**Invitation to Quote (ITQ)**

**Instruction Document**



**Project Management of Tall Ships 2023**

**April 2022**

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# Section 1 – Background and Timetable

## Introduction

* + 1. Folkestone & Hythe District Council (F&HDC) wishes to select and appoint a suitable supplier for management of the "Tall Ships" biennial Sailing Voyage project and invites your organisation to submit a quotation to meet F&HDC's requirements. The specific requirements for the contract are detailed in the Specification at **Appendix A**.
    2. The contract is anticipated to start the second week of May 2022 and continue for a period of 17 months (to September 2023).

## 1.2 ITQ tIMETABLE

1.2.1 The key dates for this ITQ are outlined in the timetable below.

1.2.2 While we do intend to keep to this schedule, these dates are estimates and we may amend or deviate from the timetable. If we do change the timetable, we will notify you of the changes.

|  |  |
| --- | --- |
| **Date** | **Activity** |
| Tuesday 12 April 2022 | Publication of Invitation to Quotation (ITQ) document pack |
| Thursday 21 April 2022 | Deadline for clarification questions |
| Friday 29 April 2022 1 PM | Quotation Return Date |
| Friday 6 May 2022 | Successful/unsuccessful notifications |
| from Monday 9 May 2022 | Contract start date |

# Section 2 – Supplier Responses

## 2.1 Instructions for Tenderers

2.1.1Read these instructions carefully before completing the **Invitation to Quote Supplier Response document**. It is your responsibility to make sure the document is fully completed with any other required documents. If you fail to comply with these requirements, we may reject your quotation.

2.1.2 By submitting a response to this ITQ, you confirm that you understand and can provide services (or works or goods) that satisfy the requirements described in our specifications.

2.1.3 Complete the following documents and upload them to the **Kent Business Portal** ([kentbusinessportal.org.uk](https://www.kentbusinessportal.org.uk/)) by attaching them to your online response.

* **ITQ supplier response document**
* **Appendix B – Price Schedule**

If possible, please return these documents in the file format provided (e.g. .doc, .xls, etc.) or a compatible format. If you need the documents provided to you in an alternative file format, please ask using the 'Messages' function in the portal.

2.1.4 You must submit your quotation via the **Kent Business Portal**. We cannot accept quotations returned by post or email. If you have any difficulty using the portal, please contact us in plenty of time before the Quotation Return Date.

2.1.5 Section 4 (site visits) does not apply.

2.1.6 Section 5 (interviews) does not apply.

2.1.7 **TUPE –** Transfer of Undertakings (Protection of Employment) Regulations 2006 does not apply to the contract.

2.1.8 You are permitted include appendices with your quotation to support answers to the quality/technical questions in the **Invitation to Quote Supplier Response document.** Any additional documents you include should be relevant and, if part of your answer to a quality question, comply with any word count limits.

2.1.9 You are not required to submit copies of audited accounts, insurance certificates or company policies with your quotation. If you are successful, you must provide these and any other evidence we request, before F&HDC enters into contract with you.

2.1.10 Quotations must be submitted by the Quotation Return Date (see section 1.2). We will not consider late quotations unless agreed by the F&HDC's authorised officers in exceptional circumstances.

2.1.11 **Quotation Validity –** your quotation must be open for acceptance for at least 90 days from the Quotation Return Date. We will not accept any changes to your quotation in that period, unless a genuine error is found and corrected before we make the award decision.

2.1.12 **Modification & Withdrawal –** You may modify or withdraw your quotation at any time before the Quotation Return Date. This should be done using the Kent Business Portal. If you need to withdraw your quotation after the deadline, please send a message using the 'Messages' function within the portal.

2.1.13 **Queries and Clarifications –** All enquiries about this ITQ should be sent using the 'Messages' function within the Kent Business Portal. We will try to answer all questions as quickly as possible before the Clarification Closing Date. We recommend you submit your questions as early as possible.

## 2.2 Price

2.2.1 Please complete **Appendix B – Price Schedule**.

Detailed instructions on how to complete the schedule are included in that document.

2.2.2 Prices/rates are to be in £ Sterling (GBP), net only, and inclusive of all costs associated with the provision of the services (or works or goods).

2.2.3 Price(s) submitted must be **exclusive** of Value Added Tax (VAT). The percentage and amount of VAT will be shown on invoices at the current rate at the time of invoicing, if VAT applies.

2.2.4 Any estimated requirements (e.g. volumes) we give are intended for guidance only and are not guaranteed. Please submit your best commercial offer based on the information provided.

2.2.5 Unless otherwise stated, prices must be fixed (i.e. not subject to variation) for the period of the contract subject.

2.2.6 If we find any arithmetical or mathematical errors in your quotation, we correct it and inform you of any corrections we make. However, we are not responsible for finding errors. It is your responsibility to make sure your quotation is complete, comprehensive and correct.

# Section 3 – General Instructions

3.1.1 **Amendments to the ITQ -** At any time before the Quotation Return Date, F&HDC may amend the ITQ document(s). All bidders will be notified of any changes and F&HDC may choose to change the Quotation Return Date to extend the deadline, if we consider this necessary.

3.1.2 **F&HDC's Right to Reject or Not to Award –** F&HDC reserves the right to reject any quotation, or abort the ITQ process at any time, or to not award the contract to any organisation, without incurring any liability to the affected bidders.

3.1.3 **Confidentiality -**All information supplied in connection with this ITQ is confidential and by submitting a quotation, you agree to be bound by the obligation to preserve the confidentiality of all such information.

3.1.4 **Freedom of Information –** F&HDC is subject to the Freedom of Information Act 2000 and may be required to provide information when requested under the Act. You should identify any information in your quotation that you require to remain confidential or consider to be commercially sensitive. We will honour this, if authorised by the provisions of the Act.

3.1.5 **General Data Protection Regulations (GDPR)**

F&HDC processes personal information in accordance with Data Protection Legislation namely the General Data Protection Regulations (Regulation (EU) 2016/679), the Law Enforcement Directive (Directive (EU) 2016/680), any applicable national implementing Laws as amended from time to time; the Data Protection Act 2018 to the extent that it relates to processing of personal data and privacy; all applicable Law about the processing of personal data and privacy.

[Go to F&HDC's Privacy Notice](https://www.folkestone-hythe.gov.uk/privacy) for more information.

3.1.6 **Publicity –** Do no advertise or publicise the provision of the goods/services/works or the award of any contract will unless and until F&HDC gives written consent to the advert or article. You must ask permission for each publication and provide a draft of the text for F&HDC's approval.

3.1.7 **Transparency** – F&HDC must comply with transparency obligations and publish certain information about this ITQ and any resulting contract(s). F&HDC routinely publishes details of our contracts on the Kent Business Portal and our website, including the estimated value of contracts and the identities of its contractors.

# Section 4 – Site Visits

Not used.

# Section 5 – Presentations and Interviews

Not used.

# Section 6 – Evaluation

## 6.1 Evaluation Criteria

6.1.1 We will evaluate the quotations to find the 'most economically advantageous quotation' (MEAQ) based on **60% 'quality'** and **40% 'price'**. The weighted quality and price scores will be added together to identify the MEAQ.

6.1.2 During the evaluation, we may contact you to clarify something in your quotation or to check information in your quotation which we think could be incorrect. We will send these questions through the ‘Messages’ function in the Kent Business Portal. You should answer any questions we have promptly by replying to the message in the portal.

6.1.3 We are not responsible for finding errors in your quotation. It is your responsibility to make sure your quotation is complete, comprehensive and correct. We are not obligated to accept corrections to any errors in your quotation which result in your quotation being rejected or given a particular score.

## 6.2 QUALITY Evaluation

6.2.1 You must complete all questions in Section 1of the **Invitation to Quote Supplier Response document**. Responses to the questionnaire will be evaluated on a pass/fail basis unless the question states otherwise. Any organisation which fails any section of the questionnaire will be disqualified and their quotation will be rejected.

6.2.2 We will assess the 'quality' part of your quotation using your responses to the quality questions set out in Section 2.4 of the **Invitation to Quote Supplier Response document.** These questions are based on the parts of the service (or works or goods) that we consider to be the most important to F&HDC.

6.2.3 If headline questions are used (Section 2.3), any organisation which fails any headline questions (pass/fail) will be disqualified and their quotation will be rejected.

6.2.4 The maximum quality score of 60% is divided across each of the quality questions in Section 2.4. The weighting of each question is shown below.

* Q1: 20 %
* Q2: 20 %
* Q3: 20 %
* **Total Quality Score 60** **%**

6.2.5 Each question will be scored 0-5 based on the following method:

|  |  |  |
| --- | --- | --- |
| **Assessment** | **Description** | **Score** |
| Deficient | Response to the question (or an implicit requirement) significantly deficient or no response given. | 0 |
| Inadequate | Inadequate detail provided and some of the questions not answered, and/or some of the answers to questions are not directly relevant to the question. | 1 |
| Limited | Limited information provided, and/or a response that is inadequate or only partially addresses the question. | 2 |
| Acceptable | An acceptable response submitted in terms of the level of detail, accuracy and relevance. | 3 |
| Comprehensive | A comprehensive response submitted in terms of detail and relevance to the question. | 4 |
| Superior | As Comprehensive, but to a significantly better degree and a response which goes above and beyond to answer the question. | 5 |

6.2.6 We will score your answers to the quality questions out of a maximum of 5 points each (as above), and calculate a weighted score for the question.

**EXAMPLE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Weighting** | **Score (out of 5)** | **Weighted Score** |
| Criteria A | 50% | 4 | 40% |

If ‘Criteria A’ was weighted 50% and the suppliers response received a score of 4 out of 5 then the following formula would be applied:

= (Weighting / maximum score) \* score awarded = Criteria awarded %

= (50/5)\*4 = 40%

6.2.7 If more than one person scores the quotations, a consensus scoring mechanism will be used (i.e. the panel will agree a score for each marked element).

6.2.8 The purpose of this ITQ is to select the organisation(s) best able to fulfil F&HDC's contract requirements. If your organisation achieves a score of 2 or lower for more than one question in Section 2.4, we may reject your application.

## 6.3 price EVALUATION

6.3.1 We will score your price against the lowest price offered.

The lowest price will receive the full score of 40%. Higher bids will be weighed using the following formula: (lowest price ÷ your price) × weighting.

**EXAMPLE**

|  |  |  |
| --- | --- | --- |
|  | **Bid** | **Weighted Score** |
| **Supplier 1** | £12,000 | 50%  (maximum score available) |
| **Supplier 2** | £15,000 | 40% |
| **Supplier 3** | £24,000 | 25% |

6.3.3 If your tendered price appears to be abnormally low, we may ask for an explanation and more detailed breakdowns of your pricing. If we are not satisfied with the explanation, we may reject your tender as non-compliant with the requirements of the specification.

## 6.4 notification

6.4.1 Once we have completed the evaluation, we will send all suppliers an 'Intention to Award' letter confirming whether their quotation is successful or unsuccessful. This letter will include some feedback on your quotation and the details of who to contact for more information about our decision.

# Section 7 – Terms and Conditions of Contract

7.1.1 The Terms and Conditions of Contract F&HDC intends to use for this contract are contained in **Appendix C**. We will not accept any alternative terms and conditions submitted as part of your quotation.

7.1.2 If you have any queries or concerns about the Terms and Conditions of Contract, or required a non-material change to the terms, you **must** ask about this during the clarifications period and before the Quotation Return Date.

7.1.3 F&HDC may agree to any non-material changes to the Terms and Conditions of Contract which you consider to be in the interests of F&HDC and the project. However, any agreement will be at the sole and exclusive discretion of F&HDC after the proposed changes have been reviewed by our legal team.