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**Request for Quotation (RFQ)**

|  |  |
| --- | --- |
| **Document Type:** | Request for Quotation (RFQ)  Instructions & General Guidance |
| **Project:** | Consultancy Services to engage, promote, encourage and support enterprises. |

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# **Tender Requirement: Consultancy Services**

**Deadline for RFQ responses to be received by the Chamber: OPEN**

This procurement process will be conducted in a manner that ensures quotes are evaluated openly and fairly to determine the most economically advantageous option.

The RFQ contains the specific requirements that bidding organisations are invited to respond to, as well as setting out the Evaluation Criteria that will be applied to their responses.

This document is separated into two parts:

Part A: - This section provides background information to the procurement, an outline of the organisation and how you, as an interested party, should submit your quote response. This section also outlines the timescales and criteria to be used within the process.

**Part B: - This is the most important section to you as a potential bidder, as it is the section that you will complete and return to the Chamber for evaluation. It is broken down into two sections:**

1. **Price –** This is a framework agreement. The price is based on a Day Rate which is inclusive of consultancy services, all travel within Lancashire and any other anticipated expenses related to the delivery of the consultancy.
2. **Quality –** how you propose to deliver the specification of requirements you are bidding for.

# **PART A: INSTRUCTION AND INFORMATION FOR TENDERERS**

## **Background**

* 1. This RFQ has been created by East Lancashire Chamber of Commerce. Its purpose is to invite proposals from suitably experienced and qualified supplier(s) of **Consultancy Services to engage, promote, encourage, and support enterprises.**

[**See Work Packages (PART B, Page 20)**](#_Work_Package_1)

1.2 This process is to establish a contract in accordance with the Specification(s) within this document, and in line with Chamber standard terms and conditions of contract. The contract shall have no maximum term from commencement of contact.

1.3 The key objective of this process is to appoint supply partners that offer the most economically advantageous tender in terms of skills, expertise, quality and cost. It is therefore essential that you follow all instructions very carefully and ensure that the Chamber has the necessary information to evaluate your quote effectively. Failure to comply with these instructions or to return any of the required documents or information may invalidate your submission which must also be returned by the date and time given in this document.

1.4 If you have any general concerns or difficulties regarding these requirements, please contact the lead for this procurement:

**Procurement Lead**

**Louise Sydenham**

**Deputy Chief Executive E-mail:** [**l.sydenham@chamberelancs.co.uk**](mailto:l.sydenham@chamberelancs.co.uk)

**Technical Lead**

**Stephen Sykes**

**Director: Sustainability E-mail:** [**s.sykes@chamberelancs.co.uk**](mailto:s.sykes@chamberelancs.co.uk)

Please note that the procurement lead should not be contacted for clarification relating to the specification of requirements. This should be conducted in line with clause 2.2.

## **General Information and Instructions**

2.1 This section provides all the information you should need to formulate and return your quote response. No changes or extra comments shall be allowed to any part of the RFQ unless agreed by all parties.

2.2 Prudent Bidders may wish to take advantage of the clarification questions period to deal with contractual queries or expand their understanding of the requirements. Bidders are given the opportunity to submit questions or points for clarification. Responses provided by the Chamber to any such clarification questions may be notified to all Tenderers.

Any queries should clearly reference the appropriate paragraph in the documentation and, to the extent possible, should be aggregated rather than sent individually. As far as is reasonably possible, the Chamber will respond to requests for clarification on any aspect of this RFQ. No queries received after that deadline will be answered.

2.3 Any eventual Contract(s) with successful Supply Partner(s) will comprise the documentation used within this procurement process (duly completed); the specification of requirements together with all documents submitted by the successful supplier(s) in support of their bid; in addition to the Chamber general/standard terms and conditions of contract.

Documents **must** be returned in the format issued (e.g., if issued in Microsoft Word or Excel format, they must be returned as such).

2.4 **Contract Terms and Conditions**

No extra comments shall be allowed to the Chamber’s Terms & Conditions of Contract unless agreed by all parties. Any final decision on the inclusion, exclusion, or amendment of any clause rests with the Chamber at all times. ***Chamber Terms and Conditions are available upon request.***

The Chamber believes that the Terms & Conditions are both reasonable and appropriate, if however, an organisation has a specific difficulty with the proposed terms then this should be raised as a query (not as a tracked amendment) as part of the clarification question stage.

The Chamber will respond to the queries in accordance with the timetable set out within this document.

Organisations should be aware that the Chamber cannot accept any amendment to either the insurance, limitation of liability provision, or anything that would result in a material change to the Chamber’s requirements or risk the use and protection of public funds.

Organisations should also note that any response, which merely replaces the Chamber’s terms and/or requirement with those of the supplier, will not be acceptable and the Chamber reserves the right to view such an action as a non-compliant bid and exclude the organisation from the remainder of the process.

2.5 **Quote Return (PART B)**

This is the section that requires a response from you, and to be returned to the Chamber via email It includes:

* Response to the Specification (All Bidders to complete)

**Please complete all quote return documents in English.**

2.6 This RFQ does not constitute an offer and the Chamber has the right to reject any quote in whole or in part and does not have to accept any particular quote.

2.7 Nothing within this RFQ or any related correspondence is intended by the Chamber to guarantee any quantity or type of work/instructions to the successful suppliers.

* 1. It is the individual suppliers’ responsibility to ensure that all the quote documents have been received and are complete in all respects.

1. **Confidential Nature of Quote Documents and Tenders**

3.1 All information contained in this document is considered to be of a confidential nature and shall be treated as such. You are reminded of your obligation not to disclose information contained herein to any third party. The Chamber in turn assures confidentiality to all respondents of this RFQ.

3.2 Bidders shall not disclose that they have been invited to quote, nor discuss the quote that they intend to make, other than with professional advisers who need to be consulted or any sub-contractors as appropriate. In particular, quotes shall not be canvassed or discussed with any other Bidder or member of staff within the Chamber.

3.3 Bidders shall not at any time release any information concerning the RFQ or any other process or its documentation to the media.

3.4 Bidders shall not enter into any inappropriate agreement with a third party to fix or disclose prices, or to agree to refrain from tendering or offer inducement.

3.5 Bidders shall not commit any offence under The Bribery Act 2010.

3.6 If a Bidder does not observe 4.1, 4.2, 4.3, 4.4 or 4.5 the Chamber will reject the quote and may decide not to invite the Supplier to tender for future work.

3.7 The Chamber’s rejection of a tender or quote will not prevent it from exercising appropriate civil remedies against a Supplier, nor will it prevent criminal proceedings by the appropriate authorities.

## **Preparation of the Quote**

4.1 The Chamber will not consider any claims for extra work, variations, and adjustments; or for additional work in consequence of any misunderstanding, error, lack of knowledge of the work or incorrect information; nor shall any subsequent Contract be nullified as a consequence of any misunderstanding, error, lack of knowledge, or incorrect information.

4.2 If, when it has received the quote documents, a Supplier decides it does not wish to complete the tendering process, please advise/indicate your intent via email or post, and if relevant please notify the Procurement Lead for this exercise, giving the reason for declining the RFQ.

4.3 If the Chamber considers that a cover price (i.e., a quote that is not intended to be considered seriously) has been submitted, the Chamber may reject the quote and may decide not to invite the Tenderer to quote for future work.

4.4 The response to queries by any Bidder which the Chamber considers to have a material impact on the tendering process will be notified to all Bidders via email only.

4.5 Where the Chamber regards an amendment to the original tender/quote documents is appropriate & significant, any such amendment will be notified to all prospective Bidders & an extension of the closing date may, at the Chamber’s sole discretion, be given to all Bidders.

4.6 Bids shall not be qualified or accompanied by statements that might be construed as rendering the quote equivocal. The Chamber’s decision as to whether or not a tender/quote is in an acceptable form will be final.

4.7 A fully compliant tender must be submitted. Tenders not complying with any mandatory requirement **will** be rejected. The Chamber will not, however, be obliged to reject such a bid if the services required can be met by an acceptable alternative means.

4.8 Bidders must obtain for themselves, at their own responsibility & expense, all information necessary for the preparation of their quote/tender. Information supplied by the Chamber’s staff or contained in any Chamber publication is supplied for general guidance in the preparation of your bid. Bidders must satisfy themselves by their own investigations as to the accuracy of any such information & no responsibility is accepted by the Chamber for any loss or damage of whatever kind & howsoever caused arising from the use by the Bidders of such information.

4.9 Tenders and supporting documents shall be in English and any contract subsequently entered into, and its formation, interpretation, performance and enforcement shall be subject to and in accordance with the laws of England.

1. **Notes for Completion (General)**

5.1 Please read this document completely and ensure all elements are clearly understood. Ensure you fully understand what, how and when you need to respond and plan sufficient time to complete and upload your response(s).

5.2 Suppliers submitting a tender bid in response to this procurement must answer every question. If a question does not apply to you, please write ‘N/A’

5.3 Procurement exercises of this kind may generate high levels of interest from potential suppliers, so please ensure that you complete the questionnaire in the manner and format requested. This is to ensure fair/transparent evaluation. Failure to do so may result in the disqualification of your submission.

5.4 “You”/ “Your” “Supplier” “Supply Partner” “Provider” or “Bidder” means the business or company completing this document.

5.5 All supporting documentation must be included as part of your submission, and clearly referenced within appropriate appendices (e.g., certificates, statements, accreditations). Please do not include unnecessary marketing materials, company logos, or alter the font or formatting of the response documentation. The Chamber **WILL NOT** accept or evaluate generic marketing material, or information that is not directly in response to a question.

5.6 You may also be asked to clarify your answers or provide more details about certain issues at a later stage (e.g., this may involve a face-to-face clarification interview). You are therefore advised to ensure all information and responses included within your bid are accurate and can be fully evidenced.

5.7 The Chamber expects all Suppliers to act in good faith and support the procurement process to the benefit of the Chamber and ultimately our members/clients. Goods/services subsequently provided via this contract may directly support staff in the delivery of services. Suppliers are therefore asked to also maintain focus on the Environmental, Social and Economic benefits this contract may achieve.

5.8 Price submissions as part of this exercise must be sustainable for the term of the contract. Under Regulation 69 of the Public Contracts Regulations 2015 any tentative bids or those submitted solely to undermine competition may be rejected, subject to further analysis and verification. To prevent such rejection, sufficient justification and evidence of pricing may be required.

5.9 It is acknowledged that bidders may seek further clarification on a number of points within this document. Please therefore, refer to the section entitled ‘Communication Protocols’ for information on how queries can be raised.

## **Consortium/Collaborative Bid Arrangements**

6.1 If the Bidder is a member of a consortium or collaborative bidding group, a lead organisation must be appointed to undertake the primary role of completing and submitting this Tender. The lead will act on behalf and in acceptance of legal liability for the other members of the consortium. This Agreement **does not** require a formal legal arrangement or single entity.

6.2 When completing PART B (Tender Response Documents) details of all consortia members must be provided. Bidders should provide details of the constituent members within the consortium Tender in a separate Annex as well as what role each member performs within consortium Tender.

6.3 PART B (Tender Response Documents) must be completed by the lead Bidder for its own organisation acting on behalf of all consortia members. If a consortia member is unable to meet the specification(s) or a section thereof, then the consortium tender may be considered ineligible as a whole for the provision of this contract. It is therefore advised that the lead Bidder take responsibility for ensuring all consortia members meet the Specification Criteria.

6.4 The Chamber recognises that arrangements in relation to consortia may (within limits) be subject to future change. Tenderers should therefore respond in the light of the arrangements as currently envisaged. Tenderers are reminded that any future proposed change in relation to consortia must be notified to the Chamber so that they can make further assessment by applying the selection criteria to the new information provided. If any changes to the consortium Tenderer in the future do not meet the selection criteria the consortium Tenderer may be disqualified.

## **Sub-Contracting Arrangements**

7.1 Where a sub-contracting approach is proposed, all information requested should be given in respect of the prime contractor. If any part of the service is sub-contracted, it is the responsibility of the main contractor to ensure any sub-contractor adheres and complies with the requirements applicable to the main contractor.

7.2 It is recognised that sub-contracting arrangements may be subject to future change. However, Bidders should be aware that where sub-contractors are to play a significant role, any changes to those sub-contracting arrangements must maintain compliance with the specification outlined within this tender document. Significant changes may constitute a material change in scope; therefore, the Chamber must be consulted before any such change takes place.

1. **Response to Specification**

8.1 As part of the quote response, Bidders must respond to the specification in full. This allows Bidders to explain and set out how they propose to carry out the provision of the service to meet the specific outputs and outcomes required for this contract. In turn, this will allow the Chamber to measure a Bidders understanding of the service required, by looking at the quality of their solution and plans for delivering the project requirements successfully.

8.2 The response to the specification(s) must be completed in the standard format supplied and any supplementary information must be clearly referenced in the document and attached as appropriate appendices.

8.3 Pricing documents must also be completed in the standard format supplied & clearly identify (where applicable) any unit price, discount bandings or overall project cost as requested.

## **Submission of Quotes**

9.1 All Bidders must return their completed submission, along with required pricing schedule and supporting documentation in the format supplied.

9.2 Your quote should be returned using the Chamber’s email supplied. Submissions by any other means will not be considered by the Chamber unless written agreement has been sought from the Procurement Lead prior to the deadline for submissions.

9.3 The closing date for this process is **OPEN**. It is important to note that returning large documents may take some time. Therefore, please do not use unnecessary graphics, logos, photographs etc., as they may increase the size of the file.

9.4 Electronic signatures are not required where documents are returned electronically. Please print the name of the authorised signatories’ names in the signature area.

9.5 It is very important that you allow enough time to send the Chamber your electronic quote document(s).

9.6 If there appears to be an error in a submission or supporting information, the Procurement Lead/Team may seek clarification and shall, at their own discretion, permit minor errors to be corrected, otherwise the Bidder will be invited to confirm or withdraw its tender.

9.7 The Chamber reserves the right to request additional information from Bidders if it considers, at its sole discretion, that such information is required to enable the Chamber to understand the submission and for the purpose of the evaluation process. During the course of the evaluation process, Bidders shall be required to make available key personnel who shall be authorised to respond on all matters relating to their quote, within 48 hours of receipt of a written query.

## **Procurement Process**

10.1 This procurement process will be conducted in accordance with the Public Contract Regulations 2015 and the Chamber’s own Procurement Policy and Procedure (June 2017)

10.2 Detailed instructions concerning the submission of tenders are set out further within the tender documents. As this is an RFQ process, bidders shall not be subject to an initial mandatory rejection stage to determine capacity and capability.

10.3 All bids received will be evaluated in accordance with the process described under section ‘Scoring & Tender Evaluation Criteria’ - which will look at the terms of your offer (i.e. your response to the specifications of requirement and proposed costs) and evaluate accordingly.

10.4 The Chamber reserves the right to interact with independent (non-affiliated and non-bidding) experts within any field in order to respond effectively to technical or product related queries.

10.5 Following the evaluation of quotes and any subsequent clarification stage, awards shall be made by the Chamber to the organisation(s) taking part. Any award shall be based on effective combination of Quality and Price evaluations, outlining the most economically advantageous tender(s).

10.6 During the evaluation of quotes, bidders may be involved within a further phase of clarification in the form of an interview/presentation.

10.7 Once successful bidder(s) are identified we anticipate a series of operational meetings to take place between the Chamber and the successful supply partner(s) in support of mobilisation. The expectation is that the Contract will commence at an agreed date thereafter.

10.8 The following provides an outline of the timetable in relation to this tender process. Bidders should note these timescales and ensure their availability to respond accordingly. (Please note these dates may be subject to change):

|  |  |
| --- | --- |
| **Action** | **Date/Timescales** |
| **Request for Quotations (RFQ) Issued** | **01.08.2023** |
| **Deadline for Clarification Questions** | **Open** |
| **Deadline for RFQ Submissions** | **Open** |
| **Evaluation of Bids** | **Guidance - processed within 2 weeks of receipt** |

**10.9 The Chamber m**ay, if necessary, extend the period for completing any stage of this process, including the award stage. As such, quotes will remain open for acceptance for a minimum of ninety (90) days.

10.10 All Bidders shall be notified of the outcome of the process simultaneously, and as soon as possible of any decision made by the Chamber.

10.11 Bidders must not undertake any work in association with this RFQ, until they have received written notification that they have been appointed and are required to start work/supply services.

10.12 Acceptance of any quote by the Chamber shall be in writing and shall be communicated to the successful Supplier’s designated contact. Upon such acceptance, the Contract shall be constituted and become binding on both parties (subject to any formalities detailed within the letter of appointment/Service Level Agreement). Notwithstanding this, the Supply Partner shall, upon request of the Chamber, execute a formal contract in the form of the standard East Lancashire Chamber of Commerce and Industry terms and conditions. The terms of this formal contract once populated shall not be further negotiated apart from minor points that will not have a material impact on the process, or in respect of requirements in the RFQ documentation. Upon such execution, the successful supplier(s) will then be contracted to the Chamber for the agreed term.

10.13 The Chamber reserves the right to cancel the procurement process at any point. Neither the Chamber, nor its advisors are liable for any costs resulting from any cancellation of this process, nor for any other costs incurred by those expressing interest in, negotiating, or bidding for this contract opportunity.

## **Bidder’s Warranties**

11.1 In submitting a quotation, the Bidder warrants, represents and undertakes to the Chamber that:

11.2 All information, representations and other matters of fact communicated (whether in writing or otherwise) to the Chamber by the Bidder, its staff, or agents in connection with, or arising out of the quote are true, complete and accurate in all respects, both at the date communicated and at the date of submission.

11.3 It has made its own investigations and research and has satisfied itself in respect of all matters (whether actual or contingent) relating to the quote and that it has not submitted the quote and will not be entering into the Contract (if the same be awarded to the Bidder by the Chamber) in reliance upon any information, representation or assumption which may have been made by or on behalf of the Chamber;

11.4 It has full power and authority to enter into the Contract and perform the obligations specified in any eventual Contract Documents and will, if requested, produce on-going evidence of such to the Chamber.

11.5 It has read, understands, and accepts that this process is conducted under, and will be subject to, standard Chamber terms and conditions of contract, and any eventual Contract Document shall be based on these terms.

11.6 It is of sound financial standing and has and will have sufficient working capital, skilled staff, equipment, and other resources available to it to perform the obligations specified in the Contract Documents.

11.7 It will not at any time during its appointment under the Contract Documents or at any time, thereafter, claim or seek to enforce for the purposes of this Contract any lien, charge or other encumbrance over property of whatever nature owned or controlled by the Chamber, and which is for the time being in possession of the Bidder.

## **Communication Protocol**

12.1 The communication protocols have been developed to ensure that all bidders are treated in a fair, equitable and open manner. Communication with the Chamber by bidders is to be carried out in this structured manner in order to contribute to the probity of the Chamber’s procurement process and provide comfort to the Chamber and bidders that the relevant legislative and best practice guidelines are followed.

12.2 There is to be no communication with the Chamber Procurement Leads, Chief Executive and/or their members of staff outside of this protocol. Any instances where bidders are found to have done so may be disqualified from the process.

12.3 All RFQ submissions and communication regarding this process shall be in electronic format and directed in the first instance via email.

12.4 All responses should be written directly into the RFQ document electronically, saved and sent to the Procurement Lead.

12.5 Any queries by bidders can only be raised and dealt with via email. Guidance on the question process is available as detailed above. Please note that responses to questions that relate to the procurement process, and questions/sections involved in or those that may impart additional information, will be distributed to all participating bidders to ensure transparent and fair competition. (Please note - the identity of any Bidder raising a query shall be kept anonymous).

## **Scoring and Quote Evaluation Criteria**

13.1 Evaluation of the quotes received will be carried out by a project team consisting of various professionals from within the Chamber with the process overseen by the Chamber’s designated procurement team.

13.2 Contracts will be awarded to the most economically advantageous option(s) with regard to both quality and price.

13.3 Scores will be given to each response in your submission based on an evaluation of the proposals, using the matrix detailed below.

## **Evaluation Criteria**

**Stage One: Quality**

The scoring for each response is identified below:

**Table 1: Scores**

|  |  |  |
| --- | --- | --- |
| 10 | Excellent | Exceptional demonstration by the tenderer of the relevant ability, understanding, experience, skills, resources, and quality measures required to provide the services. |
| 8 | Good | Above average demonstration by the tenderer of the relevant ability, understanding, experience, skills, resources, and quality measures required to provide the services. |
| 6 | Satisfactory | Demonstration by the tenderer of the relevant ability, understanding, experience, skills, resources, and quality measures required to provide the services. |
| 4 | Fair | Some minor reservations of the tenderer’s ability, understanding, experience, skills, resources, and quality measures required to provide the services. |
| 2 | Poor | Serious reservations of the tenderer’s ability, understanding, experience, skills, resources, and quality measures required to provide the services. |
| 0 | Unacceptable | Does not meet the requirement. Does not comply and/or no relevant information has been provided to demonstrate that the tenderer has the ability, understanding, experience, skills, resource and quality measures to provide the service. |

The score granted for each question shall be multiplied by the predetermined weighting.

Using the scoring outlined above in Table 1, the results will indicate the score shown in the example given in Table 2:

**Table 2: Results**

|  |  |  |
| --- | --- | --- |
|  | **Question Number** | **1** |
|  | **Weight** | **10** |
| **Company A** | Enter Score here | 6 |
|  | Weighted sub total | 60 |

Finally, all the weighted scores will be added together to provide an overall total score for each subcategory. Once all of the subcategories have been scored, these scores will be added together to provide an overall total score for the Quality element of the quote.

**Stage Two: Price**

The price should include the day rate for consultancy services as well as any travel and other expenses. To be paid in arrears a maximum of 30 days after submission of monthly summarised invoices.

**Stage Three: Presentation and Interview**

The Chamber may also feel it necessary to carry out a third stage and the evaluation panel may decide to invite all or the top five ranking suppliers to make a presentation of their proposal, which may also include an interview and discussion.

If this stage is required, organisations invited to attend this stage of the process will be notified in advance.

The presentation and interview will be used as a means of clarifying quote submissions and gauging a greater understanding of the organisation’s knowledge and proposed methodology for delivering the service. Following the presentations and interviews the Chamber will revisit the evaluation scores and make adjustments where necessary in light of any information given and answers provided.

# **PART – B QUOTE RETURN DOCUMENTS**

**This is the most important section to you as a potential bidder, as it is the section that you**

**will complete and return to the Chamber for evaluation:**

1. **Price -** your breakdown of costs to deliver the specification as required. The available marks for this section are 60%
2. **Quality –** how you propose to deliver the specification of requirements you are bidding for. The available marks for this section are 40%

**Please note – you need only populate the sections coloured Yellow within the following pages.**

**Company Information**

|  |
| --- |
| In this section we require basic information about your organisation, if any of this information changes after sending in your Quote please inform us straight away. |

|  |  |  |
| --- | --- | --- |
| A1 | Name of organisation completing the Quote: |  |

|  |  |  |
| --- | --- | --- |
| A2 | Trading name if different from above: |  |

|  |  |  |
| --- | --- | --- |
| A3 | Contact details: | |
| Name: |  |
| Position within the organisation: |  |
| Address: |  |
| Telephone number: |  |
| Mobile phone number: |  |
| Fax number: |  |
| Email address: |  |
| Web address: |  |

|  |  |  |
| --- | --- | --- |
| A4 | Registered office (if different from above): |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A5 | Are you or is your organisation a: |  | | |
| Sole Trader? |  |  |  |
|  |
|  |
| Partnership? |  |  |  |
|  |
|  |
| Private Limited Company? |  |  |  |
|  |
|  |
| Public Limited Company? |  |  |  |
|  |
|  |
| Registered Charity? |  |  |  |
|  |
|  |
| Other? Please specify: **NOT FOR PROFIT** | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A6 | Please state the company’s date of incorporation and registration number under the Companies Act 1985.  OR | |  |  | | --- | --- | | Date |  | | Number |  | |  | | |
| Date of registration and the company’s registration number under the Industrial and Provident Societies Acts 1965 to 1978.  OR | |  |  | | --- | --- | | Date |  | | Number |  | |
| Date when sole trader or partnership commenced trading. | |  |  | | --- | --- | | Date |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| A7 | Has any person involved in the management of the Company: | | | | | |
| Been a member of or employed by the Chamber at a senior level within the last 3 years? |  |  |  |  |  |
| **Yes:** | **No:** |
|  |  |
|  |  |
| Have a relative who is either a member of or is employed by the Chamber at a senior level? |  |  |  |  |  |
| **Yes:** | **No:** |
|  |  |
|  |  |
| Have any involvement in other firms that provide services to the Chamber? |  |  |  |  |  |
| **Yes:** | **No:** |
|  |  |
|  |  |
| Have any involvement in other firms that provide similar services to those for which you are applying? |  |  |  |  |  |
| **Yes:** | **No:** |
|  |  |
|  |  |
|  | If you have answered ‘yes’ to any of the above, please give details below: *(Maximum 150 words)* | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| A8 | If your organisation is a member of a group of companies, give the names and company numbers of the holding company and associated companies, clearly stating the relationship with your organisation. | | |
| **Company Name** | **Company Number** | **Relationship** |
|  |  |  |

# **Specification of Requirements**

**Note: Please ensure all sections below are completed. This will form part of any eventual contract.**

1. **Background**

**East Lancashire Chamber of Commerce is looking for Consultancy and Specialist Services Suppliers to enhance the Chambers activities in promoting, encouraging, and supporting enterprises, business growth and Net Zero agendas.**

**It is appreciated that not all consultancy applicants will have all the knowledge and skills required, however, a balanced team will be selected from the bidders.**

1. **Requirements**

**See Work Packages 1, 2, 3 and 4**

1. **Allocation of “Call Off” via the Framework Agreement**

**Work will be allocated based on**

* **The requirements, needs and circumstances of the client.**
* **The matching of the appropriate and necessary skills and competences of the consultants on the Framework as identified via the Chamber.**
* **Sector specific experience of the consultants on the Framework**
* **Expertise of the consultants on the Framework in specific highlighted technologies**
* **Availability of consultants on the Framework to meet the client’s and/or programme’s timetable.**
* **The referral route of the client onto the programme.**

1. **Supplier Response to Specification - (Please complete all sections below marked Yellow)**

**a. – Pricing (60%) Framework Day Rate (August 2023 – OPEN, to be reviewed March 2025)**

**Price is fixed on a whole life cost basis and is inclusive of all associated costs in the delivery of the consultancy including any materials and travel. No further costs shall be added or billed for at a later date. Indicative day rate £ 400.00 exclusive of Value Added Tax.**

|  |  |
| --- | --- |
| **Day Rate** |  |
| **Total Day Rate** |  |

**b. – Method Statements (Quality 40%)**

**Based on the Work Package specification outlined below and with reference to previous and appropriate experience of delivery**

**As a minimum, suppliers are requested to provide evidence of:**

* **An overview of their methods of operation.**
* **Their approach to ensure appropriate skills and standards are maintained.**
* **Evidence of their experience in delivering such/similar consultancy support elsewhere (preferably within the SME sector).**
* **Qualifications and accreditations within their field/industry (as applicable).**
* **Professional Indemnity, Public Liability and Employers Liability (if applicable) insurance policies, minimum £2 million*.*** *(If insurances are not available then an undertaking to acquire such insurances if successful).*
* **Motor Vehicle Insurance Policy.**
* **Available resources allocated to the effective development and delivery of the consultancy.**
* **Any added value skills or services that can be offered to beneficiaries or the Chamber and its delivery partners.**

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| **Previous Experience – 30%**  Proven track record of working with SME sector in Initial Diagnostics and Benchmarking, Market Development, Manufacturing Partnerships Development, Low Carbon Technologies, Manufacturing & Engineering Management and Development, Funding and Investor Identification and Management, etc. |
| **Response - (Expand as required)** |
| **Qualifications, Membership of Professional Bodies, Accreditations, Insurance Policies, etc. – 10 %** |
| **Response - (Expand as required)** |

**Signature and Declaration**

In submitting your response to this procurement process, you/your organisation declare that the information provided is:

* Complete and accurate.
* Submitted in good faith to support the aims & objectives of the Chamber.
* A bona fide proposal, to be evaluated and considered for acceptance.
* A sustainable proposal for the full term of any eventual contract.
* Submitted under and in acceptance of East Lancashire Chamber of Commerce and Industry’s Standard Terms & Conditions of contract.

|  |  |
| --- | --- |
| **Work Package Tendered For:** |  |
| **Name:** |  |
| **Position in Organisation:** |  |
| **Organisation:** |  |
| **Signature (if electronic, print name):** |  |
| **Date:** |  |

**RFQ documents to be returned before - OPEN:**

**Louise Sydenham**

**E-mail:** [**l.sydenham@chamberelancs.co.uk**](mailto:l.sydenham@chamberelancs.co.uk)

**Several consultants/organisations are sought to assist in the delivery of the activities described in Specification of Requirements 1 above and deliver successful outcomes for participating enterprises in terms of cost savings, reduction in energy consumed and their energy costs, reduction in wastes produced, reduction in greenhouse gas emissions, enterprises adopting and implementing low carbon technologies and on-site renewable energy generation, as well as innovating and commercialising new low carbon technologies etc. via a combination of the activities below:**

# **Work Package 1 – RedCAT Innovations**

* **Identify, locate, and engage with low carbon product developers.**
* **Work with self-sourced or referred enterprises to identify low carbon product market opportunities.**
* **Foster relationships with universities to identify products in development or work streams likely to produce low carbon technology and opportunity.**
* **Work with referred enterprises or individuals/start-ups with infant Low Carbon technologies with product design, engineering, and material options to best service the customer/market needs.**
* **Work with referred or self-sourced enterprises or individuals/start-ups with Low Carbon technologies to assist them to go from prototype to manufacture with costed manufacturing plans, through mentoring/coaching, long term consultancy partnership to identify potential product uses, identify end markets, identify potential demonstrator customers and customer base.**
* **Identify low carbon product market opportunities, demonstrator customers and partner collaborations.**
* **Work with referred enterprises or individuals/start-ups with infant Low Carbon technologies to identify and secure funding and support with business plans as required.**
* **Work with BOOST, Lancashire Universities and other business support agencies to best service referred enterprises.**
* **Work across Lancashire to identify a network of product demonstrator sites, demonstrator customers and manufacturing collaboration partners across the Low Carbon and Net Zero agendas.**
* **Deliver demonstrated products that are available for commercial sales and manufactured within Lancashire.**
* **Advise on manufacturing and engineering options for low carbon and renewable energy technologies.**
* **Demonstrate a working knowledge of the network of manufacturing capabilities across Lancashire.**
* **Demonstrate a network of contacts/or ability to build a network within the manufacturing base of Lancashire.**
* **Support individuals or enterprises to formulate manufacturing plans/contracts to support long term manufacturing development of product.**
* **Develop investor opportunities and local manufacturing partnerships.**
* **Work with Lancashire technology developers who have low carbon technology products that are now “close to market” and need support to move their products to full commercialisation.**
* **Work with BOOST, Lancashire Universities and other business support agencies to best service referred enterprises.**
* **To provide technical content and outline case studies for the Low Carbon Newsletter.**
* **To provide technical content and present (as required based on knowledge) at Chamber Low Carbon events, In-depth group support and other Chamber events as appropriate.**

# **Work Package 2 – Chamber Low Carbon**

* **Delivery of onsite in-depth energy audits, analysis of energy bills if appropriate.**
* **Delivery of environmental/resource efficiency reviews**
* **Delivery within reports of baseline greenhouse gas calculations provided by the Chamber Low Carbon Team**
* **Identification of energy and resource efficiency, cost saving opportunities, the development and support during the implementation of associated action plans.**
* **Identification of renewable generation opportunities and adoption of Low Carbon Technologies**
* **Identification of opportunities within Lancashire for beneficial referral to other business support services available.**
* **Identification of in-depth energy efficiency improvements within referred SMEs and to promote local and innovative solutions.**
* **Awareness and signposting into national and regional business support funding for equipment and low carbon technologies.**
* **Working with SMEs to develop on site renewable energy generation strategies, refer into appropriate technology producers and support the implementation process.**
* **Providing technical content and present (as required based on knowledge) at Chamber Low Carbon and other Events as well as in-depth group support, such as Good Practice, Energy Efficiency, Process Efficiency, Resource Efficiency, Water Efficiency, ISO 14001, ISO 50001, GHG Reporting, etc. if and as required.**
* **Providing technical content and outline case studies for the Chamber Low Carbon Newsletter.**

# **Work Package 3 – Chamber Low Carbon**

* **Delivery of onsite in-depth targeted and technology specific energy advice.**
* **Delivery within reports of baseline greenhouse gas calculations provided by the Chamber Low Carbon Team**
* **Identification of energy and resource efficiency, cost saving opportunities, the development of associated action plans.**
* **Identification of renewable generation opportunities and adoption of Low Carbon Technologies**
* **Awareness and signposting into national and regional business support funding for equipment and low carbon technologies.**
* **Working with SMEs to develop on site renewable energy generation strategies, refer to appropriate technology producers.**
* **Providing technical content and present (as required based on knowledge) at Chamber Low Carbon and other Events as well as in-depth group support, such as Good Practice, Energy Efficiency, Process Efficiency, Resource Efficiency, Water Efficiency, etc. if and as required.**
* **Providing technical content and outline case studies for the Chamber Low Carbon Newsletter.**

# **Work Package 4 – Chamber Low Carbon**

**To compliment and support the delivery in the marketing, promotion and delivery of these programmes of work East Lancashire Chamber of Commerce and Industry is seeking to procure the services of a monthly thought piece content provider for the Chamber Low Carbon programme’s website and Podcasts.**