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**Request for Quotation**

**Dental supplies, preparation, packing and delivery services for oral health improvement initiatives**

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# Section 1: Introduction

## General Requirements

* 1. North Northamptonshire Council (hereafter referred to as “The Council”) invites quotations for the provision of dental supplies, preparation, packing and delivery services for oral health improvement initiatives.
  2. The Council’s detailed requirements are defined in Section 2: Specification.
  3. 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.
  4. The Council reserves the right to:
     1. carry out due diligence checks on the awarded Potential Supplier;
     2. amend the Conditions of Contract included at Appendix 1;
     3. abandon the procurement process at any stage without any liability to the Council; and/or
     4. 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.
  5. 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.
  6. All documents and materials, which comprise the RFQ response, must be written in English only.
  7. Quotations are to remain open for acceptance for a period of 90 days from the Deadline for Submission of Bids.
  8. 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.
  9. **Rights of the Council in Relation to the RFQ**
     1. The Council reserves the right to:

1. 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;
2. 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;
3. 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;
4. Choose not to award any contract as a result of this procurement process; and/or
5. Reject any RFQ Responses that are over budget without further evaluation of the response.
   1. 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.
      1. Where the Council has identified word limits, Potential Suppliers are strongly requested to adhere as closely to these as possible. Whilst it is not the Council’s intention to count the number of words a Potential Supplier uses in their responses, if the Council reasonably determines that a word limit has been exceeded, it may take that into account when awarding a score for that question; i.e.; words submitted over this limit may not be evaluated;
      2. 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.
      3. 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.
      4. When uploading attachments, please state the question number only in the file title.
      5. Submit any zipped files in WinZip format only.

## Procurement Timetable

* 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.
  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.
  3. The RFQ process is intended to follow the timetable set out in Table A, below.

**Table A**

| Activity | | Time and Date  (as applicable) |
| --- | --- | --- |
|  | Request for Quotation Documents issued | Monday, 11 August 2025 |
|  | Deadline for Questions from Potential Suppliers | 12:00 on Monday, 18 August 2025 |
|  | Deadline to Provide Answers to Questions from Potential Suppliers | Wednesday, 20 August 2025 |
|  | Deadline for Submission of Bids | 12:00 on Friday, 22 August 2025 |
|  | Evaluation of Bids Received\* | Wednesday, 27 August 2025 |
|  | Contract Award\* | Friday, 29 August 2025 |
|  | Contract Start\* | Monday, 1 September 2025 |
|  | Contract End (EXCLUDING Extension Periods)\* | Monday, 31 August 2026 |
|  | Contract End (INCLUDING Extension Periods)\* | Tuesday, 31 August 2027 |

* 1. 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.
  2. 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.

## Clarification Questions

* 1. Any queries about this document, the procurement process, or the proposed contract itself, should be referred via e-mail to the Officer detailed in Table B, below, no later than the Deadline for Questions from Potential Suppliers date found in Table A.
  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.
  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.
  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 | Lee Howe |
| Job Title | Public Health Commissioning Manager |
| E-Mail address | Lee.Howe@northnorthants.gov.uk |

## Quotation Responses

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

**Table C**

|  |  |
| --- | --- |
| Name | Lee Howe |
| Job Title | Public Health Commissioning Manager |
| E-Mail address | Lee.Howe@northnorthants.gov.uk |

## Evaluation of Quotations

* 1. **THOSE POTENTIAL SUPPLIERS WHO FAIL ANY PASS/FAIL, MANDATORY, COMPULSORY AND/OR ESSENTIAL QUESTIONS WILL be rejected from the RFQ PROCESS.**
  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. **Evaluation Method: Weighted combination of 60% Quality and 40% Price**

1. Potential Suppliers must pass all pass/fail questions in Section 3: to be considered. Bids not meeting the minimum standards will be rejected.
2. Each RFQ Response will be evaluated by an Evaluation Panel, which may include, but not be limited to, Council officers, members, technical advisors and/or stakeholders (such as members of user groups, focus groups and/or tenant/resident panels).
3. An initial examination may be made to establish the completeness of the RFQ Responses.
4. Any moderation meetings will be attended by the Evaluation Panel.
5. As the result of any moderation, the Evaluation Panel may choose to revise a Potential Supplier’s score for each response to a Quality Assessment question, either up or down to reach a final score.
6. All responses to the weighted Quality Assessment questions will be assessed against the Criteria set out in Table D, below.

**TABLE D**

|  |  |
| --- | --- |
| **SCORE** | **CRITERIA FOR AWARDING SCORE** |
| 0 | 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. |
| 1 | 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 criteria will be delivered to an acceptable level. |
| 2 | Considered to be an **ACCEPTABLE response** on the basis that:   * It addresses most of the relevant criteria; and/or * The supporting detail is clear for the most part and provides evaluators with an understanding that the criteria it does address will be met to an acceptable level. |
| 3 | Considered to be a **GOOD response** on the basis that:   * It addresses all relevant criteria; and/or * The supporting detail is clear and provides evaluators with confidence that the criteria will be delivered to a good standard. |
| 4 | Considered to be an **OUTSTANDING response** on the basis that:   * It addresses all relevant criteria; and/or * The supporting detail is clear and robust and provides evaluators with the utmost confidence that all criteria will be delivered to the highest standard. |

1. The evaluated score as detailed in Table D, will be divided by 4 and multiplied by the question weighting (within Total) (%), to provide a final score (%) for each question, in accordance with the following example:
   * 1. If the question weighting (within Total) is 20% and the Potential Supplier’s response is scored ‘2’, their final score (%) will be:

a. 2 / 4 x 20 = 10% for that question.

* + 1. The Potential Supplier’s response to each question will be evaluated and scored a maximum of 4 marks as per Table D.

1. Potential Providers should note that irrespective of the methodology described above, a quality score (i.e. total score for responses to method statements - Award Criteria – Quality) of less than 50% of the total score available for the response to method statements (Award Criteria – Quality) shall result in them being excluded from the process, as the Authority requires a minimum quality threshold to ensure an overly low price does not skew a bid whose quality is fundamentally unacceptable.
2. Should the Evaluation Panel, in its reasonable judgement, identify a fundamental failing or weakness in any RFQ Response then that RFQ Response may, regardless of its other merits, be excluded from further consideration.
3. For the avoidance of doubt, there are no sub-criteria elements in the Quality Assessment questions, which will be scored. The score allocated will be against the total answer submitted and factored against the maximum percentage awarded for that question in accordance with the calculation formula.
4. The award criteria questions will be evaluated, using the scheme set out in Table E, below.

**TABLE E**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SECTION TITLE** | **SECTION WEIGHTING (%)** | **QUESTION NUMBER** | **QUESTION SUB-WEIGHTING (%)** | **WORD LIMIT** |
| **Quality** | 60% | 11  12  13 | 25%  25%  10% | 500  500  500 |
| **Price** | 40% | Table G | - | - |

1. Where the Council believes there is an omission, ambiguity or inconsistency in a Potential Supplier’s RFQ Response (including an arithmetical error), the Council reserves the right (but is not obliged) to seek clarification of any aspect of a Potential Supplier’s RFQ Response during the evaluation phase where necessary for the purposes of carrying out a fair evaluation.
2. The Potential Supplier will be required to confirm any appropriate amendments to their Tender Response.
3. Potential Suppliers are asked to respond to such requests promptly and within any given deadline. Potential Suppliers may be disqualified if they do not satisfactorily respond within the given deadline.
4. The Council may clarify elements of Potential Supplier's submissions and reserves the right to:
   * 1. re-visit the evaluation scoring; and
     2. ask further clarification questions.
5. RFQ Responses will be reviewed to consider if they appear to be abnormally low. An initial assessment will be undertaken using a comparative analysis of the price proposal received from all Potential Suppliers.
6. If the assessment shows that a Potential Supplier’s price offer may be abnormally low, the Council will request for a written explanation and/or evidence of the Potential Supplier’s price offer and/or RFQ Response, or of those parts of a Potential Supplier’s price offer and/or RFQ Response, which the Council considers contribute to the RFQ Response being abnormally low, to justify the RFQ Response and its price and/or value(s) offered.
7. On receipt of a Potential Supplier’s written explanation, the Council will verify the price offer, RFQ Response or parts of the RFQ Response.
8. If the Council is still of the opinion that the Potential Supplier has submitted an abnormally low offer, the Council will confirm this to the Potential Supplier and will advise either:
   * 1. that the Potential Supplier’s RFQ Response has been rejected; or
     2. that, for evaluation purposes, the Council will make an adjustment to the price proposal to take account of any consequences of accepting an abnormally low RFQ Response.
9. Where the Potential Supplier is unable to prove, within a sufficient time limit, such justification for the low price and/or value, the Council reserve the right to reject the RFQ Response.

# Section 2: Specification

## Introduction and Background

People living in deprived communities consistently have poorer oral health than people living in richer communities. These inequalities in oral health run from the top to the bottom of the socioeconomic ladder, creating a social gradient. Some vulnerable groups have poorer oral health.

Local authorities are statutorily required to provide or commission oral health promotion programmes to improve the health of the local population, to an extent that they consider appropriate in their areas.

North Northamptonshire Council receives funding in a joint working arrangement with the Northamptonshire Integrated Care Board (ICB) for oral health improvement initiatives. The funding has the potential to strengthen local partnerships by taking a shared responsibility to improving oral health for local populations and reducing health inequalities.

The integrated partnership approach to improving oral health across North Northamptonshire include objectives seeks to improve oral health and reduce oral health inequalities through a focus on embedding evidence-based prevention in line with the Marmot principle of universal proportionalism. The [Delivering Better Oral Health: An Evidenced-Based Toolkit for Prevention](https://www.gov.uk/government/publications/delivering-better-oral-health-an-evidence-based-toolkit-for-prevention) discusses interventions and offers specific information on risk factors, prevention, advice and guidance.

North Northamptonshire Council seek to broaden the remit, capacity and impact of existing oral health improvement provision which include the following initiatives:

Project 1 – Distribution of dental supplies to foodbanks and community settings

The provision of toothbrushes and toothpaste packs for the wider community through charity and community organisations in areas of high deprivation to promote oral health at the local level.

Project 2 – Supervised toothbrushing programme for early years’ settings and primary school reception

A targeted supervised tooth brushing programme for children attending settings in areas of high tooth decay rates and/or areas of high deprivation. The programme includes designated time for toothbrushing in-setting as well as packs for home use each term to integrate toothbrushing into the daily routine. The [Improving Oral Health: Supervised Toothbrushing Programme Toolkit](https://www.gov.uk/government/publications/improving-oral-health-supervised-tooth-brushing-programme-toolkit) provides a comprehensive overview of the programme for both commissioners and providers.

The programme is generally administered in the classroom using identifiable toothbrushes allocated for each child under an agreed protocol with the school leads for a single daily brushing activity.

In April 2025, the Department of Health and Social Care announced dedicated funding for a new supervised toothbrushing programme including optional donation of toothbrushes and toothpastes from a 5-year collaboration with Colgate/Palmolive. North Northamptonshire Council accepted the delivery of these additional supplies.

|  |  |  |  |
| --- | --- | --- | --- |
| In-Setting Toothbrush | In-Setting Toothpaste | Take Home Toothbrushes and Toothpastes | Total pallets |
| 6,927 | 1,462 | 4,618 | 6 |

North Northamptonshire Council will introduce the supervised toothbrushing programme to a selection of primary schools in target areas for delivery to the reception class group. As the donated supplies do not include unique identifiers for each toothbrush, these will either need to be modified using a permanent method such as printing or engraving the toothbrush or applying a unique adhesive label to each toothbrush.

Project 3 – My New Baby Tooth (MBNT)

An oral health intervention to reduce dental caries in the areas of North Northamptonshire with the highest rates. The programme consists of health education training for Health Visitors, alongside provision of a MBNT booklet, leaflets and dental packs (toothpaste and toothbrush) for families of 6–8-week-old babies in specific target areas to support conversations on oral health promotion, encourage parents/guardians to adopt good oral health practices and start tooth brushing as soon as the first teeth appear.

Additional projects for oral health improvement may be added at later stages during the contract period.

## Scope

The proposal in this request for quotation presents an opportunity to supply the provision of dental supplies, preparation, packing and delivery services for the projects described above. The exact resource and volume requirements will be confirmed throughout the duration of the contract period.

Deliveries will be to a variety of organisations in the North Northamptonshire area including primary schools, early years’ settings, dedicated service hubs etc. generally on a quarterly basis but will likely require smaller ‘top-up’ orders where settings have lower storage space available.

## Business Continuity and Disaster Recovery

The supplier should have adequate business continuity plans in place to ensure the supply of services is not disrupted.

In the event the supply is disrupted, the supplier should be in a position to provide alternative products of a similar quality.

Changes in procedures or processes that will impact any arrangements relating to the supply of products or services should be communicated to the Council as soon as possible.

## Statement of Requirements

4.1 Purpose

This specification outlines the requirements for the procurement and distribution of high-quality, age-appropriate oral health supplies to support supervised toothbrushing programmes in early years settings, schools and for donations to foodbanks and other organisations for oral health improvement initiatives. The aim is to ensure consistent and timely delivery of materials to facilitate daily brushing routines, ultimately contributing to improved oral health outcomes for children and adults in priority communities.

The Council anticipates new oral health initiatives will be developed during the contract period and the Provider will be expected to support and adapt products supplies within reason.

4.2 Objectives

* Ensure a regular, consistent supply of oral health materials.
* Comply with health and safety regulations and evidence-based oral health standards.
* Enable efficient ordering, timely communication, storage, and delivery processes.
* Maintain accurate documentation and traceability of all distributions.
* Meet the needs of evolving projects.

4.3 Scope of Service

Procurement, packaging, and distribution of the following items:

**Children’s Toothbrushes for STB**

* Small toothbrush head, medium texture
* Option: Suitable for children aged up to 3 years
* Option: Suitable for children aged 3–6 years
* Individually wrapped
* Variety of colours preferred
* Each toothbrush must be uniquely identifiable

**Children’s Toothbrushes for Foodbanks**

* Small toothbrush head, medium texture
* Option: Suitable for children aged up to 3 years
* Option: Suitable for children aged 3–6 years
* Option: Suitable for children aged 7+
* Individually wrapped
* Variety of colours preferred

**Adult’s Toothbrushes for Foodbanks**

* Individually wrapped
* Variety of colours preferred

**Fluoridated Toothpaste**

* 1350-1500 ppm fluoride
* Age-appropriate formulation
* Free from animal derivatives and gluten
* Minimum tube size: 75ml
* Must comply with national oral health guidelines (e.g. OHID/NICE)

**Pre-packed Infant’s Toothbrushes and Toothpastes for Foodbanks and MNBT project**

* Age-appropriate toothbrush head
* Individually wrapped packs
* 1350-1500 ppm fluoride
* Age-appropriate formulation
* Free from animal derivatives and gluten
* Option for commissioners to supply a leaflet to be added to packs
* Recyclable packaging where possible

**Pre-packed Children’s Toothbrushes and Toothpastes for Foodbanks**

* Age-appropriate toothbrush head
* Individually wrapped packs
* 1350-1500 ppm fluoride
* Age-appropriate formulation
* Free from animal derivatives and gluten
* Option for commissioners to supply a leaflet to be added to packs
* Recyclable packaging where possible

**Pre-packed Adult’s Toothbrushes and Toothpastes for Foodbanks**

* Age-appropriate toothbrush head
* Individually wrapped packs
* 1350-1500 ppm fluoride
* Age-appropriate formulation
* Free from animal derivatives and gluten
* Option for commissioners to supply a leaflet to be added to packs
* Recyclable packaging where possible

**Toothbrush Storage Racks**

* Designed for use in supervised toothbrushing programmes
* Easy to clean, labelled holders to support hygiene and individual identification
* Designed for appropriate space to reduce cross contamination

**Toothbrush Rack Caps / Covers**

* Provided if racks are not enclosed
* Must ensure hygiene and protection of toothbrushes

**Additional Items**

* Storage trolleys
* Large sand timers
* Option to provide: non-foaming toothpaste
* Option to provide: toothbrushes and toothpastes suitable for SEN needs
* Option to provide: recycling used toothbrushes

**Additional Services**

* Storage support of Colgate donated pallets
* Option: Application of unique labels to Colgate toothbrushes for STB programme
* Option: Printing permanent unique identifiers on to Colgate toothbrushes for STB programme
* Preparation and packing of take-home Colgate toothbrush and toothpaste packs (maintaining hygiene and clinical compliance)
  1. Ordering Process
* Supplies to be ordered by the commissioning team based on demand.
* Deliveries should be completed within 10 working days of the order being accepted.

4.5. Delivery Requirements

The provider must ensure capability for:

* Deliveries may be made directly to each participating setting, school or distribution hub, as advised by commissioners.
* Optional 1-hour timed slot delivery where required
* Each delivery must include a delivery note and contents list to be forwarded to the commissioners

4.6 Quality Standards

Product Standards

* Must meet NHS and Office for Health Improvement and Disparities (OHID) specifications
* Align with evidence-based oral health guidance
* Compliant with UK child safety and cosmetic product regulations
* Supplied in recyclable or minimal packaging, where feasible
* Comply with child safety standards (e.g. EN71, CE Mark, BS EN ISO)

Delivery Standards

* All deliveries must be on time and complete
* Packaging must be clearly labelled and hygienic
* Any substitutions require prior approval from the Commissioner

4.7 Budget and Payment

* Purchase orders will be supplied to the Provider prior to each order
* The Provider will invoice the Authority after delivery of each order
* Invoices will confirm:
  + A detailed breakdown of items delivered to each setting
  + All-inclusive costs (covering delivery, packaging, and handling)
  + Breakdown of cost including independent line for VAT
  + Unique references for each invoice and matching purchase order number
* The Council will pay invoices within 30 calendar days of receiving a compliant invoice

4.8 Risk Management

* The Provider must maintain contingency stock and delivery capacity
* An escalation protocol must be in place for late or failed deliveries
* No substitute products may be delivered without prior written approval from Commissioners

4.9 Review and Contract Duration

* Contract term: 1 year with the option to extend for an additional year (maximum 2 years)
* Service performance will be reviewed annually or at the request of the Commissioner

## Performance Monitoring and Review/Project Management

The Provider must:

* Maintain a delivery log, including dates, recipients, and quantities
* Report promptly any delays or damage
* Provide service delivery summaries upon request by Commissioners

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

As a data controller, we 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.

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.
* 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.

# Section 3: Supporting Information

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. |

**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:

1. Section 5: Freedom of Information; and
2. Section 6: Declaration.

| **Contact Details and Declaration** | | | | |
| --- | --- | --- | --- | --- |
| **Question 2:** | | **Scoring Methodology:** | Question Answered? Yes/No | |
| *Potential Supplier contact details for enquiries about this RFQ Response* | | | | |
| 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  *including postcode* | | | Click to enter text. |
| 2.1. (g) | Signature  *electronic is acceptable* | | | 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. |  | |  |
| *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.* | | | | | | |
| 3.1. | Employer’s (Compulsory) Liability Insurance at no less than £5,000,000  *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.* | | | | Choose an item. | |
| 3.2. | Public Liability Insurance at no less than £5,000,000 | | | | Choose an item. | |
| 3.3. | Product Liability Insurance at no less than £5,000,000 | | | | Choose an item. | |

| **Requirements under Modern Slavery Act 2015** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Question 4:** | | **Scoring Methodology:** | Pass/Fail  Potential Suppliers who answer ‘No’ will be eliminated from this procurement process. |  | |  |
| 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. | |

| **Carbon Reduction** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Question 6:** | | **Scoring Methodology:** | Pass/Fail  Potential Suppliers who answer ‘No’ will be eliminated from this procurement process. |  | |  |
| 6.1. | Please can you confirm that you have read North Northamptonshire Council’s Carbon Management Plan?  The Council's Carbon Management Plan can be found here: <https://www.northnorthants.gov.uk/climate/carbon-management-plan> | | | | Choose an item. | |

| **Carbon Reduction** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Question 7:** | | **Scoring Methodology:** | Pass/Fail  Potential Suppliers who answer ‘No’ will be eliminated from this procurement process. |  | |  |
| 7.1. | Please confirm that, if successful, you will put measures in place to assist the Council in achieving their target of becoming carbon neutral by 2030? | | | | Choose an item. | |

| **Carbon Reduction** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Question 8:** | | **Scoring Methodology:** | Pass/Fail  Potential Suppliers who answer ‘No’ will be eliminated from this procurement process. |  | |  |
| 8.1. | Please confirm that your organisation is taking steps to reduce your Greenhouse Gas Emissions over time and is publicly committed to achieving Net Zero by 2050? | | | | Choose an item. | |

| **Carbon Reduction** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Question 9:** | | **Scoring Methodology:** | Information Only |  | |  |
| 9.1. | Please provide your Net Zero target date | | | | Select a date. | |

| **Product Quality** | | | | |
| --- | --- | --- | --- | --- |
| **Question 11:** | **Scoring Methodology:** | Weighted 25% | **Word Limit:** | 500 words |
| Please confirm the specification of products and quality of services provided conforms with the service requirements. Your answer must assure:  -Conformity to the service specification and reference guidance toolkits  -Appropriate products for STB programme  -Process quality for packing, printing, labelling etc. including hygiene standards | | | | |
| **Answer:** | | | | |
| Click to enter text. | | | | |
| **Word Count:** | | | | Enter no. |

| **Communication and Delivery Approach** | | | | |
| --- | --- | --- | --- | --- |
| **Question 12:** | **Scoring Methodology:** | Weighted 25% | **Word Limit:** | 500 words |
| Please detail your approach to providing the goods and services required in the specification. Your answer should include:  -Processes and timescales from initial order processing through to product delivery  -Communication with commissioners and recipients  -Mitigation strategies under adverse conditions or unforeseen circumstances | | | | |
| **Answer:** | | | | |
| Click to enter text. | | | | |
| **Word Count:** | | | | Enter no. |

| **Environmental Sustainability** | | | | |
| --- | --- | --- | --- | --- |
| **Question 13:** | **Scoring Methodology:** | Weighted 10% | **Word Limit:** | 500 words |
| Please describe any environmental credentials of the required products and services (materials, packaging, delivery etc.) and any other initiatives you have that contribute to environmental sustainability. | | | | |
| **Answer:** | | | | |
| Click to enter text. | | | | |
| **Word Count:** | | | | Enter no. |

# Section 4: Pricing Sheet

## Pricing and Costs

* 1. A Potential Supplier’s RFQ Response may be rejected if it exceeds the capped annual budget for this procurement exercise, which is £45,000.
  2. Please complete the Pricing Schedule spreadsheet embedded within Table F, below, ensuring that you have provided a fixed and firm cost in each of the relevant boxes.

* 1. Please add or remove rows to form the Price Breakdown table, as necessary.
  2. All prices quoted must exclude VAT.
  3. 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. 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.
  5. 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.
  6. Potential Suppliers who receive a minus score will be allocated a score of 0% for the Pricing element.
     1. An example is provided in Table E, below. This example is based on a 40% price weighting, where the lowest compliant price is £40,000.

**Table E**

| **Potential Supplier No.** | **Potential Supplier Price Offer** | **Price Calculation** | **Price Score** | **Rank** |
| --- | --- | --- | --- | --- |
| Potential Supplier 1 | £40,000.00 | =100%  (lowest compliant price) | 40.0 | 1 |
| Potential Supplier 2 | £42,100.00 | =40-((42,100-40,000)/42,100)\*100 | 35.0 | 2 |
| Potential Supplier 3 | £45,000.00 | =40-((45,000-40,000)/45,000)\*100 | 28.9 | 3 |

**Table F**

| **Pricing Schedule** | |
| --- | --- |
|  | Please complete the pricing schedule below.  Please complete the embedded Pricing Schedule spreadsheet, which can be opened by **double clicking on the icon below** and **selecting “*Enable Macros*”**, when prompted.    A completed copy of this Pricing Schedule spreadsheet **must** be included with your RFQ Response. |

# Section 5: Freedom of Information

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.
2. 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.
3. 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** |
| --- | --- | --- | --- | --- |
|  | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
|  | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
|  | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
|  | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
|  | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |

# Section 6: Declaration

1. By signing Section 3, Question 2.1. (g) I hereby declare that:
   1. I am signing on behalf of the Company named at Section 3, Question 1.1 (a) and am duly authorised to do so;
   2. to the best of my knowledge, the information provided is complete and accurate;
   3. the price in Section 4 is our best offer;
   4. no collusion with other organisations has taken place in order to fix the price;
   5. that there is no conflict of interest in relation to the Council’s requirement;
   6. the requirement be subjected to the terms and conditions set out in Conditions of Contract identified at Appendix 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
   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.

# Section 7: Due diligence

* 1. The Council will undertake its due diligence in advance of any contract award.
  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.
  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.
  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.
  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.

# Section 8: CONTRACT AWARD

1. The Council will notify all Potential Suppliers of its intention to award a contract.

1. This will include details of the:
   * 1. Award criteria scores;
     2. Name of the successful provider(s).
2. The following documents shall form part of the contract between the Council and the successful provider(s):
   * 1. Specification;
     2. Terms and Conditions plus related Schedules (such as service levels, site plans, asset lists, contracts list, list of transferring employees, relevant policies, etc.);
     3. A pricing schedule (as completed by the Potential Supplier);
     4. Responses to requirements; and
     5. A list of commercially sensitive information.

## Appendix 1: Conditions of Contract

Please refer to the separate document entitled Annex 1 - NNC Terms and Conditions DSPPD 2025-27 for the service terms and conditions plus related schedules.