



**West
Northamptonshire
Council**

E Quote

(£24,999-£99,999)

Kerbside Waste Collection - Review of Current Service and Recommendations for Future Provision

E QUOTE

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SECTION 1: INTRODUCTION

1. General Requirements

- 1.1. West Northamptonshire Council ("Authority") wishes to invite quotations for the supply of consultancy services in respect of this requirement.
- 1.2. All quotations should be completed on this form and be returned before the quotation deadline of Monday 1st September 2025, 5pm.
- 1.3. Potential Suppliers should satisfy themselves of the accuracy of all fees, rates and prices quoted, since they will be required to hold these or withdraw their quotation Response in the event of errors being identified after the Deadline for Submission of quotations.
- 1.4. Expressions of interest should be provided by email to wasteprocurements@westnorthants.gov.uk

2. Specification

- 2.1. The attached brief (Appendix 1) details the requirements of the specification, please ensure that you familiarise yourself with the detail contained within the specification and submit your quotation based on this specification.

3. Quotation Response

- 3.1. Please ensure that all questions are completed in full, and in the format requested. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
- 3.2. Please enter your pricing on the basis that you are making a quotation on the conditions of the Terms and Conditions and the Specification as supplied in this E Quote.
- 3.3 All prices submitted must be stated in pounds sterling and the submission totalled and be exclusive of VAT.
- 3.4 All costs (exclusive of VAT) concerned in the delivery of this contract must be included within the total price for example admin, travel, venue costs. Any costs excluded or omitted can't be introduced later.

- 3.5 Please provide answers to the questions below and enter the costs into the tables below.

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3.6	Technical and Professional Ability
3.7	Relevant experience and contract examples
10 %	<p>Please provide details of up to three contracts, 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. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.</p> <p>If you cannot provide examples, see question 3.8</p>

	Contract 1	Contract 2	Contract 3
Name of customer organisation			
Point of contact in the organisation			
Position in the organisation			
E-mail address			
Description of contract			
Contract Start date			
Contract completion date			
Estimated contract value			

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3.8 (Included with 3.7)	<p>If you cannot provide at least one example for questions 3.7, in no more than 500 words please provide an explanation for this e.g., your organisation is a new start-up, or you have provided services in the past but not under a contract. Please provide information of experience gained which is relevant to this brief within your explanation.</p>
3.9 10%	<p>Please describe the team you would deploy on this project and how it would be equipped to meet the Councils' requirements. (Not more than 1,200 words, but CVs of key team members may be appended to this document.)</p>
3.10 5%	<p>Do you believe you can meet the Council's initial timescales for the start of the project (as set out in the brief)? Please indicate yes or no, and if not, please indicate what timescales you consider you could deliver. Please include a draft timetable or Gantt chart for this work. Please provide details of your estimated timescales to produce the full review and recommendations. (Not more than 750 words.)</p>
3.11 35%	<p>Please outline how you would prepare your detailed review and address each of the three main elements of the project; benchmarking, delivery method and the additional considerations. How do you propose to work with the council's waste services team? How do you propose to review services and make informed recommendations, benchmarking best practice in terms of performance and cost in collection services. How do you propose to inform your views and recommendations, considering the diverse demographics and geography of the 3 areas, to provide an effective authority wide service. (Not more than 1,000 words).</p>

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3.12 40 %	Price for Review and Recommendations of Collection Services – parts 1 to 3 inclusive; Part 1: Benchmarking and Recommendations for Waste Collection Service Improvements Part 2: Delivery Methods Part 3: Additional Considerations

4 Clarification Questions

4.1 Any clarification questions relating to this E Quote must be submitted by email to wasteprocurements@westnorthants.gov.uk

4.2 If a Potential Supplier wishes the Authority to treat a clarification as confidential and not issue the response to all Potential Suppliers, it must state this when submitting the clarification. If in the opinion of the Authority, the clarification is not confidential, the Authority will inform the Potential Supplier, who will have an opportunity to withdraw it. If the clarification is not withdrawn, the response will be published to all Potential Suppliers.

Deadline for bidder clarification questions, Wednesday 13th August 2025, 12pm.

Deadline for responses to clarification questions, Friday 22nd August 2025, 5pm

5. Award Criteria

5.1. The Award Criteria Questionnaire carries a total weight of 60% quality and 40 % price.

5.2. The scores from these sections will be added together and the Potential Supplier with the highest overall score will be awarded the contract.

6 Evaluation and Moderation of Quality

6.1. An initial examination will be made to establish the completeness of the Quotation Responses. The Authority reserves the right to reject any quotation submission which is incomplete.

6.2. The Authority reserves the right (but is not obliged) to seek clarification of any aspect of a Potential supplier's tender during the evaluation stage. Potential suppliers shall

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respond to such requests promptly and within any given deadline. Potential suppliers may be rejected if they do not satisfactorily respond within the given deadline.

6.3. Should the Evaluation Panel, in its reasonable judgement, identify a fundamental failing or weakness in any Quotation Response then that Quotation Response may, regardless of its other merits, be excluded from further consideration.

6.4. Evaluation shall be based on the following scoring matrix

4	3	2	1	0
Considered to be an OUTSTANDING response on the basis that: • It addresses all relevant requirements; and/or • The supporting detail is clear and robust and provides evaluators with the utmost confidence that all requirements will be delivered to the highest standard.	Considered to be a GOOD response on the basis that: •It addresses all relevant requirements; and/or •The supporting detail is clear and provides evaluators with confidence that the requirements will be delivered to a good standard.	Considered to be an ACCEPTABLE response on the basis that: •It addresses most of the requirements; and/or •The supporting detail is clear for the most part and provides evaluators with an understanding that the requirements it does address will be met to an acceptable level.	Considered to be a LIMITED response on the basis that: •Overall, it lacks sufficient detail or is perceived to be unclear, meaning that evaluators are not confident that the requirements will be delivered to an acceptable level.	Considered to be a POOR response on the basis that: •No response is provided; or •It does not answer the question or is completely irrelevant.

7 Evaluation and Moderation of Price

7.1. If a Potential Supplier fails to provide fully for the requirements of the E Quote, it must either:

- absorb the costs of meeting the Authority's full requirements within its tendered price or;
- withdraw its tender.

7.2 The Qualified Bidder with the lowest overall compliant price will be awarded the full Price score.

An example is provided, below. This example is based on a 40% price weighting where the lowest compliant price is £10,000. Qualified Bidders who receive a minus score will receive a zero (0) score for price for the purposes of evaluation.

Qualified Bidder	Tender Price	Price Calculation	Price Score
1	£10,000	=40% (lowest compliant price)	40
2	£12,000	=40-((12,000-10,000)/10,000)*100	20
3	£20,000	=40-((20,000-10,000)/10,000)*100	-60

7.3 Qualified Bidders should satisfy themselves of the accuracy of all fees, rates and prices quoted, since they will be required to hold these or withdraw their Response in the event of errors being identified after the Deadline.

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8 Award Process

8.1. When the Authority has made a final decision to award the Contract, the Authority will notify the successful Supplier of the Authority's decision to award the Contract.

8.2. Alongside the intention to award the Authority will also send the Terms and Conditions for signature.

8.3. The contract will only take effect when the Contract Documents have been signed by both parties (not on the issue of the contract documents). Until this point the Authority will not be liable for any cost incurred by the Supplier.

8.4. The following documents shall form part of the contract between the Authority and the successful supplier(s):

- Consultants' Brief
- Terms and conditions plus related Schedules if applicable

9 Appendices

9.1 The following Appendices are attached.

- Appendix 1 – Brief for Review of Collection Services for West Northamptonshire Council
- Appendix 2 – Terms and Conditions for Service Contracts up to £100,000 WNC