



## Flitwick Town Council

### Quotation Template

The Council are not bound to accept the lowest or any Quotation. The Council also reserve the right to accept the whole or any part of any Quotation submitted. The Council will check each Quotation initially to ensure it has kept to the Rules of the RFP.

The Council reserve the right to seek clarification from any of the Tenderers during the evaluation period. This may be in writing or by means of a clarification meeting. This is to help the Council to consider the Quotations.

As part of the Quotation submission we are seeking detailed information on how the individual elements of this contract will be delivered as well as a pricing breakdown. The overall Quotation will be evaluated with each component weighted as follows:

Criteria	Weighting
Technical Expertise & Qualifications	20%
Cost & Pricing Structure	50%
Reference & Past Performance	20%
Innovation & Value Added Services	10%
<b>Total</b>	<b>100%</b>

Each question within the elements listed above will be scored using the following scale of awarding marks between 1 and 10:

0-3	Completely unsatisfactory response – limited or no relevant information. Respondent would have serious difficulty delivering the required standard.
4	Fair response – Respondent would only meet some of the requirements of the contract some of the time.
5-6	Acceptable response – Respondent would be likely to meet basic contract standards but further work required to ensure standards are met consistently.
7-8	Good response – clearly indicating Respondent has fully understood and can apply and deliver all the required contract standards.
9-10	Excellent response - clearly indicating Respondent has fully understood and can apply and deliver all the required contract standards <u>and</u> includes robust and deliverable proposals to provide additional benefit to the Council.

## **Technical Expertise & Qualifications**

The following questions will form part of your tender submission and count for a total of 20% of the overall scoring, the table below provides a summary of how marks are broken down across these areas:

<b>Technical Expertise &amp; Qualifications</b>	<b>Score</b>
<i>1. Certifications and accreditations</i>	
<i>2. Knowledge of required systems, platforms, and technologies</i>	
<i>3. Compliance with industry standards (e.g., British Standards and Building regulations Part L)</i>	
<i>Total</i>	

### **Question 1: Certifications and accreditations.**

**Question 2: Knowledge of required systems, platforms, and technologies.**  
*(use additional space if needed but a maximum of 500 words)*

**Question 3: Compliance with industry standards (e.g., British Standards and Building regulations Part L)**  
*(use additional space if needed but a maximum of 500 words)*

## **Cost & Pricing Structure**

The following questions will form part of your tender submission and count for a total of 50% of the overall scoring, the table below provides a summary of how marks are broken down across these areas:

<b>Cost &amp; Pricing Structure</b>	<b>Score</b>
<i>1. Transparent pricing model</i>	
<i>2. Additional charges/rate card for emergency support or out-of-scope work including maintenance &amp; servicing</i>	
<i>3. Warranties &amp; assurances</i>	
<i>Total</i>	

### **Question 1: Transparent pricing model.**

*(use additional space if needed but a maximum of 500 words)*

### **Question 2: Additional charges/rate card for emergency support or out of scope work including maintenance and servicing.**

*(use additional space if needed but a maximum of 500 words)*

### **Question 3: Warranties & Assurances.**

*(use additional space if needed but a maximum of 500 words)*

## **References & Past Performances**

The following questions will form part of your tender submission and count for a total of 20% of the overall scoring, the table below provides a summary of how marks are broken down across these areas:

<b>References &amp; Past Performances</b>	<b>Score</b>
<i>1. Client testimonials and case studies</i>	
<i>2. Track record with similar contracts or businesses</i>	
<i>Total</i>	

### **Question 1: Client testimonials and case studies.**

*(use additional space if needed but a maximum of 500 words)*

### **Question 2: Track record with similar contracts or businesses.**

*(use additional space if needed but a maximum of 500 words)*

## **Innovation & Value-Added Services**

The following questions will form part of your tender submission and count for a total of 10% of the overall scoring, the table below provides a summary of how marks are broken down across these areas:

<b>Innovation &amp; Value-Added Services</b>	<b>Score</b>
<i>1. Proactive maintenance and monitoring</i>	
<i>2. Economical and environmental</i>	
<i>3. Additional services (staff BMS training, fault diagnostics)</i>	
<i>Total</i>	

### **Question 1: Proactive maintenance and monitoring.**

*(use additional space if needed but a maximum of 500 words)*

### **Question 2: Economical and environmental.**

*(use additional space if needed but a maximum of 500 words)*

### **Question 3: Additional services (staff BMS training, fault diagnostics)**

*(use additional space if needed but a maximum of 500 words)*