**RESIDENT VOLUNTEER/LIVE IN SUPPORT AT**

**BELSIZE ROAD**

REQUEST FOR QUOTE

Please complete each section in the boxes provided. The size of the boxes can be enlarged to fit your response.

| **PART 1 – APPLICANT DETAILS** | |
| --- | --- |
| **1** | **APPLICANT DETAILS** |
| 1.1 | **Trading name and address:** |
| 1.2 | **Contact details for correspondence relating to this application**:  Name:  Telephone number:  Fax number:  E-mail: |
| 1.3 | **Details of the person completing this form (if different to 1.2)**  Name:  Position:  Telephone number:  Fax number:  E-mail: |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **2** | **EXPERIENCE OF OTHER CONTRACTS – 45%** | | | | | | |
| 2.1 | To enable Camden Council to assess your organisation’s experience in relation to the requirements set out on in the Project Brief, please give details of any services that your organisation has delivered in the last three years that are either of a similar type or which demonstrate the necessary skills to take on such a project. Please include details of all the services that you have delivered. For each service/contract please set out the following:   * Start date * End Date * Contract value * Services provided (including the number of units, where applicable) * Nature of customer | | | | | | |
|
| **3** | **QUALITY ASSURANCE – PASS/FAIL** | | | | | | |
| 3.1 | How do you ensure that your organisation provides quality assurance? Please provide details of any relevant quality assurance procedures and processes you have implemented that are relevant to this type of activity and any certificates obtained.  None / Detailed below / Copies Attached | | | | | | |
| **4** | **ENVIRONMENTAL ISSUES – PASS/FAIL** | | | | | | |
| 4.1 | The Council has adopted a positive stance with regard to the protection of the environment and regards environmentally sound approaches to service delivery as an aspect of quality assurance. Please provide details of any relevant environmental policies that are relevant to this type of activity?  None / Detailed below / Copies Attached | | | | | | |
| **5** | **WORKFORCE STANDARDS – PASS/FAIL** | | | | | | |
| 5.1 | The Council recognises the importance and value of good employment practices in delivering public services. In support of this and to encourage and safeguard good employment practice, please explain how you ensure compliance with all these standards in your provision (please refer to appendix 1 of the terms and conditions for the Council’s Workforce Standards)  None / Detailed below / Copies Attached | | | | | | |
| **6** | **HEALTH AND SAFETY LEGISLATION – PASS/FAIL** | | | | | | |
| 6.1 | An up-to-date copy (which should be not more than five years old) of your Health and Safety Policy Statement. | | | | | | |
| Please tick if enclosed | | | | | |  |
| **7** | **INSURANCE – PASS/FAIL** | | | | | | |
| 7.1 | Please provide details of all insurance cover currently in force. If your company’s application is successful, adequate insurance cover will be required. | | | | | | |
| Please complete details and indicate the level of cover you have including details of the issuing company, policy number, cover provided and renewal date (and provide confirmation from your broker). | | | | | | | |
| **Company** | | | **Insurer** | **Policy No.** | **Cover £** | **Renewal Date** | |
| Public liability | | |  |  |  |  | |
| Employer’s Liability | | |  |  |  |  | |
| **PART 2 - SERVICE DELIVERY** | | | | | | | |
| Please provide details against each of the questions below of your organisation’s proposed arrangements for performing the Services. These can be provided on a separate sheet(s) | | | | | | | |
| **8** | | **SERVICE DELIVERY – 45%** | | | | | |
| 8.1 | | 20%  Details of your project plan for delivering the Services. This should include all timeframes and milestones, identification of risks and mitigations.  **MAXIMUM NUMBER OF WORDS – 350** | | | | | |
| 8.2 | | 15%  Details regarding how you would manage the service in order to ensure that quality is maintained.  **MAXIMUM NUMBER OF WORDS – 500** | | | | | |
| 8.3 | | 10%  Demonstrate how you would work with the Council in order to evaluate the success of the service.  **MAXIMUM NUMBER OF WORDS – 650** | | | | | |
| **9** | **COST OF SERVICE - 10%** | | | | | | |
| 9.1 | Proposals must include the total cost.  The price must be exclusive of VAT but inclusive of all disbursements and any other costs or expenses necessary for the proper performance of the Service. Please note we shall not pay any sum or sums other than those set out here. | | | | | | |
| **10** | **DECLARATION** | | | | | | |
| 10.1 | I declare that the details submitted in this quote are correct. | | | | | | |
| 10.2 | I/we understand that the information disclosed in this application to provide will be used in the evaluation process to assess our organisation’s financial stability and competence to conduct the Service being procured by Camden Council.  Signed:  Name:  Position:  Date:  **Note:** This form must be signed by a director or other senior representative of the company or organisation. | | | | | | |

Quote Evaluation and Award Criteria

# Assessment

The assessment for the experience of other contracts section (section 2) will be **45%.**

The assessment for the Service Delivery (quality) Section will be **45%.**

Each Quote will be scored by the evaluation team by reference to the completed application form which will be scored against each of the evaluation areas (see below).

| **Question(s)** | **Max Word Count** | **Weighting** | **Max weighted score possible (evaluator score X weighting)** |
| --- | --- | --- | --- |
| **Quality** | | | |
| 1 | - | N/A | - |
| 2 | - | 45 | 225 |
| 3 | - | Pass | - |
| 4 | - | Pass | - |
| 5 | - | Pass | - |
| 6 | - | Pass | - |
| 7 | - | Pass | - |
| 8.1 | 350 | 20 | 100 |
| 8.2 | 500 | 15 | 75 |
| 8.3 | 650 | 10 | 50 |

The evaluation team responsible for evaluating of the RFQ shall score question 2, each question within the Service Delivery (part 2 – service delivery) and question 9 on a scale of 0-5 in line with the matrix below:

|  |  |
| --- | --- |
| **Score** | **Performance** |
| **5** | Evidence provided and shows all requirements would be met excellently with extensive added value offered |
| **4** | Evidence provided and shows all requirements would easily be met with added value |
| **3** | Evidence provided and meets requirements |
| **2** | Evidence provided but does not show basic requirements are met (unsatisfactory) |
| **1** | Some evidence provided but poor in quality or insufficient detail to show requirements are met |
| **0** | Unacceptable. No information provided or does not meet the Council’ requirements |

**Example:**

Service Delivery question 8.2 – weighting 20, if evaluator awards a 3 score the total score shall be 60. If evaluator awards 5 score the total score shall be 100. (i.e. evaluators scores X weighting = total score)

Initial scores will be reviewed and if necessary revised by the evaluation team following any meetings arranged with organisations after the submission of their Quotes.

Price evaluation

The price of each quote will be scored as set out below. Cost of Service will be worth **10 %**.

The price criterion is the overall price submitted by the Organisation for provision of the Services in question 9.1.

Each Organisation will be awarded points based on its relationship with the lowest priced quote. The Organisation with the lowest overall price will be awarded 15 points; each of the remaining quotes will be awarded points on a pro-rata basis in accordance with the following calculation:

Price score = Lowest priced quote x 10 points

Your quote