# QUOTATION RESPONSE FORM

Please ensure that all questions are completed in full and in the format requested. Failure to do so may result in your submission being disqualified. If the question does not apply to you, please state clearly ‘N/A’ and explain why.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| PART 1: POTENTIAL SUPPLIER INFORMATION | | | | | | | | |
|  | POTENTIAL SUPPLIER INFORMATION | | | | | | | |
|  | Potential Supplier Information | | | | | | | |
| (a) | Full name of the potential supplier submitting the information | |  | | | | | |
| (b)(i) | Registered office address (if applicable) | |  | | | | | |
| (e) | Company registration number (if applicable) | |  | | | | | |
| (k) | Trading name(s) that will be used if successful in this procurement | |  | | | | | |
| (l) | Are you a Voluntary Community Social Enterprise (VCSE)? | | | | | | | Yes  No |
| (m) | Are you a Small, Medium or Micro Enterprise (SME)? | | Large  Medium | | Small  Micro | | | |
| (o) | Details of immediate parent company:  - Full name of the immediate parent company  - Registered office address (if applicable)  - Registration number (if applicable) | |  | | | | | |
| (p) | Details of ultimate parent company:  - Full name of the ultimate parent company  - Registered office address (if applicable)  - Registration number (if applicable) | |  | | | | | |
|  | Bidding Model | | | | | | | |
| (a)(i). | Are you bidding as the lead contact for a group of economic operators? | | | | | | | Yes  No |
|  | If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.  If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3. | | | | | | | |
| (a)(ii) | Name of group of economic operators (if applicable) | |  | | | | | |
| (a)(iii) | Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure. | |  | | | | | |
| (b)(i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | | | | | | | Yes  No |
| (b)(ii) | If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well. | | | | | | | Yes  No |
|  | Name | |  | | | | | |
|  | Registered Address | |  | | | | | |
|  | Company Registration Number | |  | | | | | |
|  | The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables | |  | | | | | |
|  | The approximate % of contractual obligations assigned to each sub-contractor | |  | | | | | |
|  | Contact Details | | | | | | | |
| (a) | Contact name | |  | | | | | |
| (b) | Name of organisation | |  | | | | | |
| (c) | Role in organisation | |  | | | | | |
| (d) | Phone number | |  | | | | | |
| (e) | E-mail address | |  | | | | | |
| (f) | Postal address | |  | | | | | |
| PART 2: EXCLUSION GROUNDS | | | | | | | | |
| 1. 3 | GROUNDS FOR MANDATORY EXCLUSION | | | | | | | |
|  | Regulations 57(1) and (2) | | | | | | | |
| (a) | The detailed grounds for mandatory exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). | | | | | | | |
|  | Participation in a criminal organisation.  If Yes please provide details at 2.1(b) | | | | | | Yes  No | |
|  | Corruption  If Yes please provide details at 2.1(b) | | | | | | Yes  No | |
|  | Fraud  If Yes please provide details at 2.1(b) | | | | | | Yes  No | |
|  | Terrorist offences or offences linked to terrorist activities  If Yes please provide details at 2.1(b) | | | | | | Yes  No | |
|  | Money laundering or terrorist financing  If Yes please provide details at 2.1(b) | | | | | | Yes  No | |
|  | Child labour and other forms of trafficking in human beings  If Yes please provide details at 2.1(b) | | | | | | Yes  No | |
| (b) | If you have answered yes to question 2.1(a), please provide further details:  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction;  Identity of who has been convicted.  If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. | | | | | | | |
|  | N/A | | | | | | | |
|  | Self-Cleaning | | | | | | | |
|  | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? | | | | | | Yes  No | |
|  | Regulation 57(3) | | | | | | | |
| (a) | Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | | | | | | Yes  No | |
| (b) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. | | | | | | | |
|  |  | | | | | | | |
|  | Please note: The Authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions. | | | | | | | |
| 1. 3 | GROUNDS FOR DISCRETIONARY EXCLUSION | | | | | | | |
|  | Regulation 57(8) | | | | | | | |
|  | The detailed grounds for discretionary exclusion of an organisation are set out on this [web page](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation. | | | | | | | |
| (a) | Breach of environmental obligations?  If Yes please provide details at 3.2 | | | | | | Yes  No | |
| (b) | Breach of social obligations?  If Yes please provide details at 3.2 | | | | | | Yes  No | |
| (c) | Breach of labour law obligations?  If Yes please provide details at 3.2 | | | | | | Yes  No | |
| (d) | Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?  If Yes please provide details at 3.2 | | | | | | Yes  No | |
| (e) | Guilty of grave professional misconduct?  If Yes please provide details at 3.2 | | | | | | Yes  No | |
| (f) | Entered into agreements with other economic operators aimed at distorting competition?  If Yes please provide details at 3.2 | | | | | | Yes  No | |
| (g) | Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?  If Yes please provide details at 3.2 | | | | | | Yes  No | |
| (h) | Been involved in the preparation of the procurement procedure?  If Yes please provide details at 3.2 | | | | | | Yes  No | |
| (i) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?  If Yes please provide details at 3.2 | | | | | | Yes  No | |
| (j) | Please answer the following statements | | | | | | | |
| (j)(i) | The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria. | | | | | | Yes  No | |
| (j)(ii) | The organisation has withheld such information. | | | | | | Yes  No | |
| (j)(iii) | The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015. | | | | | | Yes  No | |
| (j)(iv) | The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. | | | | | | Yes  No | |
| * 1. j | Self-Cleaning | | | | | | | |
|  | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? | | | | | | | |
|  |  | | | | | | | |
| PART 3: SELECTION QUESTIONS | | | | | | | | |
|  | ECONOMIC AND FINANCIAL STANDING | | | | | | | |
|  | Are you able to provide a copy of your audited accounts for the last two years, if requested?  If no, can you provide **one** of the following: | | | | | | Yes  No | |
| (a) | 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. | | | | | | Yes  No | |
| (b) | A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | | | | | | Yes  No | |
| (c) | Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | | | | | | Yes  No | |
|  | TECHNICAL AND PROFESSIONAL ABILITY | | | | | | | |
|  | Relevant Experience and Contract Examples | | | | | | | |
|  | Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE), that are relevant to our requirement. VCSEs may include samples of grant-funded work. 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 contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.  Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).  Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.  If you cannot provide examples see question 5.3. | | | | | | | |
|  |  | Contract 1 | | Contract 2 | | Contract 3 | | |
|  | Name of customer organisation |  | |  | |  | | |
|  | Point of contact in the organisation |  | |  | |  | | |
|  | Position in the organisation |  | |  | |  | | |
|  | E-mail address |  | |  | |  | | |
|  | Description of contract |  | |  | |  | | |
|  | Contract Start date |  | |  | |  | | |
|  | Contract completion date |  | |  | |  | | |
|  | Estimated contract value |  | |  | |  | | |
|  | Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s).  Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries). | | | | | | | |
|  |  | | | | | | | |
|  | If you cannot provide at least one example for question 5.1, 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. | | | | | | | |
|  | N/A | | | | | | | |
|  | INSURANCE | | | | | | | |
|  | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:  Employer’s (Compulsory) Liability Insurance = £5 million  Public Liability Insurance = £5 million  Professional Indemnity Insurance = £2 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. | | | | | | | Yes  No |
|  | HEALTH AND SAFETY | | | | | | | |
|  | Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. | | | | | | | Yes  No |
|  | Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last three years? | | | | | | | Yes  No |
|  | If you use Sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | | | | | | | Yes  No |
|  | BUSINESS CONTINUITY | | | | | | | |
|  | Does your organisation have in place measures that will enable you to maintain your business activities in the event of an emergency situation or unforeseen event? | | | | | | | Yes  No |
|  | DATA PROTECTION & INFORMATION GOVERNANCE | | | | | | | |
|  | Does your organisation apply procedures for the protection of personal information about individuals in conformity with applicable Data Protection legislation and changes to the law coming into effect on 25 May 2018? | | | | | | | Yes  No |
|  | Does your organisation operate a framework of policies, procedures, training and standards to enable personal information processed to be kept confidential, protected from loss, theft damage or destruction and also accessible to those who have a legitimate need to use it? | | | | | | | Yes  No |
|  | Please self-certify that prior to Contract award you will have completed the Government’s Cyber Essentials Scheme by undertaking a validated self-assessment of your cyber security system, followed by verification by an Independent Certification Award. | | | | | | | Yes  No |
| 10 | **QUALITY ASSURANCE** | | | | | | |  |
| 10.1 | Please confirm your organisation applies documented quality management procedures. | | | | | | | Yes  No |

## Quality Questions

The purpose of the quality questions is to enable the LLEP to evaluate your understanding of our requirements and the quality of your methodology for meeting them. Your submission should describe clearly and concisely how you would provide each of the main requirements laid out in the Specification.

|  |  |  |
| --- | --- | --- |
| Question | Method Statement | Weighting |
| 1 | **Experience**  Please:  (a) Provide details of your experience of undertaking similar Social Media/Newsletter/PR work *(delete as appropriate for the tender you are submitting)*  (c) Provide copies of or links to similar social media accounts/Newsletters/PR work that you manage or have carried out *(delete as appropriate for the tender you are submitting)*  (d) Provide CVs for the individuals undertaking the work. | 20% |
|  | **SUPPLIER’S RESPONSE/EVIDENCE** |  |
| 2 | **Proposed Methodology**  Please:   1. Provide details and an outline of the methodology that will be used 2. the assets you could create 3. the activities that will be carried out both to engage the audience and meet required target outputs | 20% |
|  | **SUPPLIER’S RESPONSE/EVIDENCE** |  |
| 3 | **Additional Insight**  Please explain any strategies or tactics you may use to achieve the target outputs. | 5% |
|  | **SUPPLIER’S RESPONSE/EVIDENCE** |  |
| 4 | **Working with Audiences**  Please detail your Communications experience of working with audiences and other partners that have potentially different needs. How will you manage the project to reach the target audience and improve engagement? | 10% |
|  | **SUPPLIER’S RESPONSE/EVIDENCE** |  |
| 5 | **Quality Assurance**  Please outline your approach to quality assurance and how this would apply to this project. | 5% |
|  | **SUPPLIER’S RESPONSE/EVIDENCE** |  |

**Assessment Criteria**

Submissions will be assessed against the criteria below:

Bidders will be scored on their responses to the Quality Questions. The weighting applied to each of the quality sub criteria is shown in the table below

|  |  |
| --- | --- |
| **Element** | **Weighting** |
| 1. Experience | 20% |
| 2. Proposed Methodology. | 20% |
| 3. Additional Insight | 5% |
| 4. Working with Groups | 10% |
| 5. Quality assurance | 5% |
| 6. Budget | 40% |

|  |  |
| --- | --- |
| Category | 0 does not meet requirement  4 exceeds requirement |
| Relevant Experience | Experience of delivering similar Social Media/Newsletter/PR projects and shows an awareness of the target audience landscape within Leicestershire |
| Approach and Methodology | Methods of delivery and strategy to be used. |
| Value for Money | The proposal demonstrates good value for money |
| Administration | Delivery of social media/Newsletters/PR aligns with project timescales |
| The proposal demonstrates an understanding of LLEP branding guidelines |

Any quotation that is accepted will be awarded on the basis of the Most Economically Advantageous quotation. Evaluation will use a 60% quality: 40% price weighting.