

LONDON BOROUGH OF CAMDEN

REQUEST FOR QUOTATION

**DAY OPPORTUNITIES TASTER PROGRAMME FOR OLDER AND
DISABLED PEOPLE**

Thursday 12th February 2015

Dear Applicant,

You are invited to submit a quotation for the provision of designing and running a taster programme to meet the changing expectations of our service users, by supporting day service users to try out single sessions of community activities in a safe, supported way, without any risk to their current services. A written report on the outcomes achieved by the programme will need to be provided.

By participating in this Quotation you are indicating your acceptance to be bound by the Terms and Conditions set out in this Invitation to Quote Document and attachments. The key details of LB Camden requirements are set out in this document which you should take into account in your response. To submit a Quotation for this service please complete the Request for Quote form enclosed with these Instructions. The closing date for quotations is **midday Wednesday 25th February**.

Please direct any questions regarding the content or process of this invitation to quote to Catherine Searle (Project Lead) - Catherine.Searle@camden.gov.uk

I look forward to receiving your response.

Yours sincerely,

Catherine Searle

Interim Head of Promoting Independence

Request for Quotation (RfQ)

1. Introduction

Introduction to Camden

London Borough of Camden (LB CAMDEN) was created in 1963 with the aim of providing more efficient local government for the communities previously served by the old Metropolitan Boroughs of Hampstead, Holborn and St Pancras.

LB CAMDEN employs approximately 4800 people (excluding schools) across the Borough and serves a population of over 200,000 people. Our annual third party spend is approximately £400m. Our responsibilities include delivering services across:

- Children, Schools and Families - the areas covered are Family Services and Social Work, Integrated Early Years/School Improvement /Building Schools for the Future (BSF)/14-19 and Adult and Community Learning, Inclusion and Schools;
- Environment and Culture - this includes transport, street cleaning, leisure etc.
- Housing and Adult Social Care - the services covered include Adult Social Care and Housing Management.
- All supported by the Chief Executives Department and Central Services, which include services such as Corporate Strategy, Finance, Human Resources, Information Technology, Procurement, Property and FM.

2. The Scheme

See separate document.

3. Project Brief

See separate document.

4. Timetable

DATE	STAGE
Midday Wednesday 25 th February 2015	Closing date and time for receipt by LB Camden of Responses to the RFQ
Monday 2 nd March 2015	Evaluation of RFQ commences
Tuesday 3 rd March 2015	Award outcome to successful bidder

5. Request for Quotation (RfQ) Instructions

5.1. General

These instructions are designed to ensure that all Applicants are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified.

Applicants should read these instructions carefully before completing the Request for Quotation form. Failure to comply with these requirements may result in the rejection of the RfQ.

These instructions shall form part of the RfQ Conditions. By submitting your Quotation, the process automatically signals that you accept these RfQ Conditions.

If you have any doubt as to what is required or have difficulty in providing the information requested please contact us via email to Catherine Searle at Catherine.Searle@camden.gov.uk

5.2. All material issued in connection with this RfQ shall remain the property of LB Camden and shall be used only for the purpose of this procurement exercise

5.3. The Applicant shall ensure that each and every sub-contractor, consortium member and adviser abides by the terms of these instructions and the RfQ Conditions.

5.4. Applicants shall accept and acknowledge that, by issuing this RfQ, LB Camden shall not be bound to accept any Quotation and reserves the right not to conclude a Contract. LB Camden reserves the right to amend, add to or withdraw all or any part of this RfQ at any time during the procurement exercise.

5.5. Quotation Validity

Your Quotation should remain open for acceptance for a period of 90 days. A Quotation valid for a shorter period may be rejected.

5.6. Preparation and Submission of Quotation

(a) Applicants must obtain for themselves at their own responsibility and expense all information necessary for the preparation of this Quotation.

(b) Applicants are required to complete and provide all information required by LB Camden in accordance with the RfQ Form and RfQ Conditions. Failure to comply with the Conditions and the RfQ may lead LB Camden to reject your Quotation.

(c) LB Camden may at its own absolute discretion extend the closing date and the time for receipt of Quotations

(d) Any extension granted will apply to all Applicants.

(e) The Quotation and any documents accompanying it must be in the English language

(f) Price and any financial data provided must be submitted in or converted into pounds sterling. Where official documents include financial data in a foreign currency, a sterling equivalent must be provided

5.7. Confidentiality

The contents of this RfQ are being made available by LB Camden on condition that the Applicants shall at all times treat the contents of the RfQ and any related documents (together called the 'Information') as confidential, and use any of the Information for the purposes of submitting (or deciding whether to submit) a Quotation only.

5.8. Freedom of Information

5.8.1. In accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 (the 'FoIA'), LB Camden may, acting in accordance with the Secretary of State's Code of Practice on the Discharge of the Functions of Public Authorities under Part 1 of the said Act, or the Environmental Information Regulations (EIR) be required to disclose information submitted by the Applicant to LB Camden to the required body.

5.8.2. In respect of any information submitted by an Applicant that it considers to be commercially sensitive the Applicant should:

- (a) clearly identify such information as commercially sensitive
- (b) explain the potential implications of disclosure of such information
- (c) provide an estimate of the period of time during which the Applicant believes that such information will remain commercially sensitive.

5.8.3. Where an Applicant identifies information as commercially sensitive, LB Camden will endeavour to maintain confidentiality but cannot guarantee that any information marked 'confidential' or "commercially sensitive" will not be disclosed.

5.8.4. Where an Applicant receives a request for information under the FoIA or the EIR during the procurement process, this should be immediately passed on to LB Camden and the Applicant should not attempt to answer the request without first consulting with LB Camden.

5.9. Disclaimers

Whilst the information in this RfQ has been prepared in good faith, it does not purport to be either comprehensive or has been independently verified.

5.10. Anti-Fraud and Corruption

Any Applicant who directly or indirectly makes payments or any other inducements to any Member or Officers of LB Camden concerning the establishment of the Contract or who directly or indirectly obtains or attempts to obtain information from any such Member or Officer or concerning any other Applicant, Quotation or proposed Quotation will be disqualified.

5.10 Evaluation

The Council shall evaluate each submitted Quotation as set out in the Request for Quote form.

5.11. Acceptance

The Applicant in submitting the Quotation undertakes that in the event of the Quotation being accepted by LB Camden and LB Camden confirming in writing such acceptance to the Applicant, the Applicant shall within 30 days of being called upon to do so by LB Camden execute the Contract in the form set out in this RfQ or in such amended form as may subsequently be agreed.

LB Camden shall be under no obligation to accept the lowest or any Quotation.

5.12. Late Quotations

Any Quotation received at the designated point after the Deadline set out in Section 6 of this RfQ may be rejected.

5.13. Quotation Withdrawal

Applicants may withdraw their Quotation at any time prior to the Deadline or any other time prior to accepting the offer of a Contract. The notice to withdraw the Quotation must be in writing.

5.14. Right to Reject/Disqualify

LB Camden reserves the right to reject or disqualify an Applicant where

- (a) the Applicant fails to comply fully with the requirements of this Invitation to Quotation
- (b) the Applicant is guilty of serious misrepresentation in relation to its Quotation
- (c) there is a change in identity, control, financial standing or other factor impacting on the selection and/or evaluation process affecting the Applicant.

5.15. Right to Cancel, Clarify or Vary the Process

LB Camden reserves the right to:

- (a) amend the terms and conditions of the Request for Quotation process
- (b) cancel the evaluation process at any stage
- (c) require the Applicant to clarify its Quotation in writing and/or provide additional information. Failure to provide all the details requested may result in the Quotation being rejected

5.16. Customer References

Unless already taken up at an earlier stage in the procurement process and after the receipt of Quotations, LB Camden may visit at least one customer reference site of the Applicant and may seek written references from any other designated customers which are not visited.

SCHEDULE 1: TERMS & CONDITIONS

See separate document.