|  |  |  |
| --- | --- | --- |
|  |  |  Kent County Council Invicta House County Hall  Maidstone Kent ME14 1XX |
| Reference: DVLPS\_NFM\_1&2Date: 14/8/19 |  |

Dear Sir/Madam,

**Request for Quotation**

**The provision of professional consultancy services for the assessment and review of natural flood management opportunities in the upper darent catchment, Kent.**

The Kent County Council is inviting you to Bid for the above contract and accordingly has enclosed a Request for Quotation.

The attached document is based upon the NEC3 Professional Services Short Contract, April 2013 that includes:

* The Contract Data
* The Consultant’s Offer and Client’s Acceptance
* Price List
* Scope
* Conditions of Contract
* Z Clauses
* Appendix A

Attached to this letter are details of the information required to be submitted and the basis of the assessment.

Consultants are drawn to the attention that the completion date of 21st October 2019 Is critical to success. Failure to complete this work by this date will result in reputational damage to the Kent County Council and to the Consultant.

Your RFQ response should reach me by email no later than **4pm Wednesday 4th September 2019**.

You are advised to read all sections carefully before Bidding. Should you have any difficulty with the RFQ, please get in contact via the Kent Business Portal.

Yours faithfully,

Mary Tate

Countryside Manager

This is available in larger print on request

Darent Valley Landscape Partnership Scheme

**Appendix A**

Programme

Tender responses shall be provided by 4th September 2019. The successful consultant will be notified by 16th September 2019. An initial start-up meeting will take place no later than the week beginning 26th September 2019. Phase 1 report should be complete and submitted by 18th November 2019. The phase 2 report timetable will be confirmed on completion on Phase 1 once a decision on which sites to take forward to Phase 2 of the project is made.

Quotation

The consultants shall provide a proposal to undertake this work that outlines how they will deliver the project, including where they will add value, their experience of undertaking similar projects, and provides a fixed price quotation to be set out in the attached NEC 3 contract.

The quotation should include a short breakdown of activities set out within the NEC 3 document and an outline timetable for completion of the work, stating if the resource is available to complete the work within the timescale outlined above.

The budget available for phase one and two is £35,000. The Consultant should determine if the work is possible within the budget or suggest the changes to the Scope that will keep the work within the stated budget. **Quotations should be returned by 4pm on Wednesday 4th September 2019**

**Tender Evaluation**

This tender will be evaluated on the basis of Quality 50% and Price 50%. The tender evaluation process is divided in two stages. Tenderers will be required to achieve a minimum quality mark of 70 in Stage 1. All tenders that achieve this quality mark will continue to Stage 2 of the evaluation process to factor in the tender price. The quality/price ratio will then be applied to determine the most economically advantageous tender. A worked example is provided in this document for information purposes.

TENDER STAGE 1

The factors in respect of quality and weighting allocated, which will be utilised in Stage 1 evaluation, are shown below.

1. Understanding the requirements of the specification (20%). This factor will be evaluated based on information provided in section 2 ‘Description of the services’.
2. Evidence of successfully undertaking Natural Flood Management Projects (40%). This factor will be evaluated based on information provided in (a) CV’s of project team and (b) Evidence of relevant past experience.
3. Appropriate and robust methodology proposed for the completion of the deliverable (40%). This factor will be evaluated based on information provided in Method Statement.

**TENDER SCORE CRITERIA**

|  |  |
| --- | --- |
| CRITERIA | MARKS |
| A | Very high standard with no reservations at all about acceptability. | 5 |
| B | High standard but falls just short of A. | 4 |
| C | Good standard.  | 3 |
| D | Generally of a good standard with some reservations. | 2 |
| E | Basic compliance only | 1 |
| F | Fails to meet the minimum requirements. (Bid rejected) | 0 |

The maximum score that can be achieved in Stage 1 is 100.

STAGE 2

**EXAMPLE ONLY**

**WORKED EXAMPLE OF A TENDER ASSESSMENT**

**(FINANCIAL ELEMENT)**

Tender A Tender Total £54,000

Tender B Tender Total £50,000

Tender C Tender Total £55,000

Tender D Tender Total £60,000

Tenderer B is awarded 100 marks.

Lowest Tender Price

 = score x 100 = Financial Mark

Tender Price

A 50,000

 = 0.93 x 100 = 93

 54,000

B 50,000

 = 1 x 100 = 100

 50,000

C 50,000

 = 0.91 x 100 = 91

 55,000

D 50,000

 = 0.83 x 100 = 83

 60,000

**EXAMPLE ONLY**

**WORKED EXAMPLE OF AN OVERALL TENDER ASSESSMENT**

50% Quality: 50% Price

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 |
| Tender | Quality Mark | 50% of (2) | Financial Mark | 50% of (4) | Aggregate (3) + (5) |
| A | 90 | 45 | 93 | 47 | 92 |
| B | 80 | 40 | 100 | 50 | 90 |
| C | 100 | 50 | 91 | 46 | 96 |
| D | 90 | 45 | 83 | 42 | 87 |

Tender is awarded to C

The Client has rights to cancel the tender process due to any unforeseen circumstances and therefore not be liable in the event of no commission being awarded.