# Invitation to Quote

Contract for Supply of food to Waltham Forest Food Distribution Hub

##### Closing Date: 17:00 on 21st February 2023

# Definitions

In this Invitation to Quote, the terms listed below shall have the corresponding meanings assigned to them. The term ‘person’ shall include persons and any body of persons, corporate or non-corporate.

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| Term | Definition |
| ‘Bidder’ | Any person who has, or is seeking to, submit a Quotation to the Council. |
| ‘Contract’ | A legally binding agreement between the Council and one or more Bidders for the goods/ services/ works specified in paragraph 1.1 of these Instructions to Bidders. |
| ‘Contractor’ | Any person awarded a Contract by the Council. |
| ‘the Council’ | The Council of the London Borough of Waltham Forest. |
| ‘Invitation to Quote’ or ‘Quotation Documents’ | The documents issued by the Council to Bidders in connection with this Procurement Process. This shall include, but not necessarily be limited to, this document (including these Definitions, the Instructions to Bidders and all Appendices) and the Conditions of Contract. |
| ‘Member’ | An elected member of the Council of the London Borough of Waltham Forest. |
| ‘Procurement Process’ | Means the procedure set out in the Instructions to Bidders by which Quotations will be invited and evaluated. |
| ‘Quotation’ | An offer submitted to the Council by a Bidder in response to this Invitation to Quote. |
| ‘Submission Date’ | The last time and date by which Quotations may be submitted, as specified in paragraph 3.1 of these Instructions to Bidders. |

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| Instructions to Bidders |

#### General information

* 1. The London Borough of Waltham Forest (‘the Council’) invites Quotations for the Supply of food to the Waltham Forest Food Distribution Hub (‘the Contract’). **The goods are described in Appendix 1 (‘Specification’).** The Contract shall commence on 6th March 2023 and continue up to and including 30th June 2023. The Council, at its sole discretion, reserves the option to extend the Contract for up to a further 6 months.
  2. Quotations must be submitted for the whole of the Contract. Quotations for part only may be rejected.
  3. The Council reserves the right to accept any Quotation in whole or in part or not at all.
  4. The Council shall not accept liability for any costs incurred in the preparation and submission of any Quotation, including in the event that the Council terminates the Procurement Process for any reason and/or where a Bidder is unsuccessful in being awarded the Contract.
  5. All requests for clarification and further information must be submitted electronically via the London Tenders Portal. **Telephone and email enquires will not be accepted.** Such requests must be submitted by no later than **17:00 on 17th February 2023** Bidders shall not otherwise make contact with any representative of the Council in connection with this Invitation to Quote unless instructed in writing by the Council.
  6. As a matter of course, the Council will disclose details of all requests for clarification/ further information, and any resulting action or explanation from the Council, to all Bidders. However, the Council will not disclose the identity of the original enquirer and shall omit any information it believes may be commercially sensitive.
  7. Bidders must ensure they read and understand all Quotation Documents, including, but not necessarily limited to, this document (including the Definitions, the Instructions to Bidders and all Appendices) and the Conditions of Contract. Any queries regarding any of the Quotation Documents must be raised with the Council prior to the Submission Date.
  8. The Council is subject to the Freedom of Information Act 2000 (“the FOIA”) and the Environmental Information Regulations 2004 (“the EIR”). Bidders shall therefore be aware that, following the award of the Contract, the Council may be required to publicly disclose any part of the Contract, including the successful Bidder’s submitted Quotation, except for any information which is exempt from disclosure under the relevant provisions of the FOIA and/or the EIR.

#### Preparation of Quotations

* 1. Valid Quotations **must** include all of the following documents, each duly completed in the form provided in this Invitation to Quote:

1. Appendix 2: Supplier Suitability;
2. Appendix 3: Pricing Schedule;
3. Appendix 4: Method Statements;
4. Appendix 5: Declaration.
   1. Bidders must complete their Quotation in full. Incomplete Quotations may be rejected.
   2. All pricing information must be submitted in Appendix 3 (‘Pricing Schedule’). **Please do not provide pricing information on separate sheets or in other Quotation Documents**.
   3. Bidders must provide a response to **all** questions (hereafter to referred to as ‘Method Statement Questions’) set out in Appendix 4 (‘Method Statements’). Responses to all Method Statement Questions must be set out in Appendix 4 only; **please do not provide responses on separate sheets or in other Quotation Documents**.
   4. Quotations must be submitted in the English language only.
   5. Bidders must not, prior to any such time as the Contract is awarded, disclose to any person other than the Council the price or approximate price of their proposed Quotation, except where such disclosure, in confidence, is necessary to obtain insurance premium quotations or other undertakings necessary for the preparation of their Quotation.
   6. The Contract, and all purchase orders raised by the Council, shall be subject the Conditions of Contract appended to this Invitation to Quote. **Bidders shall not make or propose any amendments to the Conditions of Contract**. Any queries regarding the Conditions of Contract must be raised with the Council prior to the Submission Date.
   7. Bidders must meet the minimum insurance requirements set out in Appendix 2 (‘Supplier Suitability’). Bidders who do not already meet these requirements must provide a statement confirming that they shall do so in the event that their Quotation is successful.
   8. Bidders must not make any alterations to any Quotation Document, except where expressly permitted.
   9. All prices/rates shall be entered in the Price Schedule in pounds sterling and exclusive of Value Added Tax.
   10. Prior to submitting a Quotation, Bidders must fully satisfy themselves as to the requirements of the Contract. The Council shall deem all prices/rates submitted by Bidders to be fully inclusive of all costs, obligations, liabilities and risks which may be incurred in meeting the requirements of the Contract, and will not consider any claims from the Contractor/s for additional payments on grounds of want of knowledge.

#### Submission of Quotations

* 1. Quotations must be uploaded by **17:00 on 21st February 2023** (‘the Submission Date’). **Quotations submitted after this time will not be accepted**.
  2. Valid Quotation**s** mustinclude all of the documents identified in paragraph 2.1.
  3. Bidders **must** **not** submit with their Quotation any information or documentation that has not been specifically requested by the Council, such as:

1. information/documentation not relevant to a Quotation or the Procurement process, such as general sales literature/ brochures;
2. any Procurement Document not specified in paragraph 2.1 (for example, the Conditions of Contract).
   1. Quotations shall remain open for acceptance for a minimum of 60 days from the Submission Date.

#### Evaluation of Quotations

* 1. The Council reserves the right to reject a Quotation if:

1. it does not comply with any of the requirements set out in the Invitation to Quote; or
2. it contains any significant omissions; or
3. the Council deems it to have been priced abnormally low.
   1. Where certain information within a Quotation is incomplete or missing, or where specific documents are absent, the Council may require the Bidder to complete or submit such information or documentation after the Submission Date. However, Bidders shall not be permitted to submit any missing information or documentation that is subject to the award criteria/sub-criteria specified in paragraph 4.5 (such as but not limited to pricing information and method statements).
   2. Where the Council believes a Quotation to contain one or more errors or inconsistencies, the Council may require the Bidder to clarify and/or amend the relevant parts of their Quotation. However, no opportunity shall be given to amend any information subject to the award criteria/sub-criteria specified in paragraph 4.5, except to correct a demonstrable arithmetical or interpretive error.
   3. Bidders shall be aware that failure to submit any missing/incomplete information or documentation requested by the Council, or to respond to a request to clarify or amend any part of their Quotation, or to do any of these things within any specified timescales, may lead to the rejection of their Quotation.
   4. Quotations will be evaluated on the basis of the following evaluation criteria and sub-criteria:

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| Criteria | Criteria weighting | Sub-criteria | Maximum weighted score |
| Price | 60% | Price | 60% |
| Quality | 40% | Method Statement Question 1 | 10% |
| Method Statement Question 2 | 10% |
| Method Statement Question 3 | 5% |
| Method Statement Question 4 | 15% |

* 1. The sub-criteria weightings represent the maximum scores **(hereafter referred to as ‘maximum weighted scores’)** that can be attained in relation to each of the corresponding sub-criteria.

## Evaluation of price

* 1. To accommodate different types or capacities of product between Bidders (e.g. differences in product weight), an pro rata unit measurement for each product will be used to allow for fair comparison.
  2. The evaluation of price will be based on a ranking of the total pro rata unit prices (‘grand total price’), using submissions by Bidders in the Pricing Schedule (Appendix 3).
  3. The highest ranking Bid submitted will be allocated the maximum weighted score of 60%. The other ‘grand total prices’ submitted will be scored in relation to the lowest ‘grand total price’ as follows—

*(lowest Quotation price ÷ other Quotation price) x maximum weighted score*

## Evaluation of quality

* 1. The evaluation of quality will be based on the responses submitted by Bidders to the Method Statement Questions set out in Appendix 4 (‘Method Statements’).
  2. Method Statement Questions shall be evaluated according the following scoring methodology:

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| Score | Description | Rationale |
| 5 | Excellent | Proposal meets requirements in full |
| 4 | Good | Proposal meets requirements in almost all respects; some minor omissions when compared with an “excellent” response |
| 3 | Satisfactory | Proposal meets requirements to a basic standard; satisfies basic/fundamental requirements only |
| 2 | Poor | Proposal fails to meet requirements in full; indicates that basic/fundamental requirements would be met only partially |
| 1 | Very poor | Proposal significantly fails to meet requirements; contains significant shortcomings |
| 0 | Unacceptable/ no response | Completely fails to meet requirements or does not provide a proposal at all |

* 1. For example, a Quotation attaining a score of 5 for any Method Statement Question will therefore attain the maximum weighted score for that question. Scores of less than five will result in weighted scores calculated as follows:

*(maximum weighted score ÷ 5) x score*

## Final evaluation scores

* 1. The final overall score for each Bidder will be calculated by adding their final weighted Price score to their final weighted Quality score to give an overall combined score (expressed as a percentage).

## Notification of Bidders

* 1. Acceptance of a Quotation by the Council shall be communicated in writing to the successful Bidder. All unsuccessful Bidders shall be notified in writing of the Council’s decision.

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| Appendix 1: Specification |

**Food insecurity in Waltham Forest**

Food insecurity is a complex problem that has been exacerbated by the pandemic but has been on the rise in the UK and in Waltham Forest long before it.

At Waltham Forest, we understand food security to mean being sure of your ability to secure enough food of sufficient quality and quantity, to allow you to stay healthy and participate in society (The Food Foundation’s definition).

**Food distribution in Waltham Forest**

When the pandemic hit, the Council came together with local foodbanks to support food distribution efforts across the Borough, ensuring that emergency provisions were well connected and resourced and residents were able to obtain food in a safe, accessible and affordable way. We worked in partnership with residents, the Voluntary and Community Sector (VCS) and businesses to ensure vulnerable families and individuals are able to meet their most fundamental needs. In our response we provided support to groups that are most at-risk of experiencing food insecurity.

The current food system in Waltham Forest relies heavily on a combination of donations and redistribution of surplus food. This redistribution is delivered directly through pan-London charitable partners (Felix Project and City Harvest), supported by the Council. The Council currently works with charitable partners and our VCS food partners to receive and distribute a proportion of this surplus food through our Food Distribution Hub.

In addition to surplus fresh food provision, the Council purchases additional ambient food to distribute to ten local food banks and hubs. We are seeking to appoint a provider to supply this ambient food to the Food Distribution Hub.

**Contract key objectives**

* Provide a dependable and cost-effective supply of ambient food to the Waltham Forest Food Distribution Hub
* Establish effective lines of communications and supply to the Food Distribution Hub provider – Groundwork London – operating from Chingford Assembly Hall
* Ensure a responsive method of delivery that can adapt quickly to changes in demand and ensure a sufficient delivery service to the Hub.

The Council has a maximum budget of £45,000 for food supplied through this contract.

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| Appendix 2: Supplier Suitability |

#### General information

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| Company name: |  |
| Address: |  |
| Contact name: |  |
| Contact telephone number: |  |
| Contact email address: |  |

1. **Technical and professional ability**

Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.  
  
The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.

To pass, bidders are required to demonstrate a minimum of two contracts of relevance to the Services set out in this Invitation to Quote. Bidders who are unable to demonstrate this will fail this assessment.  
  
Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).  
  
Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.

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|  | **Contract 1** | **Contract 2** | **Contract 3** |
| **Name of customer organisation** |  |  |  |
| **Point of contact in the organisation** |  |  |  |
| **Position in the organisation** |  |  |  |
| **E-mail address** |  |  |  |
| **Description of contract** |  |  |  |
| **Contract Start date** |  |  |  |
| **Contract completion date** |  |  |  |
| **Estimated contract value** |  |  |  |

#### Insurances

The Contractor shall be required to hold the following types and minimum levels of insurance**.** **Please provide a copy of your insurance policy documents as proof of insurance cover**.

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| Type of Insurance | Minimum level of cover |
| Public Liability | **£10,000,000** for any one claim or series of claims arising out of any one occurrence |
| Products Liability | **£10,000,000** for any one claim or series of claims arising out of any one occurrence |
| Employer’s Liability | **£5,000,000** for any one claim or series of claims arising out of any one occurrence |

If you do not already meet any of the minimum levels of insurance specified above, please provide a statement below confirming that you will do so in the event that your Quotation is successful.

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1. **Food Hygiene**

All responses must be “Yes” to receive a pass for this section and be considered for this tender. Any “No” responses will result in a fail against these criteria and the bid will not be considered for this tender.

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| **Question** | **Response** |
| Do you have a current food business registration with your relevant local authority/authorities? | Yes  No |
| Are you able to provide a copy of the following pest control documentation if requested to at a later stage?   1. Pest control contract 2. Details of the past three months of pest control inspections | Yes  No |
| Are you able to provide a copy of product specifications if requested to at a later stage? | Yes  No |

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| Appendix 3: Pricing Schedule |

Suppliers are required to submit:

1. A completed pricing schedule – bidders should complete the relevant sections of the appended price schedule document.
2. A full price list for all items.

**Completing the pricing schedule**

The appended pricing schedule contains a list of products that form part of the ambient food orders that will be made by the Food Distribution Hub.

Budders are asked to list details of the product available that most closely matches the buyer requirements in Column A and B.

We require the following information to be provided for all products listed:

* Item Description (Column C) – provide the brand and name of the product
* Unit Size/Weight (Column D) – provide the size/weight of one unit of the product in the stated unit of measurement
* Price per unit (Column F) – provide the price of one unit (e.g. one jar or tin) of the product
* Pack size (Column G) – provide the pack size that orders will be provided in (e.g. 12 tins)
* Minimum order quantity (Column H) – provide the minimum number of packs that must form part of an order of this product
* Date price is guaranteed until (Column I) – provide the date that the details and prices stated are guaranteed until.

Please note that the estimated value of this contract is £50,000 for 6 months.

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| Appendix 4: Method Statements |

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| Method Statement 1 – Delivering for Waltham Forest |
| **Please outline how you will work alongside our Food Distribution Hub to develop a flexible, responsive food provision for the Hub.**  **Responses should comment on:**   * How you would approach the management of the contract * The process for managing and delivering orders * Any demonstration of wider impact on the community.   **Your response to this Method Statement must be limited to no more than 500 words.** |
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| Method Statement 2 – Ordering and delivery process |
| **Please outline your proposed process for receiving and fulfilling orders of food from Waltham Forest’s Food Distribution Hub.**  **Responses should comment on:**   * The approach to handling credit on an account to accommodate multiple orders over a period of time * The process of taking orders * The process of delivering orders, including delivery timeframes.   **Your response to this Method Statement must be limited to no more than 500 words.** |
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| Method Statement 3 – Account management and communications |
| **Please outline your proposed approach to managing client accounts and communications with clients.**  **Responses should comment on:**   * Approach to communicating with clients * Approach to handling issues that arise with client orders (e.g. unexpected delays) * Approach to damaged or poor quality * Records and receipts that are provided to clients.   **Your response to this Method Statement must be limited to no more than 250 words.** |
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| Method Statement 4 - food hygiene and safety |
| **Please outline your approach to ensuring a safe and hygienic environment for handling and distributing food.**  **Responses should comment on:**   * Approach to food hygiene and safety for storing and distributing food * Approach to product recalls * Approach to use by/sell by data management   **Your response to this Method Statement must be limited to no more than 500 words.** |
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| Appendix 5: Declaration |

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| **In submitting this Quotation, I/We: -**   1. in the event that My/Our Quotation is successful and I/We are awarded the Contract, I/We undertake to execute and perform the Contract for the sums set out in the completed Pricing Schedule and according to the methods described in My/Our responses to the Method Statement Questions, and shall do so in accordance with the Conditions of Contract, the Specification and the other documents and appendices referred to in the Invitation to Quote. 2. certify that this Quotation is bona fide and intended to be competitive, and that I/We have not: 3. fixed or adjusted the amount, prices, charges or rates in the Quotation by or in connection with any agreement or arrangement with any other person or by reference to any other Quotation; or 4. entered into any agreement with any other person that they shall refrain from submitting a Quotation, or as to the amount of any Quotation to be submitted; or 5. directly or indirectly canvassed any Member or employee of the Council concerning the acceptance of any Quotation, or directly or indirectly obtained or attempted to obtain information from any such Member or employee concerning any other Quotation; or 6. offered to pay or give or agree 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 Quotation or proposed Quotation any act or thing of the sort described above; or 7. committed an offence under the Bribery Act 2010 and any subordinate legislation made under the Bribery Act 2010 or given any fee or reward the receipt of which is an offence under Section 117(2) of the Local Government Act 1972. 8. understand that the Council may be required to publicly disclose any part of My/Our Quotation if its disclosure is requested under the Freedom of Information Act 2000 or The Environmental Information Regulations 2004; 9. certify that all information supplied is accurate to the best of My/Our knowledge and belief. I/We understand that the submission of false information may result in the disqualification of My/Our Quotation; 10. warrant that this Quotation is bona fide and that the person submitting it (named below) is duly authorised to do so.   In this document, the term ‘person’ shall include persons and any body of persons, corporate or non-corporate. | |
| Name: |  |
| Position: |  |
| Signature: |  |
| Organisation name: |  |
| Date: |  |