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| **QUOTATIONS TO BE RETURNED TO:**<https://in-tendhost.co.uk/tamworthbc> | **Invitation Date: 10 June 2025** |
| **IN THE EVENT OF ANY QUERIES, PLEASE USE THE CORRESPONDENCE FACILITY ON THE IN-TEND PORTAL** |

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| **INSTRUCTIONS TO PROVIDERS**1. Quotations are requested for the provision of a Business Investment Readiness Programme2. Quotations **MUST** be made in either pdf format or in a format which is compatible with Office 365 and documents submitted electronically via the in-tend portal at <https://in-tendhost.co.uk/tamworthbc> by: 1. **NOON on Tuesday 08 July 2025.**
2. Any problems uploading submissions **MUST** be reported to the Corporate Procurement Team (Tel: 01827 709371 Email: procurement@tamworth.gov.uk before the submission deadline. Where a provider (the ‘Provider’) of a supply and/or service is unable to upload their submission and the report of the problem is received after the submission deadline, this will result in the disqualification of the submission.
3. Providers must complete the attached price schedule and provide any attached additional information requested.
4. The Provider agrees and accepts that any Quotation submitted by the Provider shall remain open for acceptance for a period of ninety (90) days from the closing date for the receipt of Quotations, and shall not alter, amend, vary or withdraw without the prior written agreement of Tamworth Borough Council (the ‘Council’).
5. Quotations other than on this form will not receive consideration. The Council reserves the right to disqualify Quotations received where the Quotation does not comply with the Specification or any other conditions as stated in the Invitation to Quote (ITQ) document and/or; does not include all documentation or information requested/required by the Council as stated in the ITQ document and/or; requires or implies any variation to the terms and conditions of the contract (the ‘Contract’) as set out in the ITQ document and/or includes Prices and/or Rates which are stated in the Provider’s Quotation as being subject to variation or are uncertain, imprecise or not presented in the form prescribed in the ITQ document.
6. The Council is not obliged or bound to accept the lowest or any Quotation.
7. The Council’s General Conditions of Contract for Provision of Services will apply to any subsequent Contract. Providers may view the Terms & Conditions on the Council’s website at <http://www.tamworth.gov.uk/budgets/spending/tenders-and-contracts>. Providers accept that by responding to this ITQ and in the event their Quotation is accepted, they will enter into and execute a Contract subject to the Terms and Conditions of Contract without amendment, deletion or addition. Providers also accept that by responding to this ITQ they are accepting that the Terms and Conditions of the ITQ and any subsequent Contract are in all circumstances fair and reasonable in all respects and the contractor (the ‘Contractor’) shall be bound by the Terms and Conditions of the Contract forthwith and with effect from the Commencement Date of the Contract.
8. Any correspondence or request for clarification related to this ITQ must be submitted in writing via the Correspondence facility on the In-tend portal. Any such requests must be made at least ninety-six (96) hours prior to the submission return time and date deadline. Queries and/or requests for clarification will NOT be answered after the 4 day deadline. Replies will be sent to all Providers as a Clarification Notice via in-tend, although the anonymity of the person raising the query will be maintained.

10. The Council is responsible for determining the IR35 status of a contractor where they fall under the definition of a personal services company, and will be required to deduct tax at source, including Pay As You Earn (PAYE) and National Insurance (NI), through the Real Time Information (RTI) system where appropriate. |

1. **Introduction**

The Council is looking to appoint a suitably qualified and experienced provider to deliver an investment readiness programme for Tamworth businesses, designed to enhance skills, boost confidence, and provide access to funding opportunities. The programme will also offer an event for businesses to pitch their projects, ultimately leading to successful investments.

This project is funded by UK Governments UK Shared Prosperity Fund (UKSPF) up to 31st March 2026, with the potential to extend for further year dependant on successful delivery of the project and that further funding becomes available.

1. **Background**

The historic market town of Tamworth is rich in heritage. Once the capital of Mercia, Tamworth retains its ancient castle in the heart of the town centre, along with many other historic landmarks, such as the newly refurbished Victorian theatre, Tamworth Assembly Rooms.

The town also hosts numerous leisure attractions, from the nearby Drayton Manor Park to the SnowDome, offering year-round leisure and tourism experiences for all ages and demographics.

Tamworth boasts a varied retail offer including three retail parks with some of the UK’s largest retailers. The town centre holds a collection of real ale pubs and is home to a two-time CAMRA ‘pub of the year’ winner.

With great connectivity, Tamworth lies in the Southeast corner of Staffordshire, just 18 miles north of Birmingham with links to major cities through its road and rail. Proximity to the M42, M6, and A5 makes it an attractive location for businesses and commuters, with potential opportunities for its residents and economy.

In addition, Tamworth is undergoing significant investment through multi-million-pound projects, such as the Future High Street Fund development. Transformative regeneration projects will drive lasting change and improvements to the town, making Tamworth a vibrant place for its growing population of 78,800 people to live, work, visit and do business. To read more about the Future High Street Fund and regeneration projects please visit: <https://transforming.tamworth.gov.uk/>.

**Economic Development Team**

**Current workstreams and provision**

Currently the team offers a variety of internally run business support activities combined with promoting local partner support schemes. Through the UK Shared Prosperity Fund (UKSPF) programme, a specific Town Centre support campaign has been offered across the last three financial years, including grant funding, business advice, and workshops. Networking opportunities are offered throughout the year in association with local partners, from themed small-scale Net-walking events to large exhibition style events.

As the three-year period of UKSPF allocated funding concludes, the Council aims to refresh its approach to business support. This involves broadening the scope of existing schemes to ensure that support is not solely limited to town centre businesses but also focused more on growing businesses throughout the borough.

Previously, UKSPF has directly funded a range of start-up schemes to encourage and support potential entrepreneurs to start a business and gain support within the early stages of operating. A provision for town centre businesses was established and delivered across the three-year UKSPF fund period, and included a mixture of workshops, networking activities, business adviser support as well as a grant scheme.

The Fund had also allocated a provision for additional support to grow Tamworth Market, with a range of marketing activities and events to enhance the current offer, attract footfall and new demographics.

Tamworth businesses have also benefited from the help of the Stoke-on-Trent and Staffordshire Growth Hub, who offer advanced support in the region, offering 1-1 advice from a dedicated adviser.

Economic Development officers sit on the Lichfield and Tamworth Chamber of Commerce committee and work directly with the Chamber on a range of initiatives including funding their Future Faces scheme, aimed for young professionals within local businesses, offering professional development and networking opportunities.

Tamworth is also equipped with two Council owned and operated Enterprise Centres in the town centre, offering serviced-office spaces for small business, virtual mailboxes and meeting room facilities. The first enterprise centre is a popular asset for local businesses, with full occupancy, which has led to the development and recent opening of a second centre. The Economic development team will also be managing flexible lease premises on the high street called Town Hall Place, which will host a number of different independent business owners.

The Council has some exciting changes and opportunities ahead, and the Economic Development team is pushing forward with planning its future work streams in a data-driven direction and has dedicated resources to understand more about Tamworth’s place as a visitor and business destination. The team have recently procured several feasibility studies that reflect key aspects of Tamworth’s offer including current state of its market, wider place investment offer, tourism and businesses which can help inform the needs of the local economy.

The Council is also developing a new Economic Development strategy with help from a procured consultant, ERS. The strategy aims to put in place a vision and a robust action plan for Tamworth’s economy for the next five years, which will aim to support the delivery of key projects seeking to provide opportunity and success for businesses.

**Future Plans**

The Government have announced an additional year 2025-2026 of UKSPF funding. Where many of the initiatives detailed above will be extended, with some additionality being made for new schemes to be introduced within the provision of support, including this contract.

The Council has gained valuable insights from delivering previous support contracts and schemes delivered in-house.

Grant schemes delivered through the UK Shared Prosperity Fund (UKSPF), and earlier initiatives, have consistently seen strong uptake, with high levels of business enquiries highlighting a clear demand for funding and finance. These needs typically include capital equipment purchases, premises expansion, start-up costs, and other growth-related projects. The Council has a proven track record in delivering a range of grant programmes, from small start-up business grants to more innovation-focused funding schemes.

Over the past three years, through UKSPF, the Economic Development team has successfully allocated £71,500 in grants, supporting nineteen (19) individual businesses. While this demonstrates strong engagement, the relatively modest funding per business has made it challenging to evidence significant long-term impact, particularly in the face of rising operational costs and workforce retention challenges.

Recognising this, the Economic Development team sees a strategic opportunity to shift from issuing small-scale grants to investing in a more impactful, long-term solution: an Investment Readiness Programme. Rather than distributing limited funds through one-off grants, the Council proposes to support businesses in developing the skills, confidence, and knowledge needed to access larger and more sustainable sources of funding.

This new approach aims to empower businesses to secure higher value investment, whether through government schemes, angel investors, or private sector partnerships. By building capacity in areas such as pitch preparation, funding application writing, and strategic financial planning, the programme will reduce dependency on Council grants and open up the broader funding landscape to local enterprises.

Ultimately, this shift in strategy is designed to unlock greater economic potential for Tamworth. By targeting businesses with strong growth potential, regardless of sector, size, or location, the Council aims to stimulate expansion, job creation, and long-term resilience across the borough.

1. **SPECIFICATION**

The Council is seeking a suitably qualified and experienced provider to design and deliver an Investment Readiness Programme aimed at supporting local businesses to become more competitive in securing external funding and investment. The programme will replace small-scale grant schemes with a more strategic approach to business growth and securing funding.

**The primary objectives of the programme are to:**

* Equip and develop businesses with the skills and confidence to secure large scale funding and investment.
* Reduce reliance on Council issued grants and funding.
* Empower businesses to lead on seeking and securing funding and finance.
* Stimulate business growth, innovation, introduction of new products or services and job creation in Tamworth.
* Build a sustainable pipeline of investment-ready businesses.
* Create and deliver a platform for businesses to pitch their projects and connect them to viable investors.

**Eligible Businesses:**

* Existing businesses with growth potential.
	+ Provider to put in place assessment process to determine if the business is suitable and has ‘growth potential’.
* Start-ups with scalable business plans and potential.
* Businesses across all sectors and locations within the Tamworth borough boundary.

**Programme Requirements and Outputs:**

* The programme is to be delivered in cohorts, with a minimum of two (2) cohorts per year.
* Each cohort should contain at least six (6) businesses, with a target of twelve (12) businesses receiving support from this programme.
* At least eight (8) businesses to receive Investment within a year as a result of undertaking the programme.
* Each cohort’s programme should include a series of structured workshops (minimum of 5 sessions) covering key themes, such as but not limited to:
	+ Investment readiness and funding landscape
	+ Business planning and financial forecasting
	+ Pitching and presentation skills
	+ Navigating public and private funding sources
	+ Investor engagement and relationship building
	+ Any other themes identified as necessary to build the appropriate skills and achieve the objective of the project.

The list above is not exhaustive, and the Economic Development team remains open to expert recommendations on themes and topics that could enhance the programme’s impact and maximise outcomes for participating businesses.

* Cohorts must participate in a live pitching event (or two (2), depending on cohort size and timescales), where they can present their business case to a panel of potential investors, funders, or stakeholders.
* The provider will be responsible for organising and facilitating these events, including securing relevant attendees, however support will be provided by the economic development team to ensure that the event is viable, and the Provider receives adequate support required to deliver this successfully.
* The economic development team is to be included in the progress of the event with regards to any key decision making; attendees, funders, and any other decisions that could impact on the delivery and outcomes.

**Additional Programme requirements:**

* The Provider is to be available to cohort participants and offer suitable ongoing support.
* Participants must receive 1:1 mentoring or advisory support throughout the programme including offering any support in refining their project ideas where appropriate.
* Pitch practice sessions to support participants with their presentation and pitch delivery skills.
* The Provider must offer follow-up support for at least three (3) months post-programme to assist businesses in applying for funding and implementing their growth plans.

**Promotion and lead generation:**

* The Provider will need to actively promote and engage with potential businesses to encourage uptake.
* Promotional campaigns and active presence by the Provider will need to be established through lead generation, active engagement and promotion of the scheme to ensure businesses are aware of the support initiative.
* The Provider will be required to work with Tamworth Borough Council economic development team and their newsletter Provider to produce marketing information and content for regular business updates and announcements.

**UKSPF Interventions:**

Additional to the programme requirements and outputs listed above, this contract will contribute towards the following UKSPF outcomes and outputs:

**Performance Monitoring:**

The Provider must submit monthly progress reports to the Council, including:

* Number of businesses engaged
* Attendance and participation numbers, and names of businesses attended – including written record of attendees (e.g. sign in sheets completed for each workshop).
* Workshop feedback and satisfaction
* Case studies or success stories
* Breakdown of how many businesses delivered a pitch, overview of their project, which businesses received funding and funding amounts.
* Provider will be required to develop and put in place their own metrics and measures that determine and score individual business’ ‘investment readiness’, and other relevant performance indicators to track and measure improvement and impact of the workshops. This is to be shared with the economic development team in progress meetings and for reporting.

**Impact Evaluation:**

A final evaluation report must be submitted at the end of the contract, detailing:

* Number and value of funding applications submitted and secured
* Business growth outcomes
	+ Jobs created (Number of Full time equivalent (FTE))
	+ Jobs retained or secured as a result of funding (Number of Full Time equivalent (FTE))
	+ Number of new or improved services or products launched as a result of funding
	+ Number of businesses securing funding
	+ Any further funding bids attained following completion of the programme (if any)
* Feedback on long-term impact on business confidence and investment readiness improvement
* The provider must conduct follow-up interviews with participants to assess outcomes and gather qualitative feedback.

**Meetings and Contract Monitoring:**

The Provider is required to attend regular meetings with the Economic Development team to review and update progress of project.

As part of the Contract, the Provider will be expected to attend at a minimum the following meetings virtually or in-person, depending on agreed preference.

* A contract inception meeting,
* A data scoping meeting,
* Monthly progress meetings,
* A Contract closure meeting.

The Council expect at least one (1) meeting to be held in person early in the Contract.

Additional meetings can be scheduled as required to ensure successful and meaningful delivery of project.

The Provider must keep accurate records of all work completed within this project, including involvement with businesses, individuals and organisations during the course of the Contract including contact details, and pass these on to the Council by the end of the contract period.

**Budget:**

Total budget allocated for this programme, for this financial year, is £70,000.00

The budget for this project is fixed. The Provider must complete the table below with a breakdown of how the funds will be allocated. This will enable the evaluation team to assess the proposal in terms of value for money and ensure that resources are being used effectively to maximise the benefit for participating businesses. Clear justification of costs will support transparency and demonstrate the best use of funds to deliver impactful outcomes.

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| Please itemise funding below: Show how costs have been calculated (e.g. For staff costs indicate cost per session or hour).  |
| **Activity Item** | **How Calculated** | **Amount** |
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**EVALUATION GUIDANCE**

**What MUST be submitted by the Provider with their Quotation?**

Providers must include the following when submitting their Quotation:

1. A completed Funding Table.
2. A completed Additional Information Required form.
3. Sufficient information and detail to address the requirements described below under Section 2 – Quality for each listed criterion. Failure to provide the required information with your Quotation will result in your submission losing marks.
4. Sufficient information and detail to address the requirements described below under Section 3 – Social Value. Failure to provide the required information with your Quotation will result in your submission losing marks.

**Evaluation Procedure & Guidance**

The evaluation process will identify the most advantageous Quotation and the Contractor will be selected on this basis and the Contract awarded. As stated in paragraph 7 of the Instructions to Providers, the Council is not obliged or bound to accept the lowest or any Quotation.

The criteria to be used by the Council in the evaluation process will be those set out below which include:

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| **ITEM** | **CRITERIA** | **WEIGHTING** |
| **1** | **Quality** | **95%** |
| **2.** | **Social Value** | **5 %** |

1. **QUALITY**

The overall weighting for Quality is 95%. This has been further broken down into the questions and weightings below.

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| **Q1. Project, Delivery & Implementation** | **Weighting 30%** |
| Please explain your approach to delivering the project. Your response should include, but not be limited to:* Your intended approach to delivering the project, including how you will source, identify and assess for suitable growth potential businesses or sole traders, how you will generate leads to maximise uptake and support participants to secure funding and growth opportunities.
* Delivery Plan, including how you will source appropriate funders and investors for participants to pitch to, and how you will ensure delivery outputs, requirements and outcomes are met.
* a description of the key risks to the successful delivery of the project and your mitigation proposals.
* Please include breakdown of costs that support an efficient and impactful project delivery.

**Assessment Criteria****The level of which the Contractor has demonstrated and evidenced (including the use of Case Studies where relevant):*** Clear, detailed, realistic proposals providing reassurance that all aspects of the project will be met.
* A robust and well-defined approach to sourcing, identifying, and assessing businesses or sole traders.
* A defined strategy for sourcing appropriate funders and investors for participants to pitch to, including evidence of existing networks, partnerships, or outreach plans to engage relevant stakeholders.
* Response demonstrates an understanding of the requirements set out in the specification.
* Knowledge and understanding of key risks with effective proposals to mitigate.
* Project costs are clear and transparent, show value for money and support the core aims of the programme delivery.
 |
| **Please respond below in no more than 1000 words** |

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| Q2. Key Personnel, Staffing, Capacity and Experience to Deliver the project | **Weighting 25%** |
| 1) Please identify the key personnel who will be involved in the delivery of the contract detailing as a minimum the relevant qualifications, experience and competencies of each individual and how they will utilise previous experience and specific competencies to ensure successful delivery of the project and add value to the project. Please include how you will ensure staff are trained and compliant with GDPR regulations, including any measures in place to safeguard participant data, data access, retention, and deletion, and any third-party data processes are complied with. This could be in reference to handling sensitive business information or sole trader personal details. 2) Please outline how your team will be organised and managed to ensure a successful high-quality delivery of the contract, including details of how you will ensure that sufficient resource is allocated to this contract and how this project fits into the current commitments and workload of the proposed team. Please identify who will be the Contract Lead.Tenderers must clearly demonstrate and evidence the following within their response:* The proposed delivery team have the relevant qualifications, skills, and competencies to ensure successful delivery of the contract within the timescale.
* Clear and effective organisational structure identified and outlined demonstrating robust team management.
* Capacity to deliver and effective workload management and resource allocation providing confidence that the contract lot can be delivered within the timescales.
* Clear compliant approach to managing personal and business data in line with GDPR requirements.
 |
| **Please respond below in no more than 1000 words** |

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| **Q3 Business Continuity** | **Weighting 10%** |
| Please explain how you will ensure contract delivery will remain on target and a quality service will be maintained in the event of unavailability of key personnel (for example in the event of staff illness) or in respect of areas where expertise within your company may be lacking.**Assessment Criteria*** Clear contingency arrangements in place to ensure unavailability of personnel will not impact on contract delivery and meeting the required targets.
* Proposals are clear, realistic and provide reassurance adequate arrangements will be in place.
 |
| **Please respond below in no more than 500 words** |

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| **Q4 Case Studies** | **Weighting 20%** |
| Please provide details of up to two contracts, to meet the technical and professional ability criteria set out in the ITQ documents, 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. Where this procurement is for supplies or services, the examples must be from the past three years. The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.**For each contract, please provide the following information:*****Assessment Criteria:**** Response provided including all information,
* Examples are relevant in size & nature to the service outlined in the specification and demonstrates delivery of similar projects.
* Track record of successful delivery
 |
| **Example 1** |
| **Name of customer organisation** |  |
| **Point of contact in the organisation** |  |
| **Position in the organisation** |  |
| **E-mail address** |  |
| **Description of contract (in no more than 300 words)** |  |
| **Contract Start date** |  |
| **Contract completion date** |  |
| **Estimated contract value** |  |
| **Example 2** |
| **Name of customer organisation** |  |
| **Point of contact in the organisation** |  |
| **Position in the organisation** |  |
| **E-mail address** |  |
| **Description of contract (in no more than 300 words)** |  |
| **Contract Start date** |  |
| **Contract completion date** |  |
| **Estimated contract value** |  |

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| **Q5 Monitoring and Impact Measurement** | **Weighting 10%** |
| Please provide a clear and comprehensive approach to measuring the growth and development of participating businesses throughout the programme. This should include how you will assess each participant’s initial skill levels, business readiness, and baseline investment potential, such as through self-assessments, diagnostic tools, or benchmarking frameworks. Additionally, outline how progress will be monitored and measured over the course of the programme, including key indicators of improvement and final outcomes such as pitch readiness and potential to secure investment. If you plan to use any specific tools, frameworks, or methodologies to track progress and evaluate impact, please describe them in detail. **Assessment Criteria*** Proposal clearly outlines a structured and realistic approach to assessing the growth and development of participating businesses throughout the programme.
* The provider demonstrates how they will establish a baseline for each participant, including initial assessments of skill levels, business readiness, and investment potential.
* The use of assessment tools, benchmarking frameworks, or diagnostic methods is clearly explained and appropriate to the programme’s objectives.
 |
| **Please respond below in no more than 500 words** |

Each criterion will be marked on a scale of 0 to 5. The table below sets out how these marks are allocated:

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| **0** | **Unacceptable** | Unable to assess due to the lack of evidence/unsatisfactory level of detail provided. The proposal does not demonstrate an understanding of the Council’s requirements and issues with the proposal either being non-compliant or with a major risk that the intended outcomes/ performance standards will not be achieved and delivered |
| **1** | **Poor** | The proposal demonstrates extremely limited understanding of the Council’s essential requirements, with a significant risk that the majority of the intended outcomes/ performance standards will **not** be achieved and delivered with the level of evidence in support of the proposal deficient in the majority of areas. Proposal shows significantly more weaknesses than strengths. |
| **2** | **Concern** | The proposal demonstrates some understanding and addresses some of the Council requirements. There is a risk that some of the intended outcomes/ performance standards will **not** be achieved and delivered with the level of evidence in support of the proposal deficient in certain areas and requires the reviewer to make assumptions. Proposal shows a balance of weaknesses and strengths. |
| **3** | **Acceptable** | The proposal demonstrates reasonable understanding of all or most of the Council requirements and issues and provides an acceptable degree of confidence that all or most of the intended outcomes/ performance standards will be achieved and delivered with an acceptable level of evidence in support of the proposal, but with some minor reservations. Proposal shows more strengths than weaknesses. |
| **4** | **Good** | The proposal demonstrates a good understanding of all of the Council’s essential requirements and issues and provides a high degree of confidence that all or most of the intended outcomes/ performance standards will be achieved and delivered with the level of evidence in support of the proposal fully meeting expectations. |
| **5** | **Excellent** | An excellent response which demonstrates a comprehensive understanding of all of the Council’s essential requirements and issues and providing an exceptional degree of confidence that all or most of the intended outcomes/ performance standards will be achieved and exceeded in most respects with the level of evidence in support of the proposal exceeding expectations and demonstrating clear and strong evidence of delivery. |

Once marked, each response to the criterion shall have its score calculated as follows:

Mark Awarded x Weighting (%) = Score

Maximum Mark Available

1. **Social Value**

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| **Q1 Social Value** | **Weighting 5%** |
| The Council is actively seeking providers who share their commitment to proactively deliver social value to the Borough. Bidders are free to choose those measures that are proportional and relevant to their business and this contract from the attached Social Value Priorities and Pledges document.**Assessment Criteria*** Proposals are clear, realistic and provide reassurance that the provider has a credible process in place to deliver the pledges being offered.
* Any pledges promised will need to be evidenced throughout the term of the contract. The Provider must detail how they will measure the pledges and report back to the Council.
 |
| **Please respond below in no more than 500 words** |

Responses for Social Value will be marked on a scale of 0 to 5. The table below sets out how these marks are allocated:

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| **Score** | **Rating** | **Rationale** |
| **0** | **Unacceptable** | **Does not meet the requirement. Does not comply and/or provides insufficient information to demonstrate that the bidder has the understanding or ability to deliver social value commitments.** |
| **1** | **Very Poor** | **Significant reservations regarding the bidder's understanding and ability required to provide social value, with little or no ' evidence to support the response** |
| **2** | **Concern** | **Some reservations regarding the bidder's understanding and ability required to provide social value with minimal evidence to support the response**  |
| **3** | **Acceptable** | **Satisfies most aspects of the requirement. The response demonstrates the commitment, understanding and ability required to deliver social value, with evidence to support it and where the evaluator has reservations, these are minor in nature**  |
| **4** | **Good** | **Satisfies all or almost all aspects of the requirement with good clarity. The response demonstrates the understanding, relationships and ability required to deliver social value. The response clearly identifies clear local responses and provides a clear action plan for delivery. Whilst there may be slight deficiencies in some areas these do not detract from the overall solution offered.** |
| **5** | **Very Good** | **Satisfies all aspects of the requirement. The response demonstrates exceptional local awareness, understanding and ability required to deliver social value. Response identifies factors that will offer a clear lasting legacy locally with a robust local action plan** |

Once marked, each response to the criterion shall have its score calculated as follows:

Mark Awarded x Weighting (%) = Score

Maximum Mark Available

**Funding Table**

1. A fixed price of £70,000 is available for this project. All Prices shall be exclusive of Value Added Tax but must include all charges, costs, disbursements and expenses (including, without limitation, all costs and charges for labour, parts, materials, travelling and other expenses, all relevant taxes, other than Value Added Tax, duties and other relevant and applicable sums). Provided that the Services have been properly delivered to and accepted by the Council, payment shall be due twenty-eight (28) days from the date of receipt and acceptance of correct invoice documentation by the Council. Invoices must be e-mailed to creditors@tamworth.gov.uk and **MUST** clearly state the Contract Number together with the relevant Purchase Order Number at that time.

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| Please itemise funding below: Show how costs have been calculated (e.g. For staff costs indicate cost per session or hour).  |
| **Activity Item** | **How Calculated** | **Amount** |
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| We hereby offer to provide the services at the prices stated on this and any attached forms in accordance with Tamworth Borough Council’s General Conditions of Contract for Provision of Services. |
| Signed: | Date: |
| Full Name: | Designation: |
| Company Name: |
| Company Address: |
| Tel No. | E-Mail Address: |

**ADDITIONAL INFORMATION REQUIRED**

Please ensure that all questions are completed in full and in the format requested. Providers may attach details to their Quotation but please ensure they keep to the following format.

Whilst reserving the right to request information at any time throughout the procurement process, the Council hereby enables the Provider to self-certify in their Quotation submission that they comply with the requirements listed below. Providers who self-certify that they meet these requirements may be required to provide evidence of this if they are successful at contract award stage. If the relevant documentary evidence is not provided upon request and without delay, we reserve the right to amend the contract award decision and award to the next compliant bidder.

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| 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\* = £10,000,000 | YES/NO |
| Public Liability Insurance = £5,000,000 | YES/NO |
| Professional Indemnity Insurance | N/A |
| \* *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.* |

**Please note that a failure to answer “Yes” to the above questions may result in your tender being rejected.**

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| Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015 |
| 1. Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?
 | YES/NO |
| 1. If you have answered yes to the above question are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?
 | YES*(Please provide the relevant URL …)*NO*(Please provide an explanation)* |

**Please note that where you have answered “Yes” to question (a) above, a failure to answer “Yes” to question (b) above may result in your tender being rejected.**

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| Please provide the number of employees in your organisation  |  |

**The above question is for information only**

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| Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. | YES/NO |

**Please note that a failure to answer “Yes” to the above question may result in your tender being rejected.**

**IMPORTANT**

The Provider must declare any conflict of interest in relation to the Council’s requirement. The Council may exclude the Provider if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Provider to inform the Council, detailing the conflict in a separate Appendix to their Quotation. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the Council should not represent a conflict of interest for the Supplier.

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| Signed: | Date: |
| Print Name: |  |
| Designation: | Company: |
| Tel No: | E-Mail Address: |