

Request for Quotation (RFQ)

Vol.0

Citizen's Assembly on Climate Change

Proactis Ref: DN442360

Issue Date: 21/10/2019

Bidders Response deadline: 04/11/2019 at 12:00

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1. Invitation for Request for Quotation (RFQ) London Borough of Croydon

You are hereby invited by The Council to bid for the requirements detailed in the RFQ Specification in accordance with the conditions outlined in this document.

The Council invites quotations for the provision of service to facilitate Citizen's Assembly on Climate Change.

This project is being commissioned by the Place Department to tackle climate change with direct input from residents. Delivering an assembly will help fulfil priorities identified in the Council's Corporate Plan.

The Council wants to work together with residents, businesses and young people as a community to put together recommendations to Cabinet in order to lower carbon emissions and one of the ways that has been identified to do this is to create a Citizen's Assembly (CA).

By participating in this RfQ you are indicating your acceptance to be bound by the guidelines set out in this document. We provide below the key details of The Council requirement, which you should take into account in your response,

2. Instruction to bidders

2.1 Introduction Quote

These instructions are designed to ensure that all Bidders are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified in this RFQ.

Bidders should read these instructions carefully before completing the bid documentations. Failure to comply with these requirements for completion and submission of the submitted bid may result in the rejection of the bid. Bidders are advised therefore to acquaint themselves fully with the extent and nature of the goods/service/works and services and contractual obligation. It is the responsibility of the Bidder to ensure that they have all the information they need to prepare their Quotation. Participation in the bid process automatically signals the Bidder accepts these conditions of participation.

When prompted to accept our Terms and Conditions (T&Cs), we expect you have read, understood, and are in agreement with the proposed terms.

2.2 Proactis

Bidders must complete and return their bids using The Council e-tendering portal Proactis (<https://procontract.due-north.com/Login>)

Completed quotations must be returned via the Portal system no later than the deadline as set out in the section 2.4 Timetable (unless a revised deadline is communicated). It is entirely the responsibility of the bidder to ensure that it submits its quotation by the deadline.

Any communication or request for clarifications during the bidding MUST be done via the e-tendering portal. The Council reserves the right to disqualify any bidder who communicates outside of the portal.

All technical queries regarding Proactis are to be directed to the e-Sourcing Portal Helpdesk:

E-mail: <https://supplierhelp.due-north.com/>

The Council accepts no responsibility for a Bidder's failure to raise technical issues in a timely manner.

2.3 Request for Quotation (RFQ) Checklist

List of Documents related to this RFQ:

ITEM	FORM AND PURPOSE
Documents that relate to this quotation	
Request for Quotation (Vol 0)	This document, which is to be read first, sets out the RFQ process, instructions and RFQ.
Quotation Response Document (Vol 1)	This document MUST be completed as required and uploaded as part of the Quotation via the e-sourcing portal.
Pricing Schedule (Vol 2)	This response documents is for the bidders to complete and uploaded as part of the Quotation via the e-sourcing portal.
Project Brief & Specification (Vol 3)	The detailed specification that you will need to adhere to when delivering the goods or services.
Standard Terms and Conditions	When prompted to accept our Terms and Conditions (T&Cs), we expect you have read, understood, and are in agreement with the proposed terms.

The Council reserves the right to issue supplementary documentation at any time during this RFQ Process to clarify any issue or amend any aspect of the RFQ. All such further documentation that may be issued shall be deemed to form part of the RFQ and shall supplement and / or supersede any part of the RFQ to the extent indicated.

2.4 Timetable

The projected timetable for this procurement is as follows:

STAGE	DATE
Issue Request for Quotation	21/10/2019
Clarification Deadline	28/10/2019
Request for Quotation Deadline	04/11/2019 at 12:00
Notification of Outcome	11/11/2019
Expected Contract Award	11/11/2019
Expected Contract Start	18/11/2019

This timetable is indicative only. Whilst The Council does not intend to depart from the timetable, it reserves the right to do so at any time.

2.5 Bidder Clarifications

The Council reserves the right to publish on the portal, in an anonymized form, all requests for clarification and responses.

If a bidder considers its question to be commercially sensitive then the question must be clearly marked "In confidence – not to be circulated to other bidders" and the bidder must set out the reason for the request for non-disclosure to other bidders. The Council will consider this request but where, in The Council's opinion, it is considered that the request does not relate to commercially sensitive information the bidder will be informed that it can either withdraw the request or, if not withdrawn, the request and response will be circulated to all bidders via The Council's e-tendering system.

It is the Bidder's responsibility to review all questions and answers as they are posted on the Council's e-tendering portal and therefore Bidders are advised to check the portal regularly for updates.

2.6 Submission

If a bidder's quotation contains omissions, The Council reserves the right (at its discretion) to disqualify the entire quotation or to seek further clarification regarding the omission.

3. General Information & Guidance

3.1 Bid Costs

Bidders are advised that all costs included in preparation and submission of bids and any other costs will be borne by them, and in no circumstances will The Council be responsible for any such costs.

3.2 Right to Cancel or Vary

The Council reserves the right to terminate the procurement process at any time prior to award. The Council does not bind itself to accept the lowest bid, or any bids received, and reserve the right to call for new bidders should they consider this necessary.

The Council reserves the right, at any time and at its discretion to;
Cancel or withdraw from the procurement process at any stage, not to award a contract.

3.3 Conflicts of Interest

The Council requires any and all actual or potential conflicts of interest to be disclosed by the bidder and resolved to The Council's reasonable satisfaction prior to entry of any Contract. Failure to declare and/or resolve such conflicts to the reasonable satisfaction of The Council could result in the withdrawal of the relevant award of Contract.

3.4 Freedom of Information

To allow The Council to meet its legal responsibilities under the Freedom of Information Act 2000 (FOIA), all information submitted to a public authority, such as The Council, may need to be disclosed by The Council in response to a request under the FOIA. The Council may also decide to include certain information in the publication scheme, which The Council maintains under the FOIA.

If a bidder considers that any of the information included in their bids response is commercially sensitive, they should identify it and explain, (in broad terms), what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity.

Bidders should be aware that, even where they have indicated that information is commercially sensitive, The Council might be required to disclose it under the FOIA if a request is received.

Bidders should also note that the receipt of any material marked 'confidential' or equivalent by The Council should not be taken to mean that The Council accepts any duty of confidence by virtue of that marking.

3.5 General Data Protection Regulations

New data protection legislation came into force on 25th May 2018, to protect the privacy of all EU citizens and prevent data breaches.

In procurements for contracts involving processing personal data to be awarded, due diligence will be undertaken to ensure suppliers can implement the appropriate technical and organisational measures to comply with GDPR and to ensure the protection of the rights of data subjects.

A Data Protection Impact Assessment (DPIA), may be undertaken, after the contract award but prior to any processing with support from the Processor, factoring in time to consult the Information Commissioners Office (ICO) if the DPIA relates to high risk processing.

3.6 London Living Wage

London Living wage (LLW) is a requirement of this quotation. It is considered that LLW will promote social wellbeing of employees improving the social value of procurement overall, in accordance with objectives of the Public Services Social Value Act 2012.

The successful bidders are also obliged to provide managers information to assist The Council with monitoring the impact of LLW.

3.7 Social Value Act

In keeping with The Council commitment to sustainability and the Public Services (Social Value) Act 2012, we will actively seek to engage suppliers that will promote the economic, social and environmental well-being of the residents, visitors and professionals of the borough.

4. Additional Clauses

4.1 Non-Disclosure Agreement

The Council may require Bidders to complete a Non-Disclosure Agreement before releasing confidential information relating to the quotation.

5. Premier Supplier Program (PSP)

5.1 About PSP

The Council Premier Supplier Program ("PSP") is designed to improve the ordering, invoice management and payment processes for the benefit of all parties. Improvements in these areas allow The Council to pay invoices early. In return for paying ahead of standard terms, a small rebate is deducted. The rebate is calculated dynamically and is proportionate to the number of days The Council accelerate your payment (the number of elapsed days between the receipt of your invoice and the date it is paid). The rebate is only applied if payment is made ahead of terms.

Participation in the PSP is optional, however The Council envisages that key suppliers will participate. As part of this procurement exercise a weighting has been attached to participation and to the level of Early Payment Rebate offered.

More details on the benefits of the programme are available via: <http://response.oxygen-finance.com/croydoncouncil-psp-homepage>

6. Evaluation Methodology and Award

6.1 Section outlines the methodology by which Quotations will be evaluated

Upon receipt The Council will review and evaluate bidders' proposals and may request clarification from bidders if there are questions concerning the proposal.

The Council intends to award the Contract on the basis of the Quotation which represents the Most Economically Advantageous Quotation

Most Economically Advantageous Quotation

Bidders are required to submit a quality and price response. The scoring/evaluation will be weighted as set out below:

Criteria	Weighting (%)
Quality Score Weight	60%
Price Score Weight	40%

The quality criteria has sub-criteria which will be weighted as set out below:

Question Number	Quality Sub-criteria	Weighting (%)
1	If you are successful in your bid to join this program, how do you propose to raise public awareness of the Citizens' Assembly and buy in to the process in advance of the process starting and throughout? Include in your answer here how you will use the online engagement platform to increase reach, accountability and transparency. Also	35%

	consider how you will reach those that you have found it harder to engage with in the past.	
2	As a facilitator you will play a vital role in preparing and running the Assembly meetings. Can you please provide us with detailed plan, how you are going to facilitate the Assembly meeting and create an environment to maximize opportunities for Assembly Members to speak and to be heard, giving individuals the space to contribute. Do you have any structured engagement plans for the meetings? How you are going to motivate all participants to actively engage and not to become just a passive observant. How you are going to manage negatives?	35%
3	<p>Please set out how your firm will use their experience and knowledge to meet and exceed the requirements set out in the Project Brief and Specification (Volume 1). You should include as a minimum:</p> <ul style="list-style-type: none"> • Examples of similar projects in the public sector • How your experience and knowledge will add value to this project 	30%
Total	100%	

6.2 Evaluation Scoring

Each Technical Question will be scored by the evaluation panel that will award marks in a range of 0 to 5.

Score	Rating	Criteria for awarding score
5	Excellent	Exceeds the requirement. Exceptional demonstration by the bidder of their relevant ability, understanding, skills, resource and quality measures provided in the method statement. Response identifies factors that demonstrate added value, with evidence to support the response.
4	Good	Satisfies the requirement with minor additional benefits. Above average demonstration by the bidder of the relevant ability, understanding, skills, resource and quality measures provided in the method statement. Response identifies factors that demonstrate added value, with evidence to support the response.

3	Acceptable	Satisfies the requirement. Demonstration by the bidder of the relevant ability, understanding, skills, resource and quality measures provided in the method statement, with evidence to support the response.
2	Minor Reservations	Satisfies the requirement with minor reservations. Some minor reservations of the bidder's relevant ability, understanding, skills, resource and quality measures provided in the method statement, with limited evidence to support the response.
1	Serious Reservations	Satisfies the requirement with serious reservations. Serious reservations of the bidder's relevant ability, understanding, skills, resource and quality measures provided in the method statement, with little or no evidence to support the response.
0	Unacceptable	Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the bidder has the ability, understanding, skills, resource and quality measure, with little or no evidence to support the response.

Evaluation Methodology for Price

The bidder with the lowest price for the relevant item will achieve the maximum score for that item.

Other bidders will be allocated a score on a pro/rata basis based on percentage variation to the lowest price e.g.

$$\frac{\text{Lowest Price Bid Submitted for criterion}}{\text{Bidder Price Submitted for criterion}} \times \text{Price weighting}$$

The Bidder who satisfies all requirements of the Instructions to Quote and which is awarded the highest combined score shall be identified as the preferred Bidder. All scores will be rounded to two decimal places.

Example

Supplier	Quality Score	Total Score	Price	Total Price and Quality Score	Final Ranking
A	55.00	35.00		90.00	2
B	53.00	40.00		93.00	1
C	45.00	20.00		65.00	3
D	38.00	25.25		63.25	4

Bidders should note that any Technical Question submitted awarded a score of minimum score 2 shall result in the rejection of the bid.

6.3 Interviews

As part of the evaluation process, and after the scoring of all Technical Submissions, bidders may be requested to attend The Council offices in order to answer questions relating, to their submissions, from the evaluation panel. The purpose of the interviews will be to clarify (if required) bid submissions and to confirm or adjust the scoring of bidders submissions. There will be no separate scoring mechanism for this interview stage of the evaluation.

7. Award

7.1 Award Process

Following the evaluation results The Council reserves the right to carry out any due diligence deemed necessary by The Council on the preferred bidder, this may include:

- Receipt of all necessary evidentiary documentation
- Any post bid clarification
- Pre Contract meetings.

In the event of any material change to any of the information contained in the Quotation between the date of this Quotation and the date that The Council informs bidders of whether or not they have been selected, then the bidder must immediately notify The Council in writing of such change.

The Council is entitled to revisit their selection and/or evaluation of the bidder, on the basis of any material change that has occurred, and it may exclude the bidder, if necessary, as a result of that process. Final determination of whether or not any change is material is at The Council discretion.

Please note that The Council may ask for a Best and Final Offer before awarding the contract to the winning bidder.

7.2 Notification

Successful and unsuccessful bidders will be notified of the evaluation results through The Council e-tendering Portal.

7.3 Contract

The Council expects that each bidder who submits a Quotation does so in its own name (e.g. rather than in the name of another group company, or if the bidder is a consortium, in the name of the consortium that was accepted at the Quotation stage). If a bidder is accepted into a contract, The Council would expect that entity to enter into the relevant contract.