

RFQ: Digging For Rutland:
Options Appraisal and Community Engagement Consultancy

CONTRACT PERIOD: 08/06/2022 – 30/10/2022.

QUOTATION SUBMISSION (PART B)

this document must be completed by the bidder and submitted electronically via email (in pdf format) before the closing date to:

avolanakis@rutland.gov.uk

Please ensure the file size of each document you submit does NOT exceed 10mb

Closing date for the submission of Quotation **12 noon**,
30 MAY 2022

This Part B quotation submission document, must be completed in full by the Bidder and returned to the Council in advance of the closing date and time, in accordance with the instructions provided.

**BIDDER INSTRUCTIONS**

Bidders should complete and return the:

* Suitability Questionnaire
* Response to Method Statements
* Pricing Schedule
* Confidential & Commercially Sensitive Information Schedule (if relevant)
* Signed Declaration
* Signed Collusive Tendering Certificate; and
* Completion Checklist

Submit your completed quotation (Part B) in accordance with the ‘return instructions’ by the closing time and date specified. The Council is not obliged to consider any quotation which is incomplete or not prepared or submitted in accordance with these instructions.

Return Instructions

The quotation must be submitted electronically via email (in pdf format) clearly marked as a quotation, no later than 12 noon on 30 MAY 2022. Quotations should be submitted to: avolanakis@rutland.gov.uk

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| QUOTATION: **Digging for Rutland: Options Appraisal and Community Engagement Consultancy**Closing Date: 30 MAY 2022 **– 12 Noon**Return to: avolanakis@rutland.gov.uk  |

Any quotation received after the closing date and time has expired, will be rejected by the Council.

1. **SUITABILITY QUESTIONNAIRE**

Bidders must complete these questions truthfully and accurately in all respects.

**Consequences of misrepresentation**

If you seriously misrepresent any factual information in filling in the Suitability Questionnaire and so induce the Council to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure and from bidding for other contracts for three years. If a contract has been entered into, you may be sued for damages and the contract may be terminated. If fraud, or fraudulent intent, can be proved you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you shall be excluded from further procurements for five years.

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| 1. **GENERAL INFORMATION (*Mandatory Information* - Not Scored)**
 |
| 1.1 | Name of organisation |  |
| 1.2 | Contact person |  |
| 1.3 | Job title |  |
| 1.4 | Address & postcode |  |
| 1.5 | Telephone number |  |
| 1.6 | Email address |  |
| 1.7 | Company or Charity registration number  |  |
| 1.8 | Please indicate what type of organisation you are: | Micro organisation (9 employees or fewer) Yes/ NoSmall organisation (10 -49 employees) Yes/ NoMedium organisation (50 – 249 employees) Yes/ NoLarge organisation (250 employees or more) Yes/ No |

All remaining questions within section 2, 3, 4 and 5 of this Suitability Questionnaire are mandatory and will be judged on a pass/fail basis. If a ‘fail’ is received for any question, then grounds will exist to exclude the quotation from any further consideration.

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| **2. EXCLUSIONARY GROUNDS: (Pass/ Fail)** |
| 2.1 | Please indicate if at any time during the past five (5) years, if your organisation, its directors or any person who has the powers of representation, decision or control in the organisation has been convicted of a criminal offence relating to business or professional conduct, including fraud, corruption, money laundering, child labour or other forms of trafficking in human beings.If yes, please provide details of the grounds for conviction; date of conviction and the identity of who has been convicted. Please also advise if any remedial measures have been taken to prevent further criminal offences or misconduct, and demonstrate reliability of the organisation despite the existence of relevant grounds for exclusion? (Self-cleaning) | Yes/No |
| Response (If relevant): |
| 2.2 | Please indicate if at any time during the past three (3) years, if your organisation, its directors or any person who has the powers of representation, decision or control in the organisation has been in a state of bankruptcy, insolvency, compulsory winding up, administration, receivership, composition with creditors or any analogous situation, or subject to relevant proceedings for grave professional misconduct, or breach of environmental, social or labour law obligations?If yes, please provide details of what remedial measures have been taken to demonstrate reliability of the organisation despite the existence of relevant grounds for exclusion? (Self-cleaning) | Yes/No |
| Response (If relevant): |

***Exclusionary Grounds -*** *A Bidder who answers YES will fail this section, unless they are able to demonstrate to the Council’s reasonable satisfaction that the existence of the ground for exclusion has been mitigated by taking appropriate remedial action****.***

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| **3. FINANCIAL INFORMATION (Pass/ Fail)** |
| 3.1 | Are you be able to provide a copy of your audited accounts for the last two (2) years or equivalent financial information for the Council to conduct a financial assessment?Such equivalent financial information – shall include:1. A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation; or
2. A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.

If no, please explain why and provide details of your financial background (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank). | Yes/No |
| Response (If relevant): |
| 3.2 | Do you allow the Council to undertake a credit check on your organisation with a reputable credit reference agency? Please note that the information derived from such a check will not be used on its own to determine your organisation’s financial standing or on its own to provide grounds to exclude your organisation from participating in this procurement. | Yes/No |

***Financial Information -*** *A Bidder who answers NO will fail this section or if there are material concerns over the bidder’s financial stability which cannot be resolved to the Council’s reasonable satisfaction by examination of the accounts and other documentation provided by the bidder to confirm their financial position, then grounds may exist to exclude the bid from further consideration.*

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| **4. INSURANCE INFORMATION (Pass/ Fail)**Please state the level of insurance cover that you currently hold against each insurance policy below.*If* successful, you will be required to provide evidence of appropriate insurance certificates.If currently you do not have the minimum levels of cover required, please state whether you would be willing to increase these to the required amounts (at no additional cost to the Council) if your quotation is successful. |
| 4.1 | Employer’s (Compulsory) Liability Insurance = *£5* million 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. | £ |
|  | (Question 4.2 to 4.4) - **Tick the relevant box** |
| 4.2 | **Yes** – I/We have the required levels of cover already in place, which will continue for the Contract Period. |  |
| 4.3 | **No** – but I/We will obtain (prior to the contract commencement date) the required level of cover if awarded the Contract, which will continue for the Contract Period. |  |
| 4.4 | **No** - I/We do not currently have in place the required levels of cover and will not provide the level of cover required by the Council. |  |

***Insurance*** *- A Bidder who cannot provide the Council’s required level of insurance cover will fail this section and the subsequent sections of the Quotation response will not be evaluated.*

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| **5. RELEVANT EXPERIENCE AND CONTRACT EXAMPLES (Pass/ Fail)** |
| 5.1 | Please provide details of up to three Contracts that your organisation has held that are relevant to the Council’s requirements as set out in **Appendix 1**: Specification. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years. The named Referees should be able to provide written evidence to confirm the accuracy of the Contract information provided below.If we are unable to obtain a reference response from your nominated Referee within 7 working days of issuing a request, the Council may contact you to request that you provide an alternative Referee. It is your responsibility to ensure that the Referees you have identified below are willing and able to provide a reference.The Council will use the Contract information provided, including any references received, to verify that the bidder has a proven track record of successfully providing goods, works or services similar to those required by this Contract.If you cannot provide contract examples see question 5.2. |

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|  | **Referee 1** | **Referee 2** | **Referee 3** |
| Name of Organisation: |  |  |  |
| Customer Address: |  |  |  |
| Point of contact in the Organisation: |  |  |  |
| Telephone No: |  |  |  |
| E-mail Address: |  |  |  |
| Contract Title: |  |  |  |
| Brief Contract description (word count: 100 words) |  |  |  |
| Contract Start Date |  |  |  |
| Contract End Date |  |  |  |
| Estimated Contract Value: |  |  |  |

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| 5.2 | If you cannot provide at least one example of a Contract relevant to the Council’s requirements, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract. |
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***Relevant Experience*** *- A Bidder who cannot provide satisfactory references and/or contract examples which raises concerns about the bidder’s ability to satisfactory perform the Contract (that cannot be resolved to the Council’s satisfaction) will fail this section and their bid will be excluded from further consideration.*

1. **RESPONSE TO METHOD STATEMENTS**

Bidders are required to respond to all of the method statements questions detailed below, to describe how they will meet the Council’s requirements. Each question should be answered in full within the word count specified, and must not simply cross refer to other documents or appendices. The Council reserves the right to disregard any text within the bidder’s response that exceeds the stated word count. Please adjust the size of the ‘response’ box (as necessary) to accommodate your response.

Bidders are referred to section 5 (Evaluation of Quotations) of the Request for Quotation: Part A and reminded that the evaluation of their method statements responses will account for 70% of the total score. Each question is given a relative importance % weighting, to reflect its significance in the overall evaluation, which is shown alongside each question.

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| method statements - (Total: 70% weighting) |
| 1. | **Consultants**Please provide details of each of the nominated Consultants, who will be employed on this Contract. | Question Weighting0%Information Only |
| Response:Name: Position: Tel: E-mail: Qualifications: |
| 2. | ExperiencePlease provide details of the experience of your consultant/s including similar past project work undertaken. | Question Weighting10% |
| Response: |
| 3. | Methodology Statement (Max. Word Count: 1,000 Words)Please outline your general approach and proposed methodology for the delivery of the objectives of the contract (see Appendix A).Please consider the following when providing a response:* Assessment of risks and opportunities
* Meeting the needs of funders and stakeholders
* Working to agreed timescales
* Providing viable options for further progression of the project

Tenderers may attach flowcharts or diagrams to demonstrate methodologies. | Question Weighting30% |
| Response: |
| 4. | Project Plan (Max. Word Count: 1,000 Words)Please provide a project plan describing what your organisation envisages are the key milestones and activities involved in achieving a successful achievement of the project objectives.The response should include, but not be limited to;* The key milestones and timescales involved
* Managing potential risks or barriers, and identifying mitigating actions
* Public engagement
* Engagement with partner agencies and key stakeholders

Tenderers may attach a risk assessment document and a Gantt chart or implementation timeline. | Question Weighting30% |
| Response: |
| 5. | Application of Knowledge (Max. Word Count: 1,000 Words)Explain how your knowledge, understanding and experience will contribute to achieving the project objectives.The response should include three examples of your previous work which you consider relevant to the contract, and should include but not be limited to:* Instances where your organisation has successfully overcome issues in interpretation and access to sensitive heritage
* Instances where public engagement and funding targets have been successfully achieved
* Instances where partnerships between heritage stakeholders, private and public sector organisations have been successfully managed
 | Question Weighting30% |
| Response: |

1. **PRICING SCHEDULE**

Having regard to the Specification set out in Appendix 1 of the Request for Quotation: Part A, bidders are required to complete the following Pricing Schedule.

Bidders are referred to section 5 (Evaluation of Tenders) of the Request for Quotation: Part A, for information on how the price/cost element will be evaluated and are reminded that the evaluation will account for 30% of the total score. When completing the Pricing Schedule please ensure that the prices/costs quoted are in pounds sterling and exclusive of VAT.

Failure to complete the Pricing Schedule in full may result in a non-compliant bid and your quotation being rejected.

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| **Pricing Schedule - (Total: 30% weighting)** |
| Description of the Services showing daily / hourly rate, number of days and type of activity | Cost breakdown (£) |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
| Description of any Additional Costs | Cost breakdown (£) |
|  | £ |
|  |  |
|  | £ |
| **TOTAL** | **£** |

1. **CONFIDENTIAL & COMMERCIALLY SENSITIVE INFORMATION SCHEDULE**

Bidders should state here which items of information (if any) supplied in this quotation submission document (Part B) they consider as confidential or commercially sensitive, or which should not be disclosed in response to a request for information under the Freedom of Information Act. Bidder must state why they consider the information to be confidential or commercially sensitive. Please note – the disclosure of information is at the sole discretion of the Council.

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| Please provide details or enter N/A if not applicable: |

1. **DECLARATION**

TO: Rutland County Council District Council of Catmose, Oakham, LE15 6HP

In response to the Request for Quotation for the provision of **Digging for Rutland: Options Appraisal and Community Engagement Consultancy** dated 11 May 2022.

1. I/We the undersigned, hereby Quotation and offer to provide the Contract as listed above which is more particularly referred to in the Request for Quotation supplied to me/us for the purpose of Quoting for the provision of this Contract and upon the terms provided.
2. I/We undertake that this offer shall remain valid and open for acceptance for a period of 90 days from the date of submission unless specifically withdrawn in writing.
3. I/We confirm that if our Quotation is accepted I/we will, if required, upon demand:
	* + 1. Produce evidence that all relevant insurances and compliance certificates with relevant legislation and policy are held and in force;
			2. Sign a formal contract document if required;
4. I/We agree that unless and until a contract is prepared and executed, this Quotation, together with your written acceptance thereof, shall constitute a binding contract between us.
5. I/We accept the conditions of contract set out in the Request for Quotation, to which this Quotation is my/our response, and I/we undertake to perform any contract awarded as a result of this Quotation in strict conformity with those conditions of contract.
6. I/We understand that the Council is not bound to accept the lowest or any Quotation it receives.
7. I/We confirm that the information supplied to the Council and forming part of this Quotation was true when made and remains true and accurate in all respects.
8. I/We confirm and undertake that if any such information becomes untrue or misleading that I/we shall notify the Council immediately and update such information as required.
9. I/We confirm that the undersigned is authorised to commit the Bidder to the contractual obligations contained in the Request for Quotation and the Contract.

Signature: Date

Name: Position

Name of Organisation:

Address:

Telephone number:

E-mail address:

**The ‘Declaration’ must be signed by a senior authorised representative in the individuals own name, for and behalf of the organisation.**

1. **COLLUSIVE TENDERING CERTIFICATE**

TO: Rutland County Council District Council of Catmose, Oakham, LE15 6HP

**PROVISION OF**: **Digging for Rutland: Options Appraisal and Community Engagement Consultancy**

I/We certify that this is a bona fide Quotation, and that I/we have not fixed or adjusted the amount of the Quotation by or under or in accordance with any agreement or arrangement with any other person. I/We also certify that I/we have not done so and I/we undertake that I/we will not do so at any time before the hour and date specified for the return of this Quotation any of the following acts:

1. Communicate to a person other than the person calling for this Quotation the amount or approximate amount of the proposed Quotation, except where the disclosure, in confidence, of the approximate amount of the Quotation was necessary to obtain an insurance premium required for the preparation of the Quotation;
2. Enter into agreement or arrangement with any other person that he/she shall refrain from Quoting or as to the amount of any Quotation to be submitted;
3. Offer or pay or give or agree to any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to this or any Quotation or proposed Quotation for that said work or thing of any sort described above.

In this certificate, the word ‘person’ includes any persons and any body or association, corporate or unincorporated; and ‘any agreement or arrangement’ includes any such transaction, formal or informal, whether legally binding or not.

Signature: Date

Name: Position

Name of Organisation:

Address:

Telephone number:

E-mail address:

**The ‘Collusive Tendering Certificate’ must be signed by a senior authorised representative in the individuals own name, for and behalf of the organisation.**

1. **COMPLETION CHECKLIST**

Before returning your quotation response, please ensure that you have completed all questions and enclosed relevant document(s). Please tick the appropriate boxes.

|  |  |
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| **Information Required** | **Enclosed**(Tick as appropriate) |
| **Suitability Questionnaire** – fully completed/prepared in accordance with the instructions provided |  |
| **Method Statement Questions** – fully completed/prepared in accordance with the instructions provided |  |
| **Pricing Schedule** – fully completed/prepared in accordance with the instructions provided |  |
| **Confidential & Commercially Sensitive Information Schedule** – if applicable |  |
| **Declaration** - Completed and Signed |  |
| **Collusive tendering Certificate** - Completed and Signed |  |
| **Support Information** – for method statement responses |  |
| **Due Diligence Evidence** – as required by the **Suitability Questionnaire**[*for any Bidder wishing to submit their supporting evidence at the point of submitting their quotation response*]:* Last two years Audited Accounts or other financial information required by question 3.1;
* All appropriate insurance certificates where applicable, or confirmation that you can supply these should you be successful;
 |  |

**It is important that all sections are completed, as failure to do so may result in your Quotation being rejected.**

Your completed quotation must be submitted electronically via email (in pdf format) clearly marked as a Quotation, no later than 12 noon on 30 May 2022. Quotations should be submitted to: avolanakis@rutland.gov.uk