**Invitation to Quote for the provision of**

**[Insert name of tender]**

Status: Final

Quote Reference: HIS-CN004

# Contents and timetable

xxxxxx would like to thank you for your interest in this opportunity. This document contains the questions that you will need to complete and return, in addition to all supporting information about the xxxxx requirements and the evaluation process.

The contents are detailed in the table below:

|  |  |  |
| --- | --- | --- |
| **Section Number & Content** | | **Requirement on you as the Bidder** |
| 1 | Contents & Timetable | Information provided about this Invitation to Quote (ITQ) plus the xxxxxx requirement |
| 2 | Specification |
| 3 | Quote Evaluation |
| 4 | **Bidders response section** | The Quote you will need to complete and return as the Bidder |
| Potential supplier information |
| Insurance |
| Service Delivery |
| Price |
| Declaration |

**Timescales**

The timetable for this quote is in the table below.

|  |  |
| --- | --- |
| **Stage** | **Date** |
| Quote issued to Bidders via email | Insert date quote to be issued to Bidders |
| Deadline for clarification questions to the xxxxx  Please submit clarification questions via email to [include email address here]. | Insert date at least 2 days before quote close date |
| Deadline for return of the quote:  You must submit your response via email to [include email address here] | 12 Noon [Insert date minimum 1 week after quote issued] |
| Planned notification of the result to Bidders | Suggest to allow 1 week after quote return |
| Contract start date | 7 days after planned notification date. |

# Specification

|  |  |
| --- | --- |
|  | **Description of services** |
| xxxxxxxx wishes to buy xxxxxxxxxxxxxxxxxx    Include:   * A brief description of the services that are required. * The reason why the services are required (eg A new requirement or to replace a contract that is expiring). * Some background information if relevant. * The length of the contract, including any potential extension period. * When the services are required * Any accreditations/ qualifications required to deliver the service * Any performance measures, service levels the xxxxx requires (eg weekly collection, response to queries with 1 day) | | |
| **2. Budget** | | |
| The maximum budget for this contract is XXXX. The xxxxx will not consider submissions above this budget.  or  The estimated budget for this contract is XXXX.  You can provide a **maximum** budget if you have a good understanding of the anticipated costs, either from a previous contract or from completing soft market testing.  You can provide an **estimated** budget if you have some understanding of the anticipated costs, but do not wish to rule out higher costs bids.  If you do not wish to provide a **maximum or estimated** budget, remove the budget section. | | |

# Quote Evaluation

The xxxxxx will evaluate the Quotes against the criteria listed below.

The Quote Evaluation will allow the xxxxx to primarily select the Quote that represents best value for money.

The xxxx shall not be bound to accept the lowest priced Tender.

Quotes submitted without all the information required for the evaluation criteria will be considered incomplete and may therefore be rejected.

Quotes must be submitted as requested in the Bidders response section or they may be rejected.

The xxxxx may reject your bid if it contains caveats, conditions or any other statement or assumption qualifying the Quote response, meaning that, in the reasonable opinion of the xxxxx, the Quote response is not capable of evaluation in accordance with the published evaluation criteria, or requires changes to any documents issued by the xxxxxx in any way.

### Evaluation Methodology

The following evaluation scheme will be adopted:

Responses will be evaluated in line with the following scoring systems. The scores generated for each question will be combined to provide an overall score for each organisation.

There will be different marks awarded to different categories of questions. The table below shows the marks allocation.

|  |  |
| --- | --- |
| **Criteria** | **Weighting (%)** |
| **Questions for Information Purposes Only** |  |
| Potential Supplier Information | **Info Only** |
| Insurance | **Info Only** |
| **Scored Questions**  See below for sub-weightings | **50%** |
| Q1- Service delivery | **20%** |
| Q2 - | **20%** |
| Q3 - | **10%** |
| **Cost Element** | **50%** |

### Scoring

The following example illustrates how Cost and Quality elements in the “Scored Criteria” table will be scored.

**Cost Element**

Cost will be scored as a comparison of your bid to that of the lowest compliant bid received as follows:

*% scored = (lowest bid / your bid) \* Cost Weighting*

**Quality Element** – Questions asked within the Questionnaire will be scored out of 10 using the Marking System below.

The score will be calculated to reflect the percentage weighting applied to that question (as shown below) and will contribute to the overall Quality Weighting:

**% score for each question = your score / maximum score available x question weighting.**

The Cost score and the Quality score for each question will be added together to provide a Total score. The highest scoring tender will be recommended for acceptance.

Evaluators will allocate scores based on the following model:-

**Requirements evaluation criteria**

|  |  |  |
| --- | --- | --- |
| **SCORE** | **CATEGORY** | **CONTRACT OBJECTIVES / REQUIREMENTS** |
| **0** | **Unsatisfactory** | Not addressed. |
| **1** | **Poor** | Major deficiencies and only minimally addresses requirement. |
| **2** | **Partial** | Partial satisfaction of some aspects / deficiencies apparent.  Insufficient linkage to requirements. |
| **4** | **Satisfactory** | Objectives / Requirements are addressed and whilst fully linked to the requirements only basic detail provided. |
| **7** | **Good** | Response fully addresses and is linked with a good level of clarity to the requirement. Response adds value. |
| **10** | **Excellent** | Response fully addresses and is linked with outstanding clarity to the requirement. Response enhances / adds substantial value / may contain innovation. |

**4 Bidder’s response**

Please answer the following questions in full.

***Do not*** change the format of the response document as it will be used for the official scoring.

Save this document and complete your response within this document, in the boxes provided. Please change the document name to ‘[Your organisation name] ITQ response’ and upload to the e-tender portal.

Return the document in word. Do not upload in PDF version.

|  |  |  |  |
| --- | --- | --- | --- |
| **Question** | **Response** | | |
| **Potential supplier information** | | | |
| Full name and address of the potential supplier submitting the information |  | | |
| Contact name and contact position (job title) for enquiries about this submission |  | | |
| Registered website address (if applicable) |  | | |
| Company registration number (if applicable) |  | | |
| Registered VAT number |  | | |
| **Insurance** | | | |
| Please provide details of your current insurance cover. We reserve the right to seek evidence or ask that sufficient levels of insurance be in place before award of contract. All price tenders should be based on full insurance levels being in place. (or willing to obtain prior to contract commencement should you be successful) | **Insurance cover value** | | |
| Employer’s liability: (£5m) | £ | | |
| Public liability: (£5m) | £ | | |
| Professional indemnity: (£2m) | £ | | |
| **Service delivery** | | | |
| Please type your answer in the table below.  The answer boxes expand if required. The current size of the answer box does not reflect the size of the answer. | | | |
| **Question** | | | |
| 1. **Service delivery**   Please describe how you will implement and deliver the services outlined within the specification. Your answer should address the following key points:   * Your approach to delivering the service (eg if you will deliver this with your own staff, where you will deliver from) * When the service will be available * Where you have delivered a similar service before * How you will meet any other specific requirements set out in the specification * Who the point of contact will be for the service   *Max 2 sides of A4 (font Arial 11)* | |  | |
| **Question 1: Please add your response here** | | | |
| **Price** | | | |
| Please submit your fee to deliver the service per the Specification and below.   |  |  | | --- | --- | | **Total price** | **£** |   **Your fee must exclude VAT but include all other expenses. This will be the fixed fee for providing the service set out in the specification.** | | |  |

**Declaration**

**(To be signed and returned with the Quote submission).**

I / We accept the terms and conditions as contained in the xxxxxTerms and Conditions of Contract in respect of the **Services** and am / are duly authorised to submit and sign the Quotation for and on behalf of:

|  |  |
| --- | --- |
| **Name of Organisation** |  |
| **Telephone No.** |  |
| **Postal Address** |  |
| **Name** |  |
| **Role within the Organisation** |  |
| **Signature** |  |
| **Date** |  |
|  |  |
|  |  |
| **Name** |  |
| **Role within the Organisation** |  |
| **Signature** |  |
| **Date** |  |
|  |  |