## **INVITATION TO QUOTE FOR Visually Impaired Support and Information for Children**



**DOCUMENT 1 - INSTRUCTIONS**

Reference Number:

# CONTENTS

# SECTION 1 – INTRODUCTION

# sECTION 2 – PROCUREMENT TIMETABLE

# SeCTION 3 – INSTRUCTIONS

# SECTION 4 – EVALUATION METHODOLOGY

# sECTION 5 – NOTIFICATION

# sECTION 6 – price

## **INTRODUCTION**

* 1. Medway Council invites quotations for the provision of Visually Impaired Support and

Information for Children services, as detailed in the Specification of Requirement (Document 2) and in accordance with the Council’s Terms and Conditions of Contract.

## **PROCUREMENT TIMETABLE**

* 1. The proposed procurement timetable is set out below and is intended as a guide only. The Council reserves the right to amend it at any time.

|  |  |
| --- | --- |
| **Date** | **Stage** |
| 25th March 2019 | Invitation to Quote issued |
| 29th March 2019 | Prospective suppliers’ Clarifications closing date |
| 29th March 2019 | Quotation Return Date |
| 29th March 2019 | Evaluation completed |
| 29th March 2019 | Award / unsuccessful letters issued |
| 01st April 2019 | Contract start date |

## **INSTRUCTIONS**

* 1. **ITQ Contents –** This ITQ comprises the following documents:

|  |  |  |
| --- | --- | --- |
| **Document No.** | **Document Title** | **Action Required** |
| 1 | Instructions (this document) | For information |
| 2 | Specification of Requirement | For information |
| 3 | Quotation | Prospective suppliers to complete and return by the specified deadline |

* 1. **General –** Prospective suppliers should read these instructions carefully before completing and submitting their Quotation (Document 3). It is the prospective supplier’s responsibility to ensure that the Quotation is fully completed with the required information. Failure to comply with these requirements may result in the rejection of the quotation.
  2. **Return of Quotations –** Prospective suppliers are required to complete and return their quotation (Document 3) via the Kent Business Portal (<https://www.kentbusinessportal.org.uk>) by the Quotation Return Date. No quotation received after the time and date specified shall be considered unless agreed by the Council’s Monitoring Officer either directly or via delegation to the Chief Finance Officer or Head of Category Management.
  3. **Quotation Validity -** Quotations shall remain open for acceptance for 90 days from the Quotation Return Date.
  4. **Amendments to the ITQ -** At any time prior to the deadline for receipt, the Council may amend the ITQ document(s). Any such amendment will be notified to all prospective suppliers within the Kent Business Portal and where considered necessary, the Council may extend (at its discretion) the Quotation Return Date.
  5. **Modification & Withdrawal –** Prospective suppliers may modify or withdraw their quotation via the Kent Business Portal at any time prior to the deadline for receipt.
  6. **Council’s Right to Reject or Not to Award -** The Council reserves the right to reject any quotation or to abort the ITQ process at any time without incurring any liability to the affected Suppliers.
  7. **Terms and Conditions of Contract -** The Council’s Terms and Conditions of Contract applicable to this ITQ are enclosed as a separate document and will apply to any subsequent contract. The Council will not consider submission of a prospective supplier’s own terms and conditions. However, prospective suppliers may propose draft amendments to the Council’s terms for review by the Council’s Legal Services department. Details of those proposed amendments and a justification for their use must be provided in Section 9.1 of the Quotation (Document 3).

**IMPORTANT NOTE:** SUBMISSION OF PROPOSED AMENDMENTS TO THE COUNCIL’S TERMS AND CONDITIONS AND A JUSTIFICATION FOR USING THEM DOES NOT GUARANTEE THAT THE COUNCIL WILL AGREE TO CONTRACT ON THOSE TERMS. IN THE EVENT THAT NO EXPRESS AGREEMENT TO ACCEPT THE PROSPECTIVE SUPPLIER’S PROPOSED AMENDMENTS IS REACHED, THE COUNCIL’S TERMS AND CONDITIONS WILL APPLY TO ANY SUBSEQUENT CONTRACT THAT MAY ARISE.

* 1. **Supplier Queries –** All enquiries in relation to this ITQ must be conducted through the ‘Discussions’ facility within the opportunity in the Kent Business Portal. The Council will endeavour to respond to all requests as quickly as possible before the Clarification Closing Date.
  2. **Confidentiality -** All information supplied in connection with this ITQ shall be regarded as confidential and by submitting a quotation, the prospective supplier agrees to be bound by the obligation to preserve the confidentiality of all such information.
  3. **Freedom of Information –** The Council is subject to the provisions of the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 and may therefore be required to provide information when requested under the said Act. Prospective suppliers should be aware of this obligation and must specify in their quotation response if there is any information they require to remain confidential. This will be honoured if authorised by the Act.

## **Evaluation METHODOLOGY**

* 1. The award criteria for this ITQ will be the most economically advantageous quotation based upon a ratio of 80% quality and 20% cost.
  2. Scores for quality and cost are weighted and added together (for each prospective supplier), to identify the most economically advantageous quotation.
  3. Where more than one evaluator scores the quotations, a consensus scoring mechanism will be used (i.e. the evaluation panel will agree a score for each sub-criteria).
  4. Quality will be evaluated based on sub-criteria comprising the prospective supplier’s Method Statements (Section 2 of the Quotation) and examples of previous experience and references (Section 3 of the Quotation). Method statements will detail how the prospective supplier intends to meet the Council’s requirements set out in Document 2of this ITQ. Quality weightings are set out below:

|  |  |
| --- | --- |
| **Quality sub-criteria** | **Weighting** |
| Method Statement 1 | 20% |
| Method Statement 2 | 20% |
| Method Statement 3 | 20% |
| Method Statement 4 | 20% |
| **Total Quality Ratio =** | 80% |

* 1. The quality evaluation will be conducted using the following scoring methodology:

|  |  |  |
| --- | --- | --- |
| **Score** | **Assessment** | **Description** |
| 0 | **Unacceptable response** | Response to the question (or an implicit requirement) significantly deficient or no response provided. |
| 1 | **Poor response** | Inadequate detail provided, some of the question not answered fully and/or some of the answer not directly relevant to the question. |
| 2 | **Acceptable response** | An acceptable response submitted in terms of the level of detail, accuracy and relevance. The response is viewed as low risk, and fully captures the understanding of the steps involved to deliver the aspects of the question posed. |
| 3 | **Excellent response** | An excellent response submitted in terms of detail and relevance to the question. All areas answered to a high, relevant standard, clearly demonstrating expertise and knowledge incorporating value added benefits/social value attributes and other points of innovation.  The response is deemed to offer little or no risk and fully captures the understanding of the steps involved to deliver the aspects of the question posed. |

* 1. The prospective supplier’s Method Statements, previous experience and references will be scored out of a maximum of 3 points each (as above), and used to calculate a weighted score for the respective qualitative criteria as given in the example below:

**EXAMPLE:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Weighting** | **Score (out of 3)** | **Weighted Score** |
| Method Statement 1 | 20% | 2 | 13.33% |

If Method Statement 1 was weighted 20% in the evaluation and the prospective supplier’s response received a score of 2 out of 3 then the following formula would be applied:

= (Weighting / maximum score) × Score = Weighted Score%

= (20% / 3) × 2 **= 13.33%**

* 1. The evaluation of price (Quotation Section 4) will be based on the lowest bid received. The lowest bid will receive the highest weighted score of 30%. Higher bids will be scored pro-rata against the lowest bid using the following formula:

**(The Lowest Bid price ÷ Supplier’s Bid price) × Price Weighting**

The table below shows an example of how this formula would translate if the following bids were received:

**EXAMPLE (based upon a price weighting of 40%):**

|  |  |  |
| --- | --- | --- |
|  | **Bid Cost** | **Weighted Score** |
| **Supplier 1** | £2,000.00  (lowest bid) | 40.00%  (highest weighted score) |
| **Supplier 2** | £3,000.00 | 27.00% |
| **Supplier 3** | £4,000.00 | 20.00% |

* 1. All weighted scores are kept to two decimal places.
  2. Additionally, the other sections of the Quotation will be evaluated as follows:

|  |  |  |
| --- | --- | --- |
| **Quotation Section** | **Section Heading** | **Evaluation Methodology** |
| 5 | Health & Safety Policy Requirements | Pass / Fail |
| 6 | Economic & Financial Standing | Pass / Fail  **Note:** Medway Council will require prospective suppliers to be financially stable before awarding any contract. Any prospective supplier can be disqualified on this basis at any point until the contract is fully signed.  An independent financial risk appraisal will be sought from Dun & Bradstreet Ltd (D&B). Where a D&B report is not available, the Council will utilize alternative means of appraisal. This may involve the submission of information from the prospective supplier, which will be requested if necessary.  Prospective suppliers may be required to supply other financial documentation including, but not limited to, copies of balance sheets, profit and loss accounts, notes to the accounts, auditor’s comments and or claims/litigation. Prospective suppliers should not send any of this information unless requested to do so. |
| 7 | Eligibility | Pass / Fail |
| 8 | Insurance | Pass / Fail |

## **notification**

* 1. Once the evaluation has been completed and the successful Supplier has been identified, they will be notified to this effect. All other Suppliers will be notified that they were unsuccessful.
  2. Where the Council conducts a voluntary standstill period, no contract will be awarded prior to the expiry of the voluntary standstill period. The Council is not legally obliged to implement a standstill period in this type of process, but may do so voluntarily where considered appropriate.

## **PRICE**

* 1. Prices must be quoted in the Price Schedule in Document 4. Prices/rates are to be quoted in £ Sterling strictly net and inclusive of **all costs** associated with the provision of the Goods/Services/Works required to meet the Council’s requirements set out in Document 2.
  2. Price(s) submitted must be **exclusive** of Value Added Tax (VAT). The percentage and amount of VAT shall, if chargeable, be shown on invoices in accordance with prevailing HM Revenue & Customs Regulations.
  3. Estimated requirements where stated within this ITQ are intended for guidance only and cannot be guaranteed. Prospective suppliers are requested to submit their best commercial offer based on the information provided.