**Request For Quotation**

Criteria: Price Only

***Insert Tender Title***

***Insert School/Directorate***

***Insert Contract Period, if applicable***

nAME OF tENDERER: **TENDERER NAME**

CLOSING DATE: **4.00pm on** **Click here to enter a date**

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1. **Introduction**

Insert School/Unit invites you to tender for the above contract. The University’s detailed requirements are set out in Schedule A.

Completed tenders should be returned via email to Insert your email address **by 4.00pm on Click here to enter a date.**

Late tenders will not be accepted.

1. **Sustainable Procurement**

Queen's has drawn together various strands of responsible procurement into an overarching [Supply Chain Code of Conduct](https://www.qub.ac.uk/directorates/FinanceDirectorate/visitors/FileStore-Visitors/Procurement/Filetoupload%2C1028558%2Cen.pdf) which is applicable to all Economic Operators.

The purpose of the Code is to create awareness in our supply base of social, ethical, economic and environmental issues and it clearly sets out the University’s position in relation to them. This Code will help tenderers understand the behaviours and standards that are expected of them and their supply chains when working on University contracts. The Code was endorsed by the Registrar and Chief Operating Officer alongside the University Operating Board in February 2021.

Those engaged on University work, whether as suppliers or sub-contractors, are expected to comply with the Code as well as the standards of their own professional bodies and to adopt requirements similar to those contained in this Code in their own organisation and their supply chain.

Queen's has a significant role to play in managing its business responsibly. It is fundamental that its supply chains are free from corruption, where human rights are respected and protected and that impact on the environment is limited.

Suppliers to the University are encouraged to [register](https://supplierengagementhe.net-positive.org/accounts/login/) with and utilise [NETpositive](https://www.netpositivesupplier.co.uk/suppliers-to-he-using-the-tool-v2/), a **free tool** that will help them create a simple sustainability action plan for their business. If suppliers have any questions about the Code or the NETpositive tool please contact procurement@qub.ac.uk.

1. **Format of Tender Proposal**

Tenderers wishing to be considered for this requirement must complete in full and submit all of the following documents, known as the Tender Proposal:

|  |  |  |
| --- | --- | --- |
| **Tender****Proposal**  | Schedule B | Pricing Schedule (and Tenderer Declaration) |
| Schedule C | Qualitative Questionnaire |

1. **Instructions to Tenderers**
	1. The University reserves the right to disqualify any Tenderer, where they have not submitted requested information and no explanation as to its omission has been provided.
	2. This contract shall be awarded in accordance with the University’s [Standard Conditions of Contract](https://www.qub.ac.uk/directorates/FinanceDirectorate/visitors/FileStore-Visitors/Procurement/Filetoupload%2C1151749%2Cen.pdf). Tenders must not contain, or bear printed thereon, terms and conditions or general restrictions which conflict with these contract conditions.
	3. Tenderers must be explicit and comprehensive in their responses as this will be the single source of information on which responses will be scored and ranked.  Tenderers are advised neither to make any assumptions about their past or current supplier relationships with the University, nor to assume that such relationships will be taken into account in the evaluation process.
	4. Any questions or queries relating to this tender document should be submitted via email to the contact person detailed below.  The University may communicate both the query and the response, in an anonymous form, to all tenderers, where it is considered to be materially significant.
	5. All information provided by the University, either within this tender process, or during any resultant contract, shall be treated as confidential and should not be disclosed to any third party without the University's prior permission.
	6. The period during which the tenderer is bound to keep open the tender shall be Choose an item. Days.
	7. The prices quoted by the tenderer should be unambiguous and quoted in £’s (pounds) sterling on a ‘best bid’ basis and should **exclude** VAT.
	8. The University is not committed to accept the lowest or any tender and the University will not accept qualified tenders.
	9. Acceptance/non acceptance of the tender will be advised as soon as possible.
	10. The University reserves the right at its absolute discretion to abandon, terminate or vary the tender process at any time prior to contract execution. The University shall not be responsible for the payment of expenses incurred by any tenderer.
	11. All queries regarding the tender process should be directed to:

 Insert Your Name Insert Your Tel No

 Insert Your Title Insert Your Email

1. **Award Criteria**

 *[When using quality criteria, there should be no more than two qualitative assessment criterion and the* ***quality ratio should not exceed 50%****. Both quality and price criteria must total 100% i.e. if price is 70%, quality will therefore be 30%]*

 *[The weightings attributed to Question A and B must total the overall weighting for the Qualitative Submission e.g. Question A (20%) + Question B (30%) = (50%) Quality weighting. This is then added to the Price Weighting to equal 100%.]*

4.1 The criteria for award of the contract shall be on the basis of the most economically advantageous tender in terms of both price and the quality of the submission.

|  |  |
| --- | --- |
| **Evaluation Criteria** | **Award Weighting** |
| Price Submission | *[Insert weighting min 50% - max 90%]* |
| Qualitative Submission (based on the following sub-criteria) | *[Insert weighting max 50% - min 10%]* |
| Question A | Insert weighting |
| Question B | Insert weighting |
| **Total** | **100%** |

The price/qualitative weightings above will be applied to the Tenderer’s price and qualitative scores. The weighted scores will be added together to calculate the overall score for the Tender, to identify the most economically advantageous tender.

The Tenderer who is awarded the highest total score will be declared the preferred bidder. It is the University’s intention to award this contract to the preferred bidder.

4.2 Price Submission

The tenderer shall enter its price submission (exclusive of VAT) in Schedule B - Pricing Schedule*.*

The lowest tendered price will attract the maximum score available. Other tender prices will be scored relative to the lowest tendered price as per formula below:-

Lowest tendered price

------------------------------ x criterion weighting

Your tendered price

**A worked example is provided below for illustrative purposes only.**

Two tenderers have submitted the following tender prices.

|  |  |  |
| --- | --- | --- |
| **Tenderer**  | **Tenderer Price** | **Weighted Price Score (Marks/50)** |
| 1 | £10,000 | 50% |
| 2 | £12,000 | 41.66% |

This weighted tender price score will then be combined with the weighted score for the qualitative response (in this case out of 50) to give an overall score for the tender out of 100.

4.3 Qualitative Submission

The Tenderer shall enter its response to the qualitative criteria in Schedule C – Qualitative Questionnaire. The University shall assess the response to each individual question using a whole-number, consensus-based scoring methodology, as outlined below, with marks awarded based solely on the evidence provided.

| **Score** | **Term** | **Indicator** |
| --- | --- | --- |
| 0 | **Unacceptable** | * Nil response
* Fails to address the requirement
* Fails to demonstrate an understanding of the requirement
* Fails to demonstrate ability to fulfil the requirement
 |
| 1 | **Limited** | * Only partially addresses the requirement
* Demonstrates a limited understanding of the requirement
* Contains significant shortcomings
* Lacks sufficient detail/evidence of addressing the requirement in most areas
* Limited detail of the methodology to be applied
* High risk that the proposed approach would be unsuccessful
* Weaknesses outweigh the strengths
 |
| 2 | **Acceptable** | * Addresses the requirement in some respects
* Demonstrates a general understanding of the requirement
* Contains limited shortcomings
* Lacks sufficient detail/evidence of addressing the requirement in some areas
* Methodology to be applied requires further detail
* Limited risk that the proposed approach would be unsuccessful
* Strengths outweigh the weaknesses
 |
| 3 | **Good** | * Addresses the requirement in most respects
* Demonstrates a good understanding of the requirement
* Contains few shortcomings, minor in nature
* Lacks some detail/evidence of addressing the requirement in minor areas
* Methodology to be applied is clearly explained, but missing some minor details
* Negligible risk that the proposed approach would be unsuccessful
* Strengths greatly outweigh the weaknesses and the weaknesses are generally not significant
 |
| 4 | **Excellent** | * Fully addresses the requirement in all respects
* Demonstrates a comprehensive understanding of the requirement
* Contains no shortcomings
* All detail/evidence of addressing the requirement is provided
* Methodology to be applied is comprehensively explained
* No risk that the proposed approach would be unsuccessful
* No weaknesses identified
 |

In order to calculate the score for each criterion, the following formula will be applied:

Applicant’s total score for criterion

------------------------------------------------ x criterion weighting

Maximum score for criterion

By way of example, if criterion x has a total of 5 marks available with a weighting of 25% and an applicant scored 3, their overall score for this criterion would be calculated as follows:

3

--- x 25 = 15%

5

The scores obtained against each question will then be weighted to produce an overall weighted qualitative score.

4.4 Overall Tender Score

The weighted scores from the Qualitative Submission and the Price Submission are added together to obtain the tenderer’s total weighted score out of 100.

Encs

**Schedule A**

**Specification/Scope of Services (delete one)**

*Insert Specification/Scope of Services. Please refer to the* [*Invest NI Funding Specific Procurement Procedure*](http://www.qub.ac.uk/directorates/FinanceDirectorate/Procurement/ProcurementforResearch/InvestNIFundingSpecificProcurementProcedure/#Tenders) *which can be used to assist with developing a robust Specification/Scope of Services.*

**Schedule B**

**Pricing Schedule**

Tenderers are required to complete the Pricing Schedule outlined below. Failure to complete the Pricing Schedule fully and in accordance with all requirements therein may result in the tenderer’s submission being rejected.

*[For Goods – table can be expanded if necessary] Delete table if price relates to services (below)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Item** ***[To be completed by QUB]*** | **Description of Item being offered including Make and Model.**  | **Price (excluding VAT)** | **Delivery Period** | **Details of any Warranty added benefit available** |
| *[Outline goods to be priced]* |       | £       |       |       |
| *[Optional Items]* |       | £       |       |       |
| **Total Cost** **(excluding VAT)** |  | £       |  |  |

*[For Services – table can be expanded if necessary] Delete table if price relates to goods (above)*

|  |  |
| --- | --- |
| **Description *[To be completed by QUB]*** | **Price (excluding VAT)** |
| *[Outline each element of service to be priced]* | £       |
| *[Travel and other Expenses]* | £       |
| **Total Cost of providing the service (excluding VAT)** | £       |

**Tenderer Declaration**

(To be completed by The Tenderer)

1. I/we the undersigned hereby tender for this contract in accordance with the Terms and Conditions of Contract and specification at the prices quoted in the pricing schedule.
2. **I**/we hereby certify that the information provided is accurate to the best of my/our knowledge and understand that false information could result in the termination of any future contract.
3. I/we understand my/our obligations and that, where provision for failure to meet such obligations has not been made by the University, such failure could result in the termination of any future contract.
4. I/we agree that the tender together with written acceptance thereof shall constitute a binding contract between us and the customer.
5. I/We certify this is a bona fide tender intended to be competitive.
6. I/We confirm that we have reviewed the Supply Chain Code of Conduct and will comply with the values and principles of the Code and if successful will adopt requirements similar to those contained in the Code within my/our organisation and supply chain.
7. I/we hereby declare that I am/we are not unqualified for the purposes of the Fair Employment and Treatment (Northern Ireland) Order 1998.
8. I/we understand that the Customer does not bind itself to accept the lowest or any tender submitted in response to this enquiry and may accept the whole or part of any tender.
9. I/We acknowledge that the customer is subject to the requirements of the Freedom of Information Act (2000) (FOIA).

 *Please delete the following statements as appropriate.*

1. I/We consider the information supplied in this tender competition can be disclosed; ***or***
2. I/We consider the following information supplied in this tender competition cannot be disclosed because of its sensitivity for the following reasons:

|  |
| --- |
|       |
|  |

1. *Please delete the following statements as appropriate.*
2. I/we confirm that there is not a conflict or perceived conflict of interest in relation to the personnel or type of work involved in this contract; ***or***
3. I/we wish to advise that there is a possible conflict, or perceived conflict of interest, in relation to personnel and their involvement in this contract for the following reasons. (Please explain what the possible conflict or perceived conflict of interest may be and who it relates to and how it could have an adverse effect on this contract.)

|  |
| --- |
|       |
|  |

|  |  |
| --- | --- |
| **Name of Tenderer:** |       |
| **Address:** |       |
| **Completed by:** |       |
| **Title/Position** |       |
| **Email:** |       |
| **Tel No:** |       |
| **Date:** |       |

**Schedule C**

**Qualitative Questionnaire**

Tenderers are required to respond to the questions below. Tenderers are also required to ensure that their submissions fully address all key elements as contained in the *Specification/Scope of Services* above. Tenderers must ensure that the response to each question is relevant and focused on addressing the question asked. Each question will be evaluated only on the information provided in the response text box provided for that particular question. No marks will be awarded for a particular question for information given in response to any other question or elsewhere in the tender. For the avoidance of doubt, no cross referencing is permitted.

|  |  |
| --- | --- |
| ***[Insert Question A]*** | **4 marks** |
| **Tenderers are required to enter response below**      |

|  |  |
| --- | --- |
| ***[Insert Question B] if applicable*** | **4 marks** |
| **Tenderers are required to enter response below**      |