fail)	Information Only
Statutory & Legislative Requirements	Fully understood and Accepted
Specification of Requirements	Pass / Fail
Method Statements	60%
Price Schedule	40%

Sub criteria weightings are listed after each question within the quotation, if applicable.

14. **Please use the Response Wizard to complete your responses.** The response wizard button will be greyed out when you first visit the quotation opportunity. In order to access the response wizard, you must first click on the “View ITT” button. You will then proceed to the “View ITT” screen where any attached documentation relevant to the tender can be accessed. When you press “finish” you will return to the screen which had the greyed out “response wizard” button on it. The response wizard button should now be available. If you have any difficulty accessing the response wizard, please contact Due North technical support on 01670 597 120 (option 1) who will be happy to help you. Questions regarding tender documentation must not be directed to Due North, but addressed as detailed in 15 below.
15. Any queries relating to the request for quotation documentation should be posted using the **Discussions** functionality provided by the portal.

Click “view discussions” to raise questions and view any answers



The number of unread messages, which are likely to be replies to questions asked by you or others or further information issued by us 0 will be shown here. The presence of new information will also be notified by e-mail, unless you have opted out.

16. PROPOSED TIMETABLE FOR REQUEST FOR QUOTATION

Issue Request for Quotation	11/03/2016
Return of Quotations	25/03/2016
Contract Award	31/03/2016
Inception Meeting with Successful Provider	Week Commencing 4 th April 2016
Commencement of Contract	Week Commencing 4 th April 2016

Please note that the Council reserves the right to amend the above proposed timetable.

17. Please ensure you sign (if required) and upload the necessary documentation by visiting the **Attachments Section** within the Portal.
Please note that documents which have been uploaded by way of response to a question will not be listed within the Attachments Section.
18. **Statutory & Legislative Regulations**

Please note: the Council is a public authority and as such is subject to various Acts:

- a. The Council may be required to provide information under the Freedom of Information Act 2000. Should you require **any submitted information** to be treated as confidential, please specify this in your response noting you will be prompted on the evaluation scorecard. The Council will honour this where authorised by the Act.
- b. The Council is subject to the Public Contracts Regulations 2015 and are required to publish contract opportunities and awards on Contracts Finder (Cabinet Office portal) for any contract over £30,000.

Information of opportunity includes: name of organisation; date contract entered into; contract value; status of organisation being Micro, SME or VCSE. You will be prompted to respond as YES however, if not acceptable, select NO advising the area/s you consider unacceptable, and we shall endeavour to meet your request.

- c. Local Government Transparency Code 2014
Local authorities are also required to publish details of any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5,000. Details required are ref. number; title; department; description; supplier name and details; estimated annual spend and/or budget; unrecoverable VAT; start, end and contract review dates; method of contracting and supplier status namely SME and/or voluntary or community sector organisation together with the relevant registration number.
- d. Mandatory/discretionary exclusions
The Council is required to exclude an organisation from participation in a procurement procedure where they have established, by verifying in accordance with regulations that the economic operator (organisation) has been convicted of various offences both mandatory and discretionary.

You will be asked to self-certify that you are not guilty of the listed offences by signing and uploading a document within the evaluation scorecard.