

**Charnwood Council**

**DOCUMENT 2:**

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

**Mobile AV Equipment for Loughborough Town Hall**

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

**Reference: DSM002**

**Star Reference: C25**

**Chest: DN715771**

**QUOTATION RESPONSE DOCUMENT: QUALITATIVE & PRICE**

This Section contains the following Parts:

**Part 1A – D:** Company Information, Insurance Information, FOI Information, Disclosure and Form of Quotation

**Part 2:** Data Governance (Not Required)

**Part 3:** Pricing

**Part 4:** Quality (Methodology and Resources) Questions

All these Parts requires completion, failure to complete any of these may result in your bid being rejected.

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| **Bidder Name:** |  |

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| **Part 1A: Organisation information (for information only)** | | | |
| Name of the organisation (This should be the name of the legal entity we would be contracting with should the contract be awarded): | |  | |
| Business/Trading Name if different from above: | |  | |
| Company Registration Number: | |  | |
| Registration Date: | |  | |
| Registered Address of the organisation : | |  | |
| Correspondence Address of the organisation if different from above: | |  | |
| Company Website Address: | |  | |
| VAT Registration Number (where applicable): | |  | |
| If you do not have a VAT number, tick here to confirm that you are exempt from VAT under the terms of the Value Added Tax Act 1994 | |  | |
| Authorised Officer (This should be the name of the company representative who is authorised to sign the contract): | |  | |
| Telephone Number: | |  | |
| Email address: | |  | |
| Is your organisation: | | | |
| A Public Limited Company | |  | |
| A Limited Company | |  | |
| A Partnership | |  | |
| A Sole Trader | |  | |
| Voluntary/Community Association (Third Sector) | |  | |
| SME | |  | |
| A Consortium – If so please give details below | |  | |
| Other – Please Specify | |  | |
| **Consortia**  Please note that bids will be accepted from consortia that are in the process of forming. However the consortium will need to be fully legally formed when the contract commences.  You should provide details of the actual or proposed percentage shareholding of the constituent members within the consortium in a separate Annex. If a consortium is not proposing to form a corporate entity, full details of alternative proposed arrangements should be provided.  KMBC recognises that arrangements in relation to consortia may (within limits) be subject to future change. You should therefore respond in the light of the arrangements as currently envisaged. You are reminded that any future proposed change in relation to consortia must be notified to KMBC. | | | |
| Please give details of the consortium. Please state the names and addresses of all organisations that are part of the consortium. | |  | |
| Please give details of when the consortium was legally formed. | |  | |
| If the consortium is not yet a legal entity please give an approximate date of when this will happen. | |  | |
| **Part 1B: Insurance Information (for information only)** | | | |
| General Insurance Information | It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. | | |
| **Insurance Type** | **Level Required** | | **Level Currently Held** |
| Public Liability insurance in the sum of | £10 million | |  |
| Employers Liability Insurance in the sum of | £5 million | |  |
| Professional Indemnity Insurance in the sum of | £1 million | |  |
| If you don’t currently hold the levels stated above, can you please confirm that you will hold them by the time the contract commences | | | Yes/No |
| **Part 1C: FOI Information (for information only)** | | | |
| The information in this RfQ is: | Not Sensitive | | |
| The reason(s) it is not to be disclosed are: | N/A | | |
| Period for which this information should not be disclosed: | N/A | | |
| **Part 1D: Disclosure & Form of Quotation (Pass/Fail)** | | | |
| Before submitting your quotation, you must ensure that you sign and date below. If you cannot agree to all of the below, this will constitute a fail and your bid will be rejected. | | | |
| I/We hereby certify that this Quotation response together with your written acceptance of it shall constitute a binding contract between us in relation to the whole or such part of the Quotation response as may be specified in your written acceptance | | | |
| I/We hereby certify that we accept and agree to abide by the conditions of contract issued with RfQ which take precedence over any terms, conditions, stipulations or provisos which may appear on or be annexed to any correspondence submitted by me/us in connection with this Contract. | | | |
| I/we hereby certify that I/we have not canvassed, nor will canvass any member, director, employee or adviser of the Council in connection with this quotation and the proposed award of the Contract by the Council; and that no person employed by me/us or acting on my/our behalf, or advising me/us, has done, or will do any such act | | | |
| I/we hereby certify that this is a bona fide quotation, intended to be competitive, and that I/we have not fixed or adjusted the amount of the quotation or the price in accordance with any agreement or arrangement with any person (except any sub-contractor identified in this quotation). I/we agree that the Council may, in consideration of this quotation, and in any subsequent actions, rely upon this statement | | | |
| I/We warrant that I/we have obtained all the required and necessary corporate authority to submit this quotation on behalf of the bidder. | | | |
| Signed (Director or above) |  | | |
| Name *(Block Capitals)* |  | | |
| Designation (Director or above) |  | | |
| Email |  | | |
| Telephone |  | | |
| For & Behalf of: |  | | |

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| **Part 2: Information Governance (Not Required)** |
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| **Part 3:** **Pricing** |

All these Parts requires completion, failure to complete any of these may result in your bid being rejected.

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| **Bidder Name:** |  |

**Part 3: Pricing** (Weighting 40%)

The pricing table must be completed in full as set out. In Full means that each Cost Type and area contains a value, each sub-total contains a value, and the Total row contains a value. Any Quotation returned without a fully completed pricing table may result in the Quotation being rejected.

You are required to insert the costs of delivery into each of the Cost Types and Areas. Where there is no cost associated with a particular Area or Cost Type you should insert N/A. Where the costs associated with a specific Cost Type or Area are included in a cost elsewhere in the table you should state this in notes, and why you are unable to break this cost out.

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| **REF** | **COST TYPE** | **AREA** | **COST** | **NOTES** |
|  | **Costs** | Digital Sound System. | £ |  |
| Full Delegate Mic System. | £ |  |
| Audio Recorder. | £ |  |
| Staff Training. | £ |  |
| 1st Year Service. | £ |  |
| Other, please specify (e.g. Live Streaming capability) | £ |  |
| **A** | **Sub-Total** | | **£** |  |
| **B** | **Profit** | | **£** |  |
| **C** | **Total Cost**  **(A+B)** | | **£** |  |

**Part 4: Proposed Methodology & Resourcing** (section weighting 60%)

Bidders must provide a full and detailed response to the following questions in this schedule. If your response is to include any supplementary information you must clearly cross reference. The response provided to these questions will form part of the evaluation.

Where there is a word/page limit for a response this will be stated following the question. Where a word/page limit is applicable, if responses exceed the word limit the additional words will not be taken into consideration for evaluation purposes.

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| **Quality Question 1: Methodology** Weighting: 20%  Word Limit: 1500 words (excludes supporting docs)   * Describe your approach to the delivery of the requirement. Your response should be complete and provide an unambiguous illustration of how the Council’s requirements will be met, including:   + 1. Compliance with the specification   + 2. Audio quality.   + 3. Completeness of the system.   + 4. Ease of operation/set up.   + 5. Staff training. |
| **Response: -** |

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| **Quality Question 2: Key Personnel**  Weighting: 15%  Word Limit: 1000 words (excludes supporting documents)   * Describe how the experience and skills of key personnel will be utilised on this contract to deliver the required outcomes. Your response should also include reference to relevant training and that shows how they are maintaining and building on their expertise and skills to stay current with best practice and innovation. |
| **Response: -** |

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| **Quality Question 3: Experience** Weighting: 15%  Word Limit: 1000 words (excludes supporting documents)   * Please provide brief details of your company’s previous experience in delivering the type of work/service required under this contract. |
| **Response: -** |

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| **Quality Question 4: Environmental Responsibility** Weighting: 10%  Word Limit: 1000 words (excludes supporting documents)  Charnwood Borough Council has made a commitment to reduce its environmental impact and carbon emissions. National schemes such as the Carbon Reduction Commitment could see all Local Authorities charged per tonne of excess carbon dioxide emitted in the atmosphere as a result of direct and outsourced services and activities. To enable us to manage this risk:  Please indicate the measures you employ to minimise your organisations carbon footprint and environmental impact and enhance environmental and social benefits and how these practices will be applied to the delivery of this service. Please indicate the actions in reference to the following areas as appropriate to your submission.   * Community Engagement * Local Purchasing * Transport & Air Quality * Waste & Recycling * Design & Manufacturing |
| **Response: -** |