



North Northamptonshire Council

REQUEST FOR QUOTATION

WARREN BRIDGE, OUNDLE – DETAILED DESIGN

REQUEST FOR QUOTATION

CONTENTS

Section 1: Introduction.....	4
1.1 Introduction and Background	4
1.2 General Requirements	6
1.3 Procurement Timetable	8
1.4 Site Visits	9
1.5 Clarification Questions	9
1.6 Quotation Responses.....	10
1.7 Evaluation of Quotations	10
Section 2: Specification	11
2.1 Scope.....	11
2.2 Conditions of Service and/or Works	12
2.3 Continuity of Service and/or Works	12
2.4 Key Supplier Staff	12
2.5 Statement of Requirements.....	13
2.6 Implementation Criteria	14
2.7 Performance Monitoring and Review/Project Management	14
2.8 Data Management / UK General Data Protection Regulation (UK GDPR).....	15
Section 3: Supporting Information.....	17
3.1 Please complete Section 3 below.....	17
Section 4: Pricing Sheet.....	25
4.1 Pricing and Costs	25
Section 5: Freedom of Information	28
Section 6: Declaration	30
Section 7: Due diligence	31
Section 8: CONTRACT AWARD.....	32

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REQUEST FOR QUOTATION

SECTION 1: INTRODUCTION

1.1 Introduction and Background

- 1.1.1 Warren Bridge is a residential development in Oundle, North Northamptonshire, believed to have been constructed in the 1980s. An ordinary watercourse known as Lyveden Brook flows in a south-easterly direction running adjacent to the residential development as shown in Figure 1.

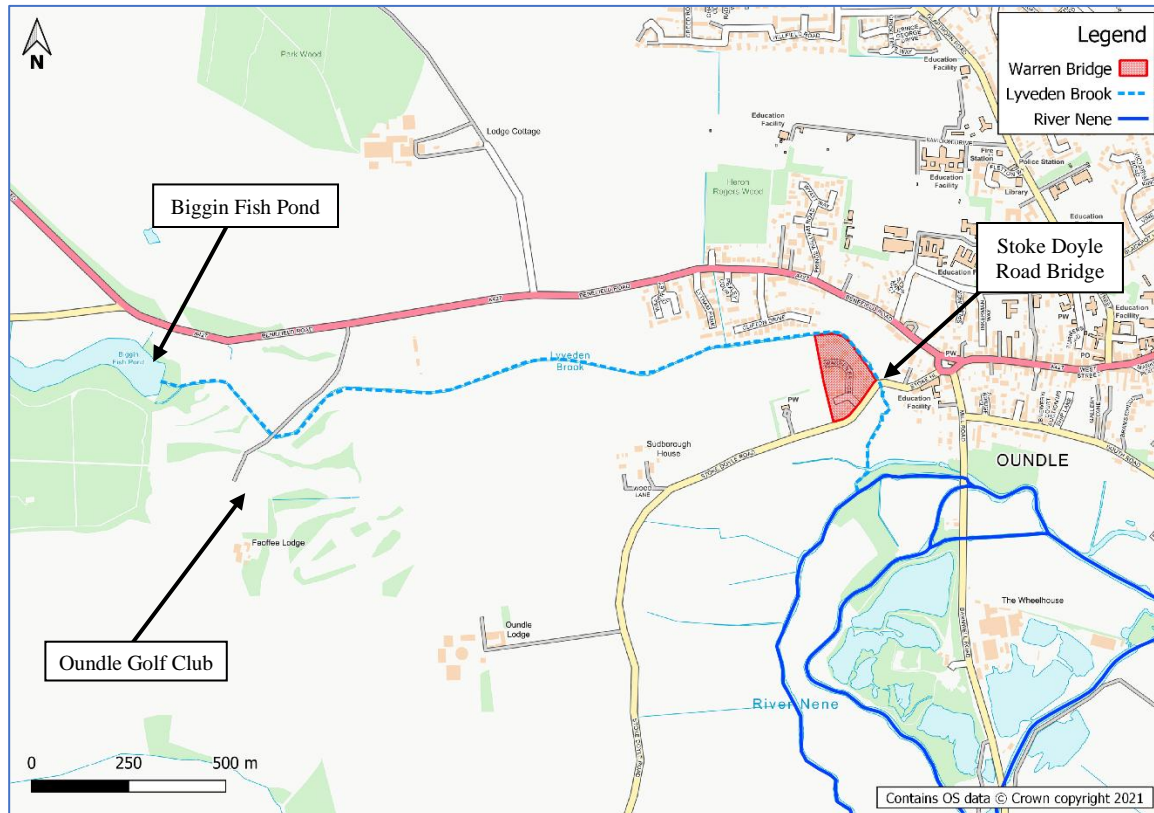


Figure 1 - Site Overview

- 1.1.2 The Lyveden Brook discharges to the River Nene immediately downstream of the Stoke Doyle Road Bridge which acts as a control structure, holding water back when levels on the brook at high enough and dampening the backwater effect from the Nene. This is a masonry arch bridge of unknown dimensions and capacity.
- 1.1.3 Approximately 1.5km upstream of Warren Bridge there is a small, raised reservoir known as Biggin Fish Pond, a privately owned and managed pond, which outfalls into the Lyveden Brook through a weir that controls the water level of the pond. A spillway allows water to flow out of the pond when water levels are in excess of the capacity of the weir. Owing to its impounding volume, the pond is classed as a statutory reservoir and is registered as such with the Environment Agency under the Reservoirs Act 1975. A supervising engineer is in place to fulfil the duties of the Act. The levels of the weir and spillway are not known but residents of Warren Bridge believe excess overflow from the pond to be a driver of flooding due to siltation during low frequency events.

REQUEST FOR QUOTATION

- 1.1.4 Approximately 1.5km upstream of Warren Bridge there is a small, raised reservoir. Downstream of the pond, the brook passes through the Oundle Golf Club which has also experienced flooding, but the owners have not been able to ascertain whether this is due to the brook or to course drainage.
- 1.1.5 Upstream of Stoke Doyle Road bridge (Figure 2) a severe narrowing of the watercourse is observed adjacent to No16 Stoke Doyle Road, with the watercourse downstream of the bridge then following a shallow gradient through the floodplain of the River Nene (Figure 3 and Figure 4). From a visual inspection the capacity of the downstream channel may be lower than that of the channel upstream.



Figure 2. Stoke Doyle Road bridge- Upstream Face



Figure 3. Stoke Doyle Road bridge- Downstream Face



Figure 4. Flood Plain of the Lyveden Brook

- 1.1.6 Over the years some local residents have undertaken isolated landscaping works within their property boundary to extend and level their gardens, often through the construction of a small retaining wall (up to 1.5m high) on the right bank of the watercourse and backfilling to raise the ground profile. This might have resulted in further channel constrictions.

REQUEST FOR QUOTATION

- 1.1.7 A review of the Environment Agency's published flood maps¹ show Warren Bridge to be at medium fluvial flood risk (between 3.3% and 1% AEP) with the northern boundary of the estate classified as high risk (> 3.3% AEP). In terms of flood risk from surface water, Warren Bridge is assessed at low risk (between 1% and 0.1% AEP), increasing towards the northern and eastern boundaries of the site.

1.2 General Requirements

- 1.2.1 Design and performance criteria.
- 1.2.2 North Northamptonshire Council (hereafter referred to as "The Council") invites quotations for the provision of a flood defence wall on the right bank adjacent to residential properties Nos 12, 14, 15, 16, 17 and 20 Warren Bridge; and garden reinstatement / landscaping. The wall is expected to tie into the existing wall between Nos 17 and 20 Warren Bridge.
- 1.2.3 The Council's detailed requirements are defined in Section 2: Specification.
- 1.2.4 Please take care in reading this document, in particular the Specification. In the event of any questions or queries in relation to this Request for Quotation (RFQ), please contact the Officer detailed in Table B.
- 1.2.5 The Council reserves the right to:
- a. Carry out due diligence checks on the awarded Potential Supplier;
 - b. Amend the Conditions of Contract included at Appendix 1;
 - c. Abandon the procurement process at any stage without any liability to the Council; and/or
 - d. Require the Potential Supplier to clarify its quotation in writing and if the Potential Supplier fails to respond satisfactorily, this may result in the Potential Supplier being rejected from the process.
- 1.2.6 The Council also reserves the right, at any point and without notice, to discontinue the procurement process without awarding a contract, whether such discontinuance is related to the content of Quotation Responses or otherwise. In such circumstances, the Council will not reimburse any expenses incurred by any person in the consideration of and/or response to this document. You make all quotations, proposals and submissions relating to this RFQ entirely at your own risk.
- 1.2.7 All documents and materials, which comprise the RFQ response, must be written in English only.

REQUEST FOR QUOTATION

- 1.2.8 Quotations are to remain open for acceptance for a period of 90 days from the Deadline for Submission of Bids.
- 1.2.9 Potential Suppliers must be explicit and comprehensive, keeping the information provided specific to and locate within the question asked as this will be the single source of information on which responses will be scored and ranked.

1.3 Rights of the Council in Relation to the RFQ

- 1.3.1 The Council reserves the right to:
 - a. Waive or change the requirements of this RFQ at any time during the procurement process without prior (or any) notice being given by the Council;
 - b. Make changes to the timetable, structure, or content of this RFQ or any other documents associated with this procurement process. Any such changes will be in accordance with the procurement timetable;
 - c. Abandon the procurement process at any stage without any liability to the Council, or to re-invite responses on the same or any alternative basis;
 - d. Choose not to award any contract as a result of this procurement process; and/or
 - e. Reject any RFQ Responses that are over budget without further evaluation of the response.
- 1.3.2 Answer fully all relevant questions and respond in accordance with any specific requests as detailed in the question e.g., maximum word/page limits, etc.
 - a. All words in any format (including but not limited to words in diagrams, pictures, maps, tables, and charts) will count towards the word count. Potential Suppliers must state the number of words in any diagram, picture, map, table, or chart directly underneath it. This includes any other method of presentation which is not just text. Potential Suppliers must not attempt to circumnavigate the word limit e.g., by joining up words or using special characters to join words.
 - b. Submit any attachments requested in an acceptable format to the Council which includes MS Word, MS Excel, MS PowerPoint, JPEGs and PDF files or any file format as specified in the question. Potential Suppliers who wish to submit an attachment in an alternative format must first check with the Council that it will be accepted.
 - c. When uploading attachments, please state the question number only in the file title.
 - d. Submit any zipped files in WinZip format only.

REQUEST FOR QUOTATION

1.3 Procurement Timetable

- 1.3.1 This RFQ follows a clear, structured, and transparent process to ensure a fair and level playing field is maintained at all times, and that all Potential Suppliers are treated equally.
- 1.3.2 All documents, which comprise any RFQ Response, must be received by the Council no later than the Deadline for Submission of Bids, set out in Table A, below.
- 1.3.3 The RFQ process is intended to follow the timetable set out in Table A, below.

TABLE A Estimated scheme delivery timeline

ACTIVITY		TIME AND DATE (as applicable)
1.	Request for Quotation Documents issued	Tuesday, 6 May 2025
2.	Deadline for Questions from Potential Suppliers	16:00 on Wednesday, 14 May 2025
3.	Deadline to Provide Answers to Questions from Potential Suppliers	Friday, 16 May 2025
4.	Start of Site Visit period*	Monday, 12 May 2025
5.	End of Site Visit period*	Wednesday, 14 May 2025
6.	Deadline for Submission of Bids	13:00 on Monday, 19 May 2025
7.	Evaluation of Bids Received*	Wednesday, 21 May 2025
8.	Outcome Letters*	Thursday, 22 May 2025
9.	Pre-Contract Meeting*	Monday, 26 May 2025
10.	Contract Award *	Wednesday, 28 May 2025
11.	Contract Start*	Friday, 30 May 2025
12.	Contract End (EXCLUDING Extension Periods)*	Friday, 19 December 2025

- 1.3.4 The Council reserves the right to amend this timetable, and items marked with an asterisk, i.e., *, are provided for guidance only and are subject to change at short notice.
- 1.3.5 Any RFQ received after the Deadline for Submission of Bids identified in Table A, may be rejected. Therefore, it is the Potential Supplier's responsibility to ensure that the deadline is not breached.

REQUEST FOR QUOTATION

1.4 Site Visits

- 1.4.1 Site visits to be arranged by Officer named in Table B, all requests to visit the site shall be submitted 48 hours prior to the site visit period stated in Table A, to allow the Officer to coordinate with local stakeholders. Requests to attend site made after this time will be rejected.

1.5 Clarification Questions

- 1.5.1 Any queries about this document, the procurement process, or the proposed contract itself, should be referred via email to the Officer detailed in Table B, below, no later than the Deadline for Questions from Potential Suppliers date found in Table A.
- 1.5.2 A copy of all requests for clarifications and the responses will be published to all potential suppliers, where the clarification and response are not considered confidential.
- 1.5.3 If a potential supplier wishes the Council to treat a clarification as confidential and therefore not publish the response to all, it must state this when submitting the clarification. If in the opinion of the Council, the clarification is not confidential, the Council will publish in an anonymised format.
- 1.5.4 The deadline for receipt of clarifications relating to this procurement is set out in the procurement timetable. Clarifications sent to the Council after this deadline may not be responded to.

TABLE B

Name	Ryan Keyte
Job Title	Senior Flood & Water Officer
Telephone number	07815 966 711
E-Mail address	<i>Ryan.Keyte@northnorthants.gov.uk</i>

REQUEST FOR QUOTATION

1.6 Quotation Responses

- 1.6.1 Should you wish to take part in the selection process please complete this RFQ and return via email to the Officer detailed in Table C, below, no later than the Deadline for Submission of Bids date in Table A.

TABLE C

Name	Ryan Keyte
Job Title	Senior Flood and Water Officer
E-Mail address	<i>Ryan.Keyte@northnorthants.gov.uk</i>

1.7 Evaluation of Quotations

- 1.7.1 **THOSE POTENTIAL SUPPLIERS WHO FAIL ANY PASS/FAIL, MANDATORY, COMPULSORY AND/OR ESSENTIAL QUESTIONS WILL BE REJECTED FROM THE RFQ PROCESS.**

- 1.7.2 Any bids which are not compliant or not completed fully will be rejected. If a bid is eliminated for any reason, the price submitted within the quote concerned shall also be excluded from the evaluation. Based on the information provided by Potential Suppliers, each compliant RFQ Response will be evaluated based on the following criteria:

1.7.3 Evaluation Method: Weighted Combination of Quality and Price

- a. Potential Suppliers must pass all pass/fail questions in Section 3: to be considered. Bids not meeting the minimum standards will be rejected.
- b. Price will make up 100% of the evaluation.

REQUEST FOR QUOTATION

SECTION 2: SPECIFICATION

2.1 Scope

- 2.1.1 The flood defence wall is to be designed, so that it will provide suitable flood prevention for a 1 in 100yr + 40%CC storm event.
- 2.1.2 The work will develop on the preferred option identified in the outline business case. Appropriate surveys will need to be undertaken, to formulate the design and confirm its feasibility. The work will conclude with the preparation of a scheme design that is suitable for construction in accordance with relevant standards and a justification for the use of any standards.
- 2.1.3 To achieve this, the work has been split into 4 phases, A to D. At the completion of each phase there is a Hold Point where the Council Project Manager (PM) and residents will review the outputs before giving approval to proceed to the next phase. At each hold point the Risk Register, Decision Register, Constraint Register and Comms Plan are to be reviewed and updated. Hold point reviews should be held just before the programmed end of phase to allow time for any necessary corrective actions to be completed.

Phase A: Scheme Familiarisation

- Review Outline Business Case.
- Site visit, and meeting with residents.
- Design concept and approach.

Phase B: Surveys and Testing

- Determine requirements for technical surveys.
- Identify surveys required.
- Undertake surveys.
- Review surveys.

Phase C: Detailed Design

- Hydraulic modelling to confirm design parameters.
- Design of flood defence wall.
- Outline Delivery Programme.
- Handover of all reports, forms, drawings, and presentation materials.
- Handover meeting.

Phase D: Construction

- Response to TQs (Technical Questions)
- Production of As-built drawings.

REQUEST FOR QUOTATION

2.2 Conditions of Service and/or Works

- 2.2.1 The physical environment and the property boundary line shall be the determining factors for the design output, all efforts shall be made to ensure that there is no reduction in the property area of residential properties.
- 2.2.2 It is essential that the wall be designed to fit in its entirety within the resident's land boundary.
- 2.2.3 A residents owned and controlled management company has been formed for the purposes of holding the land upon which the flood defence wall will be constructed. The management company will hold land ownership of the flood defence wall together with appropriate rights of access over resident's properties to enable ongoing maintenance and repair. All obligation for maintenance and repair will vest with the management company and not with the residents individually, but they will be obliged to contribute towards ongoing costs. Covenants will be built into the individual residents' property titles to allow for this and to bind future property owners to the same arrangement.
- 2.2.4 Please note that the land transfers from various residents to the management company have not yet taken place but are envisaged to do so upon completion of the design phase when there is clarity on the specification, dimensions and location of the flood wall.

2.3 Continuity of Service and/or Works

- 2.3.1 The supplier is required to demonstrate that they have in place.
- Basic business continuity plan containing an overview of the recovery strategies in place for the identified risks and the expected recovery time objectives (RTOs) and recovery point objectives (RPOs). An overview of acceptable disruption and minimum service level agreement.
 - A description of the risk assessment process, including the identified risks, their likelihood, and potential impact of disruption.

2.4 Key Supplier Staff

- 2.4.1 A competent and qualified engineer in good standing is required to authorise design elements on behalf of the supplier. The supplier will be expected to provide details of this individual, their qualifications, and professional accreditations.

REQUEST FOR QUOTATION

- 2.4.2 The supplier shall be required to provide to the council a list of competencies for key staff.

2.5 Statement of Requirements

- 2.5.1 Design and performance criteria.
- 2.5.2 Review the Outline Business Case proposal and evaluate its effectiveness in meeting the requirements set out in Sections 2.5.3 & 2.5.4. Identifying key areas/components/specification that will be critical to the successful design and complete an integration plan.
- 2.5.3 Design working life category 4 - typically 51-120 years design working life.
- 2.5.4 The flood defence wall is to be designed, so that it will provide suitable flood prevention for a 1 in 100yr + 40%CC storm event.
- 2.5.5 The supplier shall be required to outline specific warranties required by the contractor for the construction phase.
- 2.5.6 The supplier shall be responsible for the identification and implementation of design specific specifications that determine the effectiveness of the design. It should be possible to demonstrate that all design elements meet a robust set of guidance and performance criteria from recognised industry standards.
- 2.5.7 Deliverables and Outcomes
- 2.5.8 Phase A: Scheme Familiarisation:
- a) Design concept meeting – PowerPoint presentation.
- 2.5.9 Phase B: Surveys and Testing:
- a) Detailed Survey Plan clearly showing each survey and survey location to be undertaken – PDF format
 - b) A programme of works to include; A list of contractors and details of the works to be carried out and the expected dates.
 - c) Once the plan and cost have received the approval of The Council and The Company. The designer shall procure and supervise the completion of the surveys, ensuring that all information requested in the plan is received and that they are of a sufficient standard and detail for design and construction purposes.
 - d) Detailed report outlining key details for the surveys and testing phase.

REQUEST FOR QUOTATION

2.5.10 Phase C: Detailed Design:

- a) Produce a detailed hydraulic model using a 2D modelling software such as InfoDrainage/TUFLOW or similar (subject to approval) with a detailed report outlining the input parameters & demonstrating that the design will withstand the specified flooding event. - PDF format, computation model in original format.
- b) Detailed design of flood defence wall to include drawings, calculations and report. – PDF, Excel & .dwg format.
- c) Detailed programme of delivery for construction including key dates and stage gates – Excel & PDF format.
- d) Handover meeting TBA by the supplier with The Council and The Company.
- e) Full design project design report, which shall include details of the prior reports from Phase A and Phase B and shall supersede those reports. This should include Value for Money assessment carried out in accordance with the DfT Value for Money Framework. This shall be in addition to the CDM requirements – PDF format.

2.5.11 Phase C: Construction:

- a) Response to TQs
- b) Production of As-built drawings, and health and safety file. – PDF format.

2.5.12 Note: the production of as-built drawings shall be taken as the designer is satisfied that the contractor has met the design brief, it is incumbent on the designer to satisfy themselves that any information provided by the contractor is correct.

2.6 Implementation Criteria

2.6.1 For the implementation timetable please refer to Table A in Section 2.3.

2.7 Performance Monitoring and Review/Project Management

2.7.1 Performance and overall successful completion of the scheme will be measured against the prevention of flooding of all events that don't exceed the 1 in 100yr + 40%CC design parameter to the properties detailed in the scope. This will be monitored by the NNC Flood reporting system.

2.7.2 Project management will be carried out by the Council Flood & Water Officer, with key delivery and performance metrics identified and agreed prior to commencement.

REQUEST FOR QUOTATION

2.8 Data Management / UK General Data Protection Regulation (UK GDPR)

As a data controller, NNC are committed to upholding the principles of UK GDPR and the Data Protection Act 2018 (UK Data Protection Legislation) to ensure:

- That any processing is lawful, fair, transparent and necessary for a specific purpose
- That data is kept accurate, up to date and removed when no longer necessary;
- That data is kept securely and safely; and
- Transparency regarding use of personal (including special category) data.
- The data controller has overall control of the personal data that it holds. The data controller is responsible for ensuring that its data processors are competent to process personal data in line with UK GDPR requirements. Under Article 28(1) data controllers are only permitted to use data processors that can provide “sufficient guarantees” to implement appropriate technical and organisational measures, to ensure the processing complies with the UK GDPR and protects the rights of individuals. There have been no data protection implications identified for the initial provision of this service, as personal and special category data is not being processed. If, at any stage following the commencement of services the supplier requires access to personal data held by the data controller; the data controller will ensure that the appropriate provisions are put in place and documented, to allow the processing to be undertaken in accordance with UK Data Protection Legislation. In this event, in accordance with Article 28 UK GDPR, the supplier as a ‘data processor’ must adhere to the following provisions:
 - 28 (3)(a) only process personal data in line with the data controller’s documented instructions (including when making an international transfer of personal data) unless it is required to do otherwise by UK law.
 - 28(3)(b) the data processor and its personnel must obtain a commitment of confidentiality from anyone it allows to process the personal data unless that person is already under such a duty by statute.
 - 28(3)(c) the data processor is obligated to take all security measures necessary to meet the requirements of Article 32 on the security of processing.
 - 28(3)(d) the data processor should not engage another processor (a sub-processor) without the controller’s prior specific or general written authorisation. Where authorisation is received, the sub-processor must offer an equivalent level of protection for the personal data.
 - 28(3)(e) the data processor must take “appropriate technical and organisational measures” to help the data controller respond to requests from individuals to exercise their data rights.

REQUEST FOR QUOTATION

- 28(3)(f) considering the nature of the processing and the information available, the data processor must assist the data controller in meeting its obligations to investigate and report data breaches to the ICO and data subjects, where applicable.
- 28(3)(g) upon termination of services, the data processor must delete existing copies of the personal data and confirm in writing to the data controller that it has done so, unless UK law requires it to be stored. Deletion of personal data should be done in a secure manner, in accordance with the security requirements of Article 32.
- 28(3)(h) the data processor must provide the data controller with all the information that is needed to show that the obligations of Article 28 have been met; and allow for, and contribute to, audits and inspections carried out by the data controller, or by an auditor appointed by the data controller.
- The Potential Supplier shall comply with any further written instructions with respect to processing by the Council.
- Any such further instructions shall be incorporated into the [Data Protection Schedule](#).
- Once complete please send to the Information Governance Team (IG) team at dpo@northnorthants.gov.uk for review, before submitting.

REQUEST FOR QUOTATION

SECTION 3: SUPPORTING INFORMATION

3.1 PLEASE COMPLETE SECTION 3 BELOW.

General Information		
Question 1:	Scoring Methodology:	Question Answered? Yes/No
1.1. (a)	Full name of the Potential Supplier completing Information	Click to enter text.
1.1. (b) (i)	Registered office address	Click to enter text.
1.1 (b) (ii)	Registered website address	Click to enter text.
1.1. (c) (i)	Trading Status	Choose an item.
1.1. (c) (ii)	*If you selected ' OTHER* ', please specify	Click to enter text.
1.1 (d)	Date of registration in country of origin	Click to enter date.
1.1. (e)	Company registration number	Click to enter text.
1.1. (f)	Charity registration number	Click to enter text.
1.1 (g)	Head Officer DUNS number	Click to enter text.
1.1 (h)	Registered VAT number	Click to enter text.
1.1 (i)	Trading name(s) that will be used if successful in this procurement.	Click to enter text.
1.1. (j)	Are you a Small, Medium or Micro Enterprise (SME)?	Choose an item.
1.1 (k)	If applicable, details of immediate parent company	Click to enter text.
1.1 (l)	If applicable, details of ultimate parent company	Click to enter text.

REQUEST FOR QUOTATION

PLEASE NOTE: To avoid any unnecessary duplication for the Potential Supplier, by signing the Declaration at Question 2, you are also signing to confirm the following, as included in this RFQ Response, and all associated subsections therein contained:

- i. Section 5: Freedom of Information; and
- ii. Section 6: Declaration.

Contact Details and Declaration	
Question 2: Scoring Methodology: Question Answered? Yes/No	
<i>Potential Supplier contact details for enquiries about this RFQ Response</i>	
2.1. (a) Contact name	Click to enter text.
2.1. (b) Name of organisation	Click to enter text.
2.1. (c) Role in organisation	Click to enter text.
2.1. (d) Phone number	Click to enter text.
2.1. (e) E-mail address	Click to enter text.
2.1. (f) Postal address <i>including postcode</i>	Click to enter text.
2.1. (g) Signature <i>electronic is acceptable</i>	Click to enter text.
2.1. (h) Date	Click to enter date.

Insurance
Question 3: Scoring Methodology: Pass/Fail
Potential Suppliers who answer 'No' to any of the levels below will be eliminated from this procurement process.

REQUEST FOR QUOTATION

Insurance		
<i>Please confirm that your organisation already has or is prepared to obtain the level of insurance cover prior to award of the contract? The levels of insurance cover are indicated below.</i>		
3.1.	Employer's (Compulsory) Liability Insurance at no less than £5,000,000 (Five Million Pounds) <i>It is a legal requirement that all Potential Suppliers hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</i>	Choose an item.
3.2.	Public Liability Insurance at no less than £5,000,000 (Five Million Pounds)	Choose an item.
3.3.	Professional Indemnity Insurance at no less than £5,000,000 (Five Million Pounds)	Choose an item.

Requirements under Modern Slavery Act 2015		
Question 4: Scoring Methodology: Pass/Fail <div style="text-align: right; padding-right: 50px;"> Potential Suppliers who answer 'No' will be eliminated from this procurement process. </div>		
4.1. (a)	The Council wants to ensure that within your business and its supply chain, there is no servitude or forced labour, slavery human trafficking, arranging, or facilitating the travel of another person with a view that a person is being exploited or conducting any activities that contain violation of human rights. Please confirm that your supply chain with regards to this quotation response complies with the Modern Slavery Act 2015?	Choose an item.

UK General Data Protection Regulations (UK GDPR)		
Question 5: Scoring Methodology: Pass/Fail <div style="text-align: right; padding-right: 50px;"> Potential Suppliers who answer </div>		

REQUEST FOR QUOTATION

UK General Data Protection Regulations (UK GDPR)		
‘No’ will be eliminated from this procurement process.		
5.1.	<p>The Council wants to ensure that within your business and/or in its supply chain, the processing of personal data and processes in relation to this contract are compliant with the requirements of the UK General Data Protection Regulations (UK GDPR) and Data Protection Act.</p> <p>Please confirm that you and your supply chain with regards to this RFQ response comply with all applicable data protection legislation including but not limited to the UK General Data Protection Regulations (UK GDPR) and Data Protection Act.</p>	Choose an item.

Social Value		
Question 6: Scoring Methodology: For Information Only		
6.1.	<p>Having read the specification what community benefits, will your organisation provide as part of your proposal? Examples include but not be limited to:</p> <ul style="list-style-type: none"> • Sub-contracting locally; • Improvements to the area covered by North Northamptonshire; and/or • Use of apprenticeships. <p>Important Note: Where the Potential Supplier answers in such a way, as to avoid this requirement, but still provides an answer (e.g., “we are unable to offer any benefits as a part of this Contract”), they will be deemed to have not answered the question, which may lead them failing this question and being rejected from the process.</p>	
Answer: Click to enter text.		

REQUEST FOR QUOTATION

Health and Safety

Question 7: Scoring Methodology: Pass/Fail **Word Limit:** 300 words

Are you able to show that you have a general policy and an organization which is responsible for ensuring effective health and safety (H&S) management?

Answer:

Click to enter text.

Word Count: Enter no.

Health and Safety

Question 8: Scoring Methodology: Pass/Fail **Word Limit:** 300 words

Are you able to show your arrangements for ensuring that your H&S measures are effective in reducing/ preventing work-related incidents, occupational ill- health, and accidents?

Answer:

Click to enter text.

Word Count: Enter no.

Health and Safety

Question 9: Scoring Methodology: Pass/Fail **Word Limit:** 300 words

Do you operate a process of risk assessment, capable of supporting safe systems of work?

Answer:

Click to enter text.

Word Count: Enter no.

REQUEST FOR QUOTATION

Equal Opportunity and Diversity	
Question 10: Scoring Methodology: Pass/Fail Word Limit: 300 words As an employer, do you meet the requirements of the positive equality duties in relation to the Equalities Act 2010?	
Answer: <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;">Click to enter text.</div>	
Word Count:	Enter no.

Equal Opportunity and Diversity	
Question 11: Scoring Methodology: Pass/Fail Word Limit: 300 words In the last three years has any finding of unlawful discrimination been made against your organization by any court or industrial or employment tribunal or equivalent body?	
Answer: <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;">Click to enter text.</div>	
Word Count:	Enter no.

Equal Opportunity and Diversity	
Question 12: Scoring Methodology: Pass/Fail Word Limit: 300 words In the last three years, has your organization been found to be in breach of the National Minimum Wage Act 1998?	
Answer: <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;">Click to enter text.</div>	
Word Count:	Enter no.

REQUEST FOR QUOTATION

Environmental Management Policy

Question 13: Scoring Methodology: Pass/Fail **Word Limit:** 300 words

The questions in this module need not be completed if your organization holds a certificate of compliance with BS EN ISO 14001 (or equivalent) issued by a Conformity Assessment Body accredited to provide conformity assessment services to that standard 2, e.g., accredited by UKAS, or you have a valid EMAS certificate, and can provide information to evidence this. If this can be provided, please do so, then proceed to question 16.

Answer:

Click to enter text.

Word Count: Enter no.

Environmental Management Policy

Question 14: Scoring Methodology: Pass/Fail **Word Limit:** 300 words

Do you have documented arrangements for ensuring that your environmental management procedures are effective in reducing/preventing significant impacts on the environment?

Answer:

Click to enter text.

Word Count: Enter no.

Supplementary Questions

Question 15: Scoring Methodology: Pass/Fail **Word Limit:** 300 words

Do you and/or your company have the technical ability to carry out the activities that are the subject of this prequalification questionnaire?

Answer:

REQUEST FOR QUOTATION

Supplementary Questions	
Click to enter text.	
Word Count:	Enter no.

REQUEST FOR QUOTATION

SECTION 4: PRICING SHEET

4.1 PRICING AND COSTS

- 4.1.1 A Potential Supplier's RFQ Response will be rejected if it exceeds the capped budget for this procurement exercise, which is £75,000 (inc. VAT).
- 4.1.2 Please complete the Pricing Schedule at Table F, below, ensuring that you have provided a fixed and firm cost in each of the relevant boxes.
- 4.1.3 All prices quoted must exclude VAT.
- 4.1.4 Should you be successful, your fixed cost for the contract must be included in your RFQ Response and any costs which are not included will not be met by the Council either before or during the contract.
- 4.1.5 Where the Council considers a price to be abnormally low, it may seek clarification and/or an explanation from the Potential Supplier, and the Council may reject any RFQ Response, at its absolute discretion, if it appears to be unreliable.
- 4.1.6 The Potential Supplier with the lowest overall compliant price will be awarded the full Price score. All other RFQ responses will be scored in accordance with the following calculation:

$$= \text{Price Weighting} - \left(\frac{\text{Your submitted price} - \text{lowest submitted price}}{\text{Your submitted price}} \right) \times 100$$

- 4.1.7 An example is provided in Table E, below. This example is based on a 100% price weighting, where the lowest compliant price is £100,000.

TABLE E

POTENTIAL SUPPLIER NO.	POTENTIAL SUPPLIER PRICE OFFER	PRICE CALCULATION	PRICE SCORE	RANK
Potential Supplier 1	£100,000.00	=100% (lowest compliant price)	100	1
Potential Supplier 2	£125,000.00	=100-((125,000-100,000)/125,000)*100	75	2
Potential Supplier 3	£150,000.00	=100-((150,000-100,000)/150,000)*100	50	3

REQUEST FOR QUOTATION

TABLE F

PRICING SCHEDULE		
A.	Detailed Design	£Click to enter text.
B.	Surveys	£Click to enter text.
C.	Additional Costs not otherwise specified	£Click to enter text.
D.	Total Cost (A+B+C) This is the figure that will be used for the price evaluation, as detailed in this document.	£Click to enter text.

TABLE G

DETAILED PRICE BREAKDOWN			
A. Detailed Design			
	Item	Quantity (Units)	Cost
A.1.	Click to enter text.	Click to type.	£Click to enter text.
A.2.	Click to enter text.	Click to type.	£Click to enter text.
A.3.	Click to enter text.	Click to type.	£Click to enter text.
A.4.	Click to enter text.	Click to type.	£Click to enter text.
A.5.	Click to enter text.	Click to type.	£Click to enter text.
A.6.	Click to enter text.	Click to type.	£Click to enter text.
A.7.	Click to enter text.	Click to type.	£Click to enter text.
A.8.	Click to enter text.	Click to type.	£Click to enter text.
A.9.	Click to enter text.	Click to type.	£Click to enter text.
A.10.	Click to enter text.	Click to type.	£Click to enter text.
Sub-Total			£Click to enter text.
B. Surveys			
	Item	Quantity (Units)	Cost
B.1.	Click to enter text.	Click to type.	£Click to enter text.
B.2.	Click to enter text.	Click to type.	£Click to enter text.
B.3.	Click to enter text.	Click to type.	£Click to enter text.
B.4.	Click to enter text.	Click to type.	£Click to enter text.

REQUEST FOR QUOTATION

DETAILED PRICE BREAKDOWN			
B.5.	Click to enter text.	Click to type.	£Click to enter text.
B.6.	Click to enter text.	Click to type.	£Click to enter text.
B.7.	Click to enter text.	Click to type.	£Click to enter text.
B.8.	Click to enter text.	Click to type.	£Click to enter text.
B.9.	Click to enter text.	Click to type.	£Click to enter text.
B.10.	Click to enter text.	Click to type.	£Click to enter text.
Sub-Total			£Click to enter text.
Sub-Total			£
C. Additional Costs not otherwise specified			
	Item	Quantity (Units)	Cost
F.1.	Click to enter text.	Click to type.	£Click to enter text.
F.2.	Click to enter text.	Click to type.	£Click to enter text.
F.3.	Click to enter text.	Click to type.	£Click to enter text.
F.4.	Click to enter text.	Click to type.	£Click to enter text.
F.5.	Click to enter text.	Click to type.	£Click to enter text.
F.6.	Click to enter text.	Click to type.	£Click to enter text.
F.7.	Click to enter text.	Click to type.	£Click to enter text.
F.8.	Click to enter text.	Click to type.	£Click to enter text.
F.9.	Click to enter text.	Click to type.	£Click to enter text.
F.10.	Click to enter text.	Click to type.	£Click to enter text.
Sub-Total			£Click to enter text.
D.	Total Cost (A+B+C+D)		£Click to enter text.

REQUEST FOR QUOTATION

SECTION 5: FREEDOM OF INFORMATION

- 5.1 Information in relation to this RFQ may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000 ("The Act") and your organisation details will be disclosed and/or published where the expenditure is over £500, as per the Government Transparency agenda.

Potential Suppliers must state if any of the information supplied by them is confidential and commercially sensitive or should not be disclosed in response for the Information under The Act. Potential Suppliers must state why they consider the information to be confidential or commercially sensitive.

Note that inclusion below will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in The Act. Note that the Declaration for this Section has been completed and signed at Section 3, Question 2.1 (g) of this document.

INFORMATION/DOCUMENT	REFERENCE/PAGE NO.	REASONS FOR NON-DISCLOSURE	DURATION OF CONFIDENTIALITY
1. Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.
2. Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.
3. Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.
4. Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.
5. Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.
6. Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.
7. Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.
8. Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.
9. Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.

REQUEST FOR QUOTATION

INFORMATION/DOCUMENT	REFERENCE/PAGE NO.	REASONS FOR NON-DISCLOSURE	DURATION OF CONFIDENTIALITY
10. Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.

REQUEST FOR QUOTATION

SECTION 6: DECLARATION

- 6.1 By signing Section 3, Question 2.1. (g) I hereby declare that:
- 6.1.1 I am signing on behalf of the Company named at Section 3, Question 1.1 (a) and am duly authorised to do so;
 - 6.1.2 to the best of my knowledge, the information provided is complete and accurate;
 - 6.1.3 the price in Section 4 is our best offer;
 - 6.1.4 no collusion with other organisations has taken place in order to fix the price;
 - 6.1.5 that there is no conflict of interest in relation to the Council's requirement;
 - 6.1.6 the requirement be subjected to the terms and conditions set out in Conditions of Contract identified at Appendix 1;
 - 6.1.7 that no goods, supplies, services and/or works will be delivered or undertaken until both parties have executed the formal contract documentation as identified at Appendix 1 and an instruction to proceed has been given by the Council in writing; and
 - 6.1.8 I understand that the Council may reject my submission if there is a failure to answer all relevant questions fully or if I provide false and/or misleading information.

REQUEST FOR QUOTATION

SECTION 7: DUE DILIGENCE

- 7.1 The Council will undertake its due diligence in advance of any contract award.
- 7.2 The preferred Potential Supplier(s) will not be awarded the Contract until the Council is satisfied with any further checks and due diligence it has carried out and these will need to be acceptable to the Council before a contract can be awarded. The Council reserves the right to disqualify any Quotation Response which is incomplete.
- 7.3 Due diligence may include credit checks in relation to the preferred Potential Supplier(s) (including each member of any consortium and of any key sub-contractor). This is important to the Council to ensure that any organisation who wishes to enter into a contract with the Council will be in a position to provide the goods, services and/or works on an ongoing basis as agreed within any contract. The Council works with external credit agencies to provide these financial checks.
- 7.4 The Council reserves the right to reject a Potential Supplier from the procurement process, where any findings from the Council's due diligence reveal a serious concern or risk for the Council that cannot be remedied in a reasonable amount of time before award. Potential Suppliers are strongly encouraged to check and manage their financial score within the industry.
- 7.5 The Council reserves the right to revisit any selection criteria questions at any time before award stage, where the Council believes there is a risk that selection responses might have changed. The Council reserves the right to disqualify any Potential Supplier who no longer meets the selection criteria if it originally led to them continuing in the procurement process.

REQUEST FOR QUOTATION

SECTION 8: CONTRACT AWARD

- 8.1 The Council will undertake its due diligence in advance of any contract award.
- 8.2 The Council will notify all Potential Suppliers of its intention to award a contract.
- 8.3 This will include details of the:
 - 8.3.1 the price in Section 4 is our best offer;
 - 8.3.2 Award criteria scores;
 - 8.3.3 Name of the successful provider(s).
- 8.4 The following documents shall form part of the contract between the Council and the successful provider(s):
 - 8.4.1 Specification;
 - 8.4.2 Terms and Conditions plus related Schedules (such as service levels, site plans, asset lists, contracts list, list of transferring employees, relevant policies, etc.);
 - 8.4.3 A pricing schedule (as completed by the Potential Supplier);
 - 8.4.4 Responses to requirements; and
 - 8.4.5 A list of commercially sensitive information.