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**Request for Quotation (RFQ)**

**For THE CONTRACT FOR DRAINAGE OF EVENTS FIELDS AT BARHAM PARK, WEMBLEY INCLUDING ANY REQUIRED SUDS AND CONNECTION TO THE PUBLIC SURFACE WATER DRAINAGE SYSTEM**

**14th December 2021**

**Closing date: 21st January 2022 (12:00 noon)**

## Due North Reference Number: ****DN547120****

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Supporting Documents

Please refer to brief for table of technical documents

Appendix 1 - Declaration Document

Appendix 2 - Pricing Schedule

Appendix 3 – Brent Fast track Guidance Note

Appendix 4 - Brief

# Part 1

# Purpose of Request for Quotation

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| --- | --- |
| 1.1 | This Request for Quotation (RFQ) is an invitation to suitably qualified suppliers to submit a Quotation for Contract For Drainage of Events Fields at Barham Park, Wembley including any required suds and connection to the public surface water drainage system |

# 2.0 Instructions to Bidders

|  |  |
| --- | --- |
| 2.1 | You are invited to submit your proposal for the provision of the items in section 1.0 above in accordance with the terms of this RFQ. Bidders should ensure that they quote the optimal commercial terms and provide full detail relating to the RFQ requirements. |
| 2.2 | The commencement date of the contract is anticipated to be that which is highlighted in section 5.5. |
| 2.3 | The fact that your organisation has been invited to quote does not necessarily mean that your bid has completely satisfied all the Council’s selection criteria for the Quotation. The Council may require further information relating to all or any part of a bidder’s application. |
| 2.4 | Words defined in the Conditions of Contract and the Specification shall have the same meaning in the Form of Quotation, these Instructions to organisations and any other Quotation Documents. |
| 2.5 | The successful Bidder will be awarded a 6 Month contract. |

# Preparation of Quotation

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| --- | --- |
| 3.1 | The bidder will be deemed for all purposes connected with the Quotation and the Contract to have carried out all researches, investigations and enquiries which can reasonably be carried out and to have satisfied itself as to the nature, extent, volume and character of the Services (in the context of and as it is described in the Specification (Part 3)), the extent of the premises, personnel, materials and equipment which may be required and any other matter which may affect its Form of Quotation. The bidder shall have no claim whatsoever against the Council in respect of such matters and in particular (but without limitation) the Council shall not make any payments to the bidder save as expressly provided for in the Contract and (save to the extent set out in the Contract) no compensation or remuneration shall otherwise be payable by the Council to the Contractor in respect of the Service by reason of the scope of the Service being different to that envisaged by the Bidder or otherwise. |
| 3.2 | The Bidder shall treat the Quotation Documents as private and confidential for use only in connection with the Quotation and the Contract and which shall not be disclosed in whole or in part to any third party without the prior written consent of the Council. |
| 3.3 | The Quotation Documents and all copies thereof are and shall remain the property of the Council and, save for the purposes of the Quotation, must not be copied or reproduced in whole or in part and must be returned to the Council upon demand. |
| 3.4 | By submitting the Quotation, the Bidder warrants that information in submission is complete and not misleading in any way. In the event that such information is found to be incomplete or misleading, the Council may remove the Tenderer from the procurement process or terminate the contract. |

# Conditions of Quotation

|  |  |
| --- | --- |
| 4.1 | Except as otherwise provided, the Quotation Documents are to be taken as mutually explanatory of one another. The Quotation pack comprises the following documents:   * Invitation to Quote; * Quality Statements Response Questionnaire; * Form of Quotation; * Pricing Schedule; and * Terms and Conditions. |
| 4.2 | Should any additions or deletions to any of the Quotation Documents, supplementary clauses or additional information be considered necessary prior to the date for submission of Quotations, these will be issued to Organisations and will be deemed to then form part of the Quotation Documents. |
| 4.3 | The bidder shall be deemed to have satisfied itself before submitting its Quotation as to the accuracy and sufficiency of its prices and rates stated by it in the Pricing Schedule which shall (except insofar as it is otherwise provided in the Contract) cover all obligations under the Contract and the bidder shall be deemed to have obtained for itself all necessary information as to risks, contingencies and any other circumstances which might reasonably influence or affect its Quotation. |
| 4.4 | Any Form of Quotation submitted by a Bidder in respect of which the Quote:   1. has directly or indirectly canvassed any official of the Council or obtained information from any other person who has been contracted to provide services to the Council, concerning the award of the Contract or who has directly or indirectly obtained or attempted to obtain information from any such member or official concerning any other Bidder or Form of Quotation submitted by any other Bidder; or 2. fixes or adjusts the Contract Price and/or prices and rates shown in its Form of Quotation and/or the Pricing Schedule by or in accordance with any agreement or arrangement with any other person; or 3. communicates to any person other than the Council the amount or approximate amount of the Contract Price and/or prices and rates shown in its Form of Quotation and/or the Pricing Schedule except where such disclosure is made in confidence in order to obtain quotations necessary to the preparation of the Quotation or for the purposes of insurance or financing; or 4. enters into any agreement with any other person that such other person shall refrain from submitting a Form of Quotation or shall limit or restrict the prices to be shown or referred to by another Bidder in its Form of Quotation; or 5. offers to agree to pay to any person having direct connection with this Quotation or does pay or give any sum of money, inducement or valuable consideration, directly or indirectly, for doing or having done or causing or having caused to be done in relation to any other Bidder or any other proposed Form of Quotation, any act or omission; or 6. in connection with the award of the Contract commits an offence under the Bribery Act 2010;   shall not be considered for acceptance and shall accordingly be rejected by the Council provided always that such non-acceptance or rejection shall be without prejudice to any other civil remedies available to the Council or any criminal liability which such conduct by a Bidder may attract. |

# 5.0 Submission of Quotation

|  |  |
| --- | --- |
| 5.1 | All bidders must ensure that they comply with the following instructions when responding to this RFQ. Bids that do not comply with the instructions may not be considered. |
| 5.2 | Please read the whole quotation document including the appendices, before completing individual sections with your response. This will ensure that your response is entered at the appropriate point in the document and will assist with the evaluation process. |
| 5.3 | All documents attached to or supplied with these Instructions to organisations are and shall remain the property of the Council and shall be returned to the Council upon request. |
| 5.4 | Quotations must include all requested documents in order to be classified as complete. Bidders are required to submit (in the context of and as they are described in the Specification) the following:  • The completed and signed Form of Quotation  • The completed Quality Statements addressing each point as requested  • The completed Pricing Schedule |
| 5.5 | The Quotation timetable below is indicative only and the Council reserves the right in its absolute discretion to amend any of the dates set out in the indicative timetable or elsewhere in this RFQ. |

| **Action** | **Who** | **Deadline** |
| --- | --- | --- |
| Issue RFQ | Council | 14th December 2021 |
| Deadline for receipt of clarifications | Bidders | 17th January 2022 |
| Submit final quotations | Bidders | 12:00 noon on 21st January 2022 |
| Evaluate submissions (complete) | Council | 27th January 2022 |
| Seek approval to award contract(s) | Council | 28th January 2022 |
| Confirm contract award | Council | 31st January 2022 |
| Voluntary Standstill period (complete) | Council | 10th February 2022 |
| Mobilisation | Council/Bidder | 11th February 2022 |
| Commence delivery of services | Bidder(s) | 11th February 2022 |

# 6.0 Enquiries

|  |  |
| --- | --- |
| 6.1 | Should any prospective bidders have any query in connection with any of the Quotation documents, they must be submitted through the London Tenders Portal. The Council will endeavour to answer enquiries made not later than two days after the deadline for enquiries set out in the timetable above. |
| 6.2 | Bidders are advised that any representation to the Council, prior to submission of proposals and during the evaluation period, must only be made through the London Tenders Portal. |
| 6.3 | The Council reserves the right to circulate a copy of any question and the Council’s response to all organisations but will not disclose the identity of the organisation who asked the question. |
| 6.4 | No approach of any kind should be made to any other persons in connection with the quotation and the Council may use its discretion to disqualify organisations who breach this provision. |
| 6.5 | No queries will be accepted or answered orally. |

# 7.0 Contract Terms and Conditions

|  |  |
| --- | --- |
| 7.1 | Please note that no amendments to the Conditions of Contract will be considered by the Council AFTER the closing date for receipt of Quotations. Organisations should raise any matters relating to the Terms and Conditions during the quotation period in accordance with the ENQUIRIES procedure in section 6 above. |

# 8.0 TUPE

|  |  |
| --- | --- |
| 8.1 | TUPE does not apply. |

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# 9.0 London Living Wage (LLW)

|  |  |
| --- | --- |
| 9.1 | The Council is a LLW employer (accredited by the Living Wage Foundation since November 2013) and all Contractors must comply with the provisions of the Contract Terms and Conditions in respect of the LLW. |
| 9.2 | The Council will monitor the contract to ensure that LLW is being paid to London-Based Staff, where applicable, in accordance with the provisions of Contract Terms and Conditions. |
| 9.3 | Bidders should indicate in their response to Question 1.9 of the Quality Statements Response Sheet their commitment to pay, as a minimum, the LLW to their London-based staff while engaged on the delivery of this contract. |

# 10.0 Brent Fast Track

|  |  |
| --- | --- |
| 10.1 | Having made significant investment in its Purchase to Pay processes, the Council is now in a position to offer suppliers an enhanced payment service through its Accounts Payable, Finance and Procurement teams.  The Council is therefore pleased to offer prospective suppliers the opportunity to join Brent FastTrack. The benefits to suppliers include:   * improved cash flow through early payment of invoices – significantly ahead of the Council’s standard 30 days’ terms; * increased efficiency through e-invoicing, prioritised invoice payments; and * closer collaboration focusing on service delivery rather than transactional performance.   For further details, please see Appendix 3 Brent FastTrack Guidance Note. |
| 10.2 | In the Pricing Schedule, you should indicate whether you wish to participate in Brent Fast Track and indicate the percentage rebate assuming payment is made 10 days after receipt of invoice. (The minimum rebate percentage that the Council will accept is 0.5%.) |
| 10.3 | For the evaluation of pricing, each Tenderer’s price will be discounted by the rebate percentage offered, (assuming payment after 10 days) if a Tenderer indicates its agreement to participate in the Brent FastTrack programme. |

# 11.0 Evaluation Stages, Methodology and Criteria

|  |  |
| --- | --- |
| 11.1 | The Council is seeking the most economically advantageous quotation. Quotations received by the deadline set out in the timetable on page 6 above will be evaluated against a Price and Quality criteria weighting as follows: Price = 60 *per cent*. and Quality= 40 *per cent*. |
| 11.2 | The Quotation submission will be considered for completeness in accordance with the instructions of this quotation to ensure it is compliant. Compliant bids will then be considered to ensure that the specification of mandatory requirements is met. Where these are met, the Method Statements and Pricing Schedule shall then be evaluated. If a contract is awarded then the bidder scoring the highest aggregate marks will be awarded the contract. |
| 11.3 | The Council does not bind itself to accept the lowest quotation, or indeed any quotation, but is looking for the most economically advantageous proposal based on the following criteria with the specified weightings. |

**Part 2**

# Evaluation of Quotation

# Stage 1- Completeness

**Completeness**: Quotations must include all requested documents in order to be classified as complete. Completeness will be established by checking against the following checklist of all the financial and non-financial submissions required in 5.4 above.

Quotation submissions that are not complete may be eliminated and not considered further except, at the Council’s sole discretion, in the case of minor omissions that can be rectified in accordance with any reasonable request made by the Council.

If the Council needs to clarify any of these points, questions will be submitted in writing to the bidder, who will also be required to respond in writing.

# Stage 2: Evaluation of Requirements, Method Statement and Pricing Schedule

The evaluation will be carried out by an evaluation panel consisting of Brent Council officers. The evaluation panel may draw on expertise from others to assist with the evaluation of Tenders, including representatives from the Council’s Commercial & Procurement Team, its Legal and Finance Teams and external persons and bodies as appropriate.

***Table 1. Quality and Price Evaluation***

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Quality Criteria** | **Area weighting** | **Overall weighting** |
| **A** | Project Delivery and Programme | **60%** | 40% |
| **B** | Project Resources | **40%** |
|  | **Total for Quality** | **100%** |
| **No.** | **Price** | **Area weighting** | **Overall weighting** |
|  | **Total for Price** | **100%** | 60% |
|  | **Total** | | **100%** |

**Method Statement - Overall weighting 40 %**

Bidders are required to answer the Method Statement questions listed in Table 2 by completing the **Quality Statements** section on the electronic tendering portal.

***Table 2. Method Statement Weighting – 100% (overall weighting of 40 %****)*

|  | **Method Statement** | **Weighting** |
| --- | --- | --- |
| A. | **Q1) Project Delivery & Programme**  Please provide a detailed method statement and programme to show how your organisation intends to deliver the total requirements of this contract.  This should include a summary of the drainage method and techniques.  The method statement to include a clear approach to the total delivery of this contract highlighting key risks, challenges, H&S management and site access.  The response is to also include a project programme (Gantt or bar chart) indicating as a minimum the following.  •           Critical Path  •           Areas of float  •           Lead times and key milestones  •           Delivery of practical completion  •           Commission and Handover  Evaluation Guidance: In evaluating this question, the Council will have regard to the entire method statement response and how it responds to meeting the contract objectives.  Please note that bullet points do not constitute sub-criteria. Written responses must be no more than 3 sides of A4 (font size no smaller than 11pt), (Gantt charts are not included within this page limit). Please do not upload or refer to any additional documents. | 60% |
| B. | **Q2) Project Resources**  Please provide a method statement outlining the resources available which will enable you to undertake and complete the scheme to timescale. The response to include as a minimum (but not limited to) the following:   * Details on the workforce. Include details of the skills, expertise and relevant qualifications held by the employees you have within your organisation that would be expected to be utilised in the delivery of this project. * Please include an organisation structure * A brief summary of the key machinery and equipment and their role in the works.   Evaluation Guidance: In evaluating this question, the Council will have regard to the entire method statement response and how it responds to meeting the contract requirements. As a minimum the response should include for the items listed within the question. Please note that bullet points do not constitute sub-criteria  Written responses must be no more than 2 sides of A4 (font size no smaller than 11pt). Please do not upload or refer to any additional documents. | 40 % |
|  | **Total** | **100%** |

Each method statement response shall be evaluated using the methodology set out in Table 3 below. A weighting shall then be applied to each of the sub criterion method statements using the weightings set out within Tables 1 above. An overall weighted score for quality shall then be computed. The Council reserves the right to reject any response exceeding the specified page limit specified within the Quality Statements response document.

***Table 3. Scoring Methodology for Method Statement***

| **Score** | **Definition** |  |
| --- | --- | --- |
| **0** | The information required is either omitted or fundamentally fails to meet the relevant submission requirements to address the Council’s requirements.  Insufficient evidence to demonstrate that the relevant submission requirements or the Council’s requirements can be met. | **Unacceptable** |
| **1** | The information submitted has insufficient evidence that the specified requirements can be met.  Significant omissions, serious and/or many concerns. | **Major reservations** |
| **2** | The information submitted has some minor omissions in respect of the relevant submission requirements.  The tender satisfies the basic minimum requirements in some respects but is unsatisfactory in other respects and raises some concerns. | **Some Reservations** |
| **3** | The information submitted provides some good evidence to meet the relevant submission requirements and/or the Council’s requirements.  It is satisfactory in most respects and there are no major concerns. | **Satisfactory** |
| **4** | The information submitted provides good evidence that all the relevant submission requirements and/or the Council’s requirements can be met.  Full and robust response, any concerns are addressed so that the proposal gives confidence. | **Good** |
| **5** | The information submitted provides good evidence that all the relevant submission requirements and/or the Council’s requirements can be met and the proposal is outstanding.  Exemplary in the industry, provides full confidence and no concerns. | **Outstanding** |

**Scoring of Method Statement questions**

A response that is awarded a score of:

1. 0 for one or more Method Statement question(s); or
2. 2 or less for two or more Method Statement questions

will be deemed to be a fail overall and be excluded from the process.

**Price – Overall weighting 60%**

A Pricing Schedule has been included in the tender pack. All lines in the Pricing Schedule need to be completed. The evaluation of the bids will be based on the total weighted value as shown in the Table. Brent reserves the right to not proceed with the procurement of individual line items if these are deemed uneconomical or inappropriate.

**Pricing evaluation example**

Evaluation of Pricing is the final stage in this process. Pricing submitted by Tenders that have passed to above will be considered.

The Pricing submissions will be scored as follows:

Lowest price = maximum score from Award Criteria table (60%)

and

|  |  |  |
| --- | --- | --- |
| Lowest Price | x | Weighting from Award Criteria table (60%) |
| Tenderer’s Price |

**Sample calculation**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Price** | **Calculation** | **Scores** |
| Tenderer A | £50,000 | 50000 / 50000 (x 60) | 60% |
| Tenderer B | £60,000 | 50000 / 60000 (x60 ) | 50% |
| Tenderer C | £65,000 | 50000 / 65000 (x 60) | 46.15% |

An overall weighted score for quality and price shall then be computed.

**Award**

If a contract is awarded then the bidder scoring the highest aggregate marks will be awarded the contract.

Please Note: Quotations that after clarification with the bidder are deemed to be abnormally/ unreasonably low/high will be rejected; quotations that are believed not to be sustainable throughout the term of the Contract may also be rejected.

The bidder should note that any Quotation that fails to comply with these Instructions to Organisations or is qualified in any way may be rejected and shall NOT be evaluated by the Council for acceptance.

Where errors in the computation of a Quotation are found, the bidder will be given details of such errors and afforded an opportunity of confirming or withdrawing its offer. If confirmed, an endorsement will be added to the Pricing Schedule indicating that all rates or prices inserted therein by the bidder are to be considered as reduced or increased in the same proportion as the corrected total of priced items exceeds or falls short of such items respectively. This endorsement will then be required to be signed by both parties to the Contract.

If there are any arithmetical errors, the Council reserves the right to correct such errors to arrive at a new Contract Price/Quotation total