

**Charnwood Council**

**DOCUMENT 1:**

**REQUEST FOR QUOTATION (RfQ) INSTRUCTIONS:**

**Mobile AV Equipment for Loughborough Town Hall**

**Contract Period: Start: - May 2024**

**Reference: DSM002**

**Star Reference: C25**

**Chest: DN715771**

**Contents:**

1. **General Information**

 This contains information on:

* Indicative Timetable
* Bid Validity
* Property and Confidentiality
* No Warranty
* Amendments to RfQ
* Council Clarifications from Bidders
* Right to Stop
* Freedom of Information
* Bribery / Canvassing
* Whistleblowing
* Disclosures
* Terms and Conditions
* TUPE
1. **Return of Responses Information**

 This contains information on:

* General return of Quotation guidance
* The Chest
* Bidder clarifications from the Council
1. **Guidance Notes for Completing your Quotation.**

 This contains information on:

* General information
* Evaluation Weightings
* Evaluation Scoring Methodologies
1. **Specification**

 The Specification

**This RfQ Comprises:**

* Document 1: Instructions and Specification (this document)
* Document 2: Quotation Response Document – Qualitative/Pricing
* Document 3: Victoria Room with Stage - Dimensions
* Document 4: Term and Conditions – To Be Published

Together, they set out the nature and extent of the requirement and the conditions upon which the Services/Supplies are to be provided.

1. **General**

Quotations are invited for the provision of description of services (the “**Services/Supplies**”, otherwise referred to as the “**Contract**”) by Charnwood Council (the “**Council**”), from organisations with relevant experience and ability to demonstrate sufficient capacity for providing the Services (the “**Bidders**”).

The Contract will be in place for a term of 12 months (the “**Contract Period**”). **EITHER** The Council may extend the Contract following the Contract Period for further periods of time of 12 months each up to a maximum of 24 months in aggregate (the “**Extension Period(s)**”).

The estimated value of the Contract over its maximum possible term is circa £100,000.

**Timetable:** The following timetable is indicative only and may be subject to change throughout the tender period, we will endeavour to provide updates should this timetable change significantly:

|  |  |
| --- | --- |
| Task | Date |
| Issue RFQ | Friday 15th March 2024 |
| Deadline for questions in relation to the RFQ | Friday 29th March 2024 |
| RFQ submission deadline | Noon – Friday 5th April 2024 |
| Evaluation Completed | Thursday 11th April 2024 |
| Award Decision Approved | Friday 12th April 2024 |
| Contract Execution | Friday 26th April 2024 |
| Contract Start Date | Monday 29th April 2024 |

**Bid Validity:** The bid (including price) should remain open for acceptance or non-acceptance by the Council for a minimum period of 90 days from the return deadline stated above.

**Property and Confidentiality:** The contents of this RfQ and of any other documentation or information sent to you in respect of this RfQ and the process being followed are provided on the basis that they remain the property of the Council and must be treated as confidential and not for disclosure. If you are unable or unwilling to comply with this requirement you are required to destroy this document and all associated documents immediately and not to retain any electronic or paper copies.

No publicity in relation to the RfQ or the contract must be undertaken by any bidder during the procurement process.

**No Warranty:** This RfQ is made available in good faith, but no warranty is given as to the accuracy or completeness of the information contained in it and any liability arising of any inaccuracy or incompleteness is therefore expressly disclaimed by the Council and its advisers. In the event that discrepancies are discovered within the RFQ documentation, the Council should be notified via The Chest portal immediately.

**Amendments to RfQ:** At any time after the issue of the RfQ and before the closing date for the submission, the Council reserves the right to make amendments to the documentation or vary the process. Bidders must take these amendments into account in the preparation of their RfQ.

**Right to Seek Clarifications:** The Council reserves the right to request clarification from a bidder at any time about any matter of their Quotation. Where a time limit is given for receipt of a response, and this deadline is missed, the Council may reject the Quotation or not consider the late response to the clarification when finalising the evaluation. Such clarifications are to better understand a bidder’s response and are not to be used to seek new information not originally provided / asked for.

**Right to Stop:** The Council reserves the right to cancel this process at any time. The Council is not liable for any costs resulting from any cancellation of this process.

**Freedom of Information:** All information relating to any Quotation made to the Council or any contract to which the Council is party, including information arising under the contract or about its performance is subject to the ‘Freedom of Information Act 2000’ (FOIA) and ‘Environmental Regulations 2004 (EIR) irrespective of when that contract was entered into. The council will be under obligation to disclose such information unless an exemption applies. The Council alone has the duty to determine whether an exemption applies to information and whether the request should be acceded to or refused.

The Council will make information about the Total Contract Price of a bid available under the FOIA and/or EIR after award of the contract. In the absence of special circumstances, the rest of a Quotation will be available under FOIA and EIR unless a bidder has notified the Council that it regards any of the information supplied with its Quotation to be reserved information (as stated within the FOIA / EIR), such as unit prices or more detailed pricing information).

**Bribery/Canvassing:** Any bidder who directly or indirectly canvasses any official of the Council or bribes or attempts to bribe concerning the award of the contract or who directly or indirectly obtains or attempts to bribe information from such official concerning the process will be disqualified and may also be guilty of a criminal offence that may be pursued.

**Whistleblowing:** The Council takes fraud, misconduct, or corruption seriously and is committed to eradicating it. Our policies include a whistle blowing procedure, which enables employees, and staff within partner and contracting organisations to raise, in good faith, any concerns they may have without fear of victimisation. Such concerns may include:

• Health and safety risks.

• Damage to the environment.

• Abuse of vulnerable clients.

• Fraud, bribery, and corruption; and,

• Any conduct which is illegal.

Further details can be found on the Council’s internet site: [here](https://www.knowsley.gov.uk/pdf/whistleblowing.pdf). Please ensure that your staff is familiar with these whistle blowing arrangements.

**Disclosures:** It is not anticipated that the supplier is to have direct contact with children, students, or vulnerable adults during any delivery or attendance at the premises throughout the borough.  If this situation changes throughout the duration of the contract, the Council must be notified immediately. Please note, it is the responsibility of the supplier to whom a contract is awarded, to ensure that those persons engaged in undertaking these duties under that contract (including employees, agents, subcontractors, and any others) are of good character and fit and proper and do not have any relevant convictions that would make it inappropriate that they perform their duties under the contract at Council premises, schools, suppliers premises, or any other site.

**Terms and Conditions:** If your Quotation is accepted by the Council, you will be required to enter a Contract with the Council for the provision of the Requirements (“the Contract”). In submitting your quotation, you agree to contract on the attached terms and conditions (Document 4, T&C’s). The Council cannot accept amendments to its terms and conditions or alternative terms and conditions. If you seek to amend the Council’s terms and conditions or submit alternative terms and conditions the Council may reject your quotation.

1. **Return of responses**

**It is essential that you comply with the instructions in this document in the preparation and submission of your Quotation to help ensure you do not inadvertently invalidate your Quotation. The Council reserves the right to reject any Quotation that does not comply with these instructions.**

**Quotation responses must be delivered no later than date and time indicated in the timetable above: - Noon on Friday 5th April 2024.**

Bidders must complete and return their Quotation (Document 2 (Quotation Response Document – Qualitative), along with any required supporting information as allowed) via the Chest (Pro-Contract) e-tendering system. It is not required to return any other Section / documentation with your Quotation. If you have any issues relating to the return of your Quotation via The Chest, please contact the Officer in charge of this procurement exercise as soon as possible.

The Council will not accept responsibility for any delays in submission or delivery of the response.

All Quotations must be in the English language. Quotations must be fully compliant with the requirements detailed in this RfQ documentation. No amendments to these documents should be made.

The Council is not obliged to consider Quotations or accept alternative offers. Similarly, Quotations made subject to additional requirements or alternative conditions of contract may be rejected.

You are advised that the deadline above is absolute. You are advised to upload your Quotation well in advance of the deadline to avoid any technical issues that might arise causing you to fail to meet that deadline, which would lead to the rejection of your Quotation. The Council is conscious that Bidders spend a huge amount of time, effort, and expense in putting together a quotation and is keen to ensure that no quotation is rejected down to late submission.

**The Chest:** Quotations submitted via The Chest can be submitted or amended as many times as you wish, up to the deadline date and time, although the final on time amendment will only be presented to the Council. Quotations must be submitted strictly in accordance with The Chest instructions.

To complete your RfQ via The Chest system you will need to follow the instructions on the site to enable you to return your submission electronically.

**Guides, documents, and The Chest FAQ sections are available to make The Chest as user friendly as possible. These can be found on the homepage of** [**www.the-chest.org.uk**](http://www.the-chest.org.uk) **on the left-hand side of the page under the navigation panel.**

Any technical problems associated with this RFQ should be reported via ProcontractSuppliers@proactis.com or directly to <http://proactis.kayako.com/default>.  For critical and time-sensitive issues (normally requiring resolution within 60 minutes) call 0330 005 0352.

**Clarifications**: Bidders are advised to clarify any points of doubt or difficulty relating to the documentation before submitting their response. Any queries should be submitted through the Question-and-Answer section of The Chest system as soon as possible, and in any event before **Friday 29th March 2024**.

1. **Guidance notes for completing your Quotation.**

It is very important that you fully answer all the questions that apply to your particular company or organisation. Your application will be rejected if you do not answer all the relevant questions. We may require you to provide additional documents or information to clarify your RfQ after you have submitted it.

All Response Sections must be completed without ambiguity and returned as per the instructions provided.

Please read and follow the guidelines below for completing this RFQ:

* Explicit and comprehensive responses must be given to the questions as this will be the single source of information, in conjunction with any clarifications/presentations/interviews if required. No assumptions must be made about the information available to the Council and you must therefore make sure that all information you wish the Council to take into account during the process is contained within your Quotation, within the limits stated.
* It is essential, and the responsibility of the bidder, to ensure that all supporting documents have been referenced appropriately. Responses can be supported by any relevant documents, illustrations; maps or charts within the limits stated, however please do not include general marketing or promotional material.
* If a bidder omits in genuine error to include any document or supporting information which has been requested by the Council and referenced by the bidder in its response to the RfQ, then the Council may (in its absolute discretion) request these missing documents to be supplied. The Council shall not be obliged to request submission of such document or information and reserves the right to take such action (including rejection of a bidder) as it may determine is appropriate in the circumstances.
* The provision of false or misrepresented information in any form will result in the Quotation being rejected.

**Evaluation Criteria & Weightings:** All Quotations will be evaluated in terms of understanding and meeting the requirements as set out in the specification. The evaluation will be carried out against the pre-determined evaluation criteria as provided below.

The Totally Quality Score and Weighted Price Score are added together to form the Total Weighted Score for each bidder. This is used to rank bidders and determine which bidder should be awarded the contract.

|  |  |  |
| --- | --- | --- |
| Award Criteria | Question / Section Percentage Weighting | Award Criteria Weighting |
| Quality Assessment | 60% |
| Quality 1 - Methodology | 20% |
| Quality 2 – Key Personnel | 15% |
| Quality 3 - Experience | 15% |
| Quality 4 – Environmental Responsibility | 10% |
| Price Assessment | 40% |
| Total Price | 40% |
| Total | 100% |

**Quality Assessment:** The quality assessment shall comprise evaluation of your responses to the Quality Questions and the Social Value Question in accordance with the below.

The weighted score for each question is calculated as follows:

*E.G. A question carries a weighing of 10% (maximum score allowed = 4), the actual score given is 3. To work out the weighted score:*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Actual Score*** | *Multiplied by* | ***Question Weighting*** | *Divided by* | ***Maximum Possible Score*** | *equals* | ***Weighted Score*** |
| ***3*** | *x* | ***10*** | *∙∕∙* | ***4*** | *=* | ***7.5%*** |

The Weighted Score for all Quality and Social Value Questions are added together to form the Total Quality Score.

**Scoring Methodology (Quality):** The following scoring methodology will be used for scoring your responses to the Quality Questions. The following scores shall be awarded based on the proposals received and the degree of confidence that, on the basis of the facts known to the evaluation panel at the time of making the assessment, the proposal meets the interpretation of the applicable score. Factors which the evaluation panel will take into account in making this assessment are set out below for each score:

|  |  |
| --- | --- |
| Score | Interpretation |
| 4 | Clearly demonstrates the level of requirement with regard to ability, understanding of service requirements, systems and quality measures to provide the service. Also demonstrates and provides evidence of the ability to deliver some areas of the service above the level of requirements which include innovation and/or added value to the Council. |
| 3 | Clearly demonstrates the level of requirement with regard to ability, understanding of service requirements, systems and quality measures to provide the service.  |
| 2 | Demonstrates the majority of the elements required but has not sufficiently demonstrated and/or evidenced how the requirement will be fulfilled in certain areas. |
| 1 | Response addresses minimal elements of the service requirements but in general contains insufficient/limited detail or explanation to demonstrate how the requirements will be met. |
| 0 | Does not comply and/or insufficient or no information provided to demonstrate that the service requirements can be met |

**The allocation of a score of 1 (One) or below for a response to the following Quality Questions (list relevant questions) will result in the exclusion of your Quotation as it does not meet the minimum requirements and minimum acceptable score required.**

**Price Assessment:** The price assessment shall comprise evaluation of the Price in accordance with the below.

The weighted score for Price is calculated as follows:

*E.G. Price carries a weighing of 40%. To work out the weighted score:*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Bidders Submitted Income*** | *Divided by* | ***Highest Income Submitted*** | *Multiplied by* | ***Weighting*** | *equals* | ***Weighted Price Score*** |

The Council will seek clarification from you if your submitted Quotation is considered by the Council to be economically unviable. Following a review of any submission/evidence that you make in response to such a clarification, if the Council remains of the opinion that the submitted Quotation is economically unviable, the Council will reject that Quotation.

1. **Specification.**

**1 INTRODUCTION**

 The AV Equipment will assist the Democratic Services team to efficiently manage Council meetings and the Town Hall run other events that require the use of AV equipment.

The Democratic Support Team provides support to approximately 6 Full Council meetings a year and it is anticipated that the equipment will also be used to support other meetings and events, estimated at 10 times a year.

The AV Equipment should make the democratic process more efficient for the team and enhance the experience of both Councillors and members of the public.

It is anticipated at in the future the equipment will be moved to new Council premises for all public meetings.

2 **SCOPE**

The requirements are set out in Section 4 below. It should be noted that the ability to “Live stream” meetings/events is optional and is an area the Council wish to explore.

**3 BACKGROUND TO THE REQUIREMENT**

* + 1. Charnwood BoroughCouncil is looking for a supplier to provide mobile AV Equipment which will assist the Democratic Services team to efficiently manage Council meetings in the Victoria Room at Loughborough Town Hall and in addition help with the delivery of other events run by the Town Hall. The overall solution will enhance the experience of both Councillors and members of the public who attend Council meetings and other events at the Town Hall.

**4 THE REQUIREMENTS**

The requirement is for a fully integrated system supplied by one provider that will provide a complete solution.

Council Meetings are required to provide full and even coverage within Loughborough Town Hall’s Victoria Room, a multi-functioning events space. Room plans have been included within this tender document.

Any solution provided would require the following components:

**1 x Digital Sound desk:** this desk would be required to handle all delegate inputs and outputs from the delegate mic system, and route to audio recording and streaming devices.

This should also be suitable for spoken word talks. Preference would be for the Allen & Heath SQ5 or higher specification.

**70 x Full Delegate Microphone system:** a professional level, tabletop conferencing system, with push-button activated goose neck mics preferably. This would need to provide clear audio of the delegates, alongside the ability to have individual units activated/de-activated on command via a Master Unit/Chair-person unit.

An integrated solution to include a delegate Voting system, allowing for a Master/Chair-person to see the results in real-time.

The unit would also require a ‘microphone active’ LED light indicator when in use.

Any identified unit would also require a system for feedback management incorporated with their specifications.

**1 x Audio Recorder**: a professional level audio recorder, with the ability to take SD card input, Stereo input for audio in and mains power supply option. All Council meetings are sound recorded and placed on the Councils website as part of the record of the meeting.

**1 x Speaker PA system:** A speaker system suitable for the size of the Victoria Room, to provide clear and even coverage throughout the room for both delegates and public seating areas. To include suitable amps for this type of system.

**Storage and Transport solution:** to ensure ease of storage and movement across the venue, a simple and easy to manoeuvre storage solution is required. (e.g.: Flight cases).

**Cables and leads:** to provide all suitable cables/leads to operate all equipment supplied fully.

**Electronic Voting**

* The ability to vote electronically.
* The ability to display the outcome of the vote on an existing screen.

**Management of speakers**

* The ability to manage the speaker queue.
* The ability to cut off mic’s if speakers overrun the time limit.
* The ability to display speaker time limit on an existing screen.

**Hybrid functionality** – to enable participants to join remotely on screen.

**Presentation Screen**

The ability for presentations, videos, and reports to be shown on existing screen.

**Additional Optional requirements**

**Ability to “Live stream” meetings/events:** to ensure that meetings/events can be viewed online live, with good quality audio and video production. If possible, with the ability for video to automatically track different speakers throughout the meeting.

**6 TIMESCALES AND MILESTONES**

It is anticipated that the equipment is available for Full Council on 13th May 2024 or the later Full Council meeting date of 17th June 2024. However, there is flexibility with this as training with appropriate staff is required.

**7 CONSTRAINTS**

 The following constraints have been identified:

7.1 needing to work with other suppliers.

7.2 needing to interface with the Councils or other organisations' IT systems.