

**Quick Quote (QQ) for largescale cultural events sponsorship**

## **INTRODUCTION**

* 1. Medway Place Board in partnership with Medway Council invites responses from individuals or organisations with a strong track record of delivering cultural sponsorship to develop a new strategic approach to largescale cultural events sponsorship in Medway and to deliver new sponsorship partnerships for key cultural events in 2024.

The brief is funded by the UK Shared Prosperity Fund with full details set out in the Specification below and will be entered into in accordance with the Council’s Terms and Conditions set out below.

## **PROCUREMENT TIMETABLE**

* 1. The proposed procurement timetable is set out below and is intended as a guide only. Medway Place Board and Medway Council reserve the right to amend it at any time.

|  |  |
| --- | --- |
| **Date** | **Stage** |
| 27/10/2023 | Quick Quote issued |
| 24/11/2023 | Prospective suppliers’ Clarifications closing date |
| 01/12/2023 | Quotation Return Date |
| 15/12/2023 | Evaluation completed & Successful Bidder informed |
| 01/01/2024 | Contract start date |
| 31/03/2024 | Contract end date |

## **INSTRUCTIONS**

* 1. Prospective suppliers should read these instructions carefully before completing and submitting their Quotation
  2. It is the prospective supplier’s responsibility to ensure that the Quotation is fully   
      completed with the required information. Failure to comply with these requirements may   
      result in the rejection of the quotation.
  3. Clarifications and Quotations must be sent electronically by their respective deadlines in the above timetable to Simon Cook at Medway Place Board at [hello@medwayplaceboard.co.uk](mailto:hello@medwayplaceboard.co.uk).
  4. Quotations must remain valid for acceptance for 90 days.
  5. Medway Place Board and Medway Council reserve the right to modify the requirement

until the return date.

* 1. Medway Place Board and Medway Council reserve the right to reject or not to award any

bid received.

* 1. Medway Council’s standard terms and conditions for Purchase Orders are affixed to this opportunity and will apply to any subsequent award. No modifications to this will be accepted.
  2. Medway Council is subject to provisions of Freedom of Information requests. Contractors must mark whether any part of their submission is confidential. This will be honored if authorized by the act.
  3. Subject to passing the due diligence element of this Quick Quote, the awarded decision will be based on the best value for money proposal received.

## **4. GENERAL DETAILS**

* 1. Please provide your company / organisation’s details in the table below:

|  |  |
| --- | --- |
| Trading Name: | [Enter text] |
| Registered Name: | [Enter text] |
| Trading Address: | [Enter text] |
| Website (if any): | [Enter text] |
| Registered Address (if different from above): | [Enter text] |
| If a Limited Company, LLP or PLC, give date of incorporation: | [Enter text] |
| If a Limited Company, LLP or PLC, give Registration Number: | [Enter text] |
| VAT Registration Number: | [Enter text] |
| If a subsidiary company, give the name of the parent company | [Enter text] |

* 1. Please provide details of the nominated contact point for this quotation.

|  |  |
| --- | --- |
| Contact Name: | [Enter text] |
| Position: | [Enter text] |
| Email: | [Enter text] |
| Address: | [Enter text] |
| Telephone: | [Enter text] |

## **METHOD STATEMENT (Pass/FAIL)**

#### **Question 1 – service delivery**

Please detail how you intend to deliver the services outlined within the specification. As part of your submission please include a timetable and any ancillary benefits you will generate as part of your delivery.

|  |
| --- |
| [Enter text] |

Contractors must score a ‘Pass’ or their response or will not be eligible for contract award.

## **PREVIOUS EXPERIENCE AND REFERENCES**

* 1. Have you had any contract terminated within the last three (3) years by a client and if so for what reason?

|  |
| --- |
| [Enter text] |

* 1. The Council and Medway Place Board requires ONE example of previous experience (no longer than 3 years old) where the same or similar Goods, Services or Works were provided. Reference details must also be provided to allow the Council to verify details given, if deemed necessary. Please complete the case study table below:

|  |  |
| --- | --- |
| **Case Study** | |
| **Project Information** | |
| 1. Project Title | [Enter text] |
| 2. Name of Client Organisation | [Enter text] |
| 3. Client Contact Name | [Enter text] |
| 4. Telephone Number / Email | [Enter text] |
| 5. Project Cost | [Enter text] |
| 6. Project Start & End Date | [Enter text] |
| 7. Project Details including why you are applicable for this project | [Enter text] |

Contractors must provide a relevant example whilst responding to all sections or their response or will not be eligible for contract award.

## **Price schedule**

* 1. Please complete the price schedule below including all prices to meet the requirement. Please note that the contract budget of £10,000.00 is inclusive of all fees and expenses.

|  |  |
| --- | --- |
| **Item** | **Cost** |
| 1. Cost of delivering all elements of the specification, broken down by element. | **£[Enter value] £[Enter value]** |
| 1. Day rate for any additional elements identified by project team (only to be called on by the nominated Medway Council or Medway Place Board officer.) | **£[Enter value]** |

For the purpose of this exercise the cost of part A will form the costing evaluation and B used for future reference.

## **TERMS AND CONDITIONS**

* 1. The Council’s Purchase Order Terms and Conditions of Contract applicable to this Quick Quote have been embedded below and will apply to any subsequent contract. The Council will not consider submission of a prospective supplier’s own terms and conditions.



## **HEALTH AND SAFETY POLICY REQUIREMENTS**

**The information required in this section is a mandatory requirement for this QQ. Failure to provide relevant information may result in your quotation being eliminated.**

* 1. All suppliers wishing to work with the Council MUST have access to competent corporate general health and safety advice. This is a requirement under the Management of Health and Safety at Work Regulations 1999 as well as the Health and Safety at Work Act 1974.

|  |  |
| --- | --- |
| Would you be prepared to co-operate with and make facilities available to the Council’s Health & Safety Advisors? | Yes  No |

* 1. Please state the name and position of the person with overall responsibility for health and safety in your organisation together with details of experience and any relevant qualifications:

|  |
| --- |
| [Enter text] |

* 1. Suppliers with 5 or more employees must have a written health and safety policy, make it available for staff to look at and review it regularly. Please state below how many persons your organisation normally employs:

|  |
| --- |
| [Enter number] |

* 1. Please return a copy of the following health and safety documents:

|  |  |
| --- | --- |
| A statement of your General Policy on Health and Safety at Work. | Enclosed? Yes  No |
| The organisation for carrying out the policy - that is the division of duties, delegation of responsibilities, management flow chart. | Enclosed? Yes  No |
| The arrangements for carrying out the policy - that is safety procedures, safety manuals or other documents. | Enclosed? Yes  No |

## **ECONOMIC AND FINANCIAL STANDING**

* 1. Please provide your financial details over the last financial year in the table below. Please note that the most recent accounts must not be older than 12 months from the issue date of this document.

|  |  |
| --- | --- |
| Date (month & year) | to |
| Statutory Accounts (tick box if applicable) |  |
| Management Accounts Only (tick box if applicable) |  |
| Turnover (£) |  |
| Balance Sheet Net Worth (£) |  |

Note: Medway Council will require prospective suppliers to be financially stable before awarding any contract. Any prospective supplier can be disqualified on this basis at any point until the contract is fully signed.

An independent financial risk appraisal will be sought from Experian Ltd. Where an Experian report is not available, the Council will utilize alternative means of appraisal. This may involve the submission of information from the prospective supplier, which will be requested if necessary.

Prospective suppliers may be required to supply other financial documentation.

## **ELIGIBILITY**

|  |  |
| --- | --- |
| Are there any reasons why you might be ineligible under Regulation 57 – Exclusion Grounds, of the Public Contracts Regulations 2015? | Yes  No |
| Has your firm ever had to pay financial penalties levied in respect of a failure to perform to the terms of a contract? | Yes  No |

If the answer is ‘yes’ to either of the above please give details below:

|  |
| --- |
| [Enter text] |

## **INSURANCE**

* 1. The table below sets out the insurance requirements for this Competition. Please tick the relevant box to confirm that you currently have insurance policies in place that meet these requirements (or equivalent in different currencies) or can obtain them if successful and prior to being awarded a contract:

|  |  |  |
| --- | --- | --- |
| Public liability insurance | £5,000,000 minimum limit of indemnity | Have    Can obtain |
| Employers’ (compulsory) liability insurance\* | £10,000,000 minimum limit of indemnity | Have  Can obtain   Not required (Sole Trader) |
| Professional indemnity insurance | £1,000,000 minimum limit of indemnity | Have  Can obtain |
| Supporting insurance documentation included with this Quotation? | | Yes  No |

* 1. If you are unable to provide the supporting insurance documentation by the submission deadline, please explain why and provide anticipated dates for submission of the requested information:

|  |
| --- |
| [Enter text] |

\*It is a legal requirement that all businesses hold Employers’ (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.

## **APPENDIX A - DECLARATION**

Prospective Suppliers must sign this declaration to indicate that their submission has been made in accordance with this QQ document.

1. I/We undertake:
   1. to notify the Council of any changes to the information given in answer to questions in our submissions;
   2. that I/we will not offer or agree to pay or give any sum of money, inducement of valuable consideration directly or indirectly to any person or have done so or cause or have caused to be done in relation to any other response to this Competition any act or omission; and
   3. that I/we will not at any time discuss with any other person any aspect of our submission.
2. I/We certify that:
   1. the information supplied by us in our submission is accurate to the best of my/our knowledge. I/We understand and accept that false information could result in exclusion from this Competition;
   2. I/We also understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration as an inducement or reward to any servant of a Public Body. I/We also understand that any such action will empower the Council to cancel any contract currently in force and will result in exclusion from this Competition;
   3. I/we have not and will not canvass or solicit any officer or employee of the Council in connection with this Competition and that no person employed by me/us or acting on my/our behalf has done or shall do;
   4. I am/we are suitable, capable and have the relevant legal status and financial standing required to perform the contract;
   5. I/we have not communicated to a person other than the person calling for these quotations the amount or approximate amount of the proposed quotation except where the disclosure, in confidence of the approximate amount of the quotation was necessary for the preparation of the quote;
   6. I/we have not entered into any agreement or arrangement with any other person that he shall refrain from quoting or as to the amount of any quote to be submitted; and
   7. I/we have not offered or paid or given or agreed to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other quotation or proposed quotation for the said work any act or thing of the sort described above.
3. By signing this declaration you also agree to be bound to the Council’s terms and conditions with no amendments.

|  |  |
| --- | --- |
| Organisation’s name: | **[Enter text]** |
| Signed: |  |
| Dated: | **[Enter text]** |

## **APPENDIX B - CERTIFICATE OF NON-COLLUSION**

To: Medway Council

The essence of the public procurement process is that the Council shall receive bona fide competitive quotes from all prospective Suppliers. We, the undersigned, hereby certify that this is a bona fide quotation and (except as authorised in the Quick Quote) we have not, and insofar as we are aware neither have any of our officers, employees, servants or agents:

(1) Entered into any agreement with any other person with the aim of preventing bids being made or as to the fixing or adjusting of the amount of any bid or the conditions on which any bid is made; or

(2) Informed any other person, other than the person calling for this bid, of the amount or the approximate amount of the bid, except where the disclosure, in confidence, of the amount of the bid was necessary to obtain quotations necessary for the preparation of the bid for insurance, for performance bonds and/or contract guarantee bonds or for professional advice required for the preparation of the bid; or

(3) Caused or induced any person to enter into such an agreement as is mentioned in paragraph (1) above or to inform us of the amount or the approximate amount of any rival bid for the goods, services or works; or

(4) Done anything which would constitute a breach of the Bribery Act 2010 or under section 117 of the Local Government Act 1972; or

(5) Offered or agreed to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Bid or proposed Bid for the goods, services or works any act or omission; or

(6) Canvassed any other persons in connection with the bid; or

(7) Contacted any officer of the Council or their agents about any aspect of the bid including (but without limitation) for the purposes of discussing the possible transfer to the employment of the Participant of such officer or agent for the purpose of the contract or for soliciting information in connection with the contract.

We also undertake that we shall not procure the doing of any of the acts mentioned in paragraphs 1 to 7 above before the hour and date specified for the return of the bid nor (in the event of the quotation being accepted) shall we do so while the resulting contract(s) continue in force between us (or our successors in title) and Medway Council.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signed: |  | Name: | |  |
| Position: |  | | | |
| Duly Authorized to sign for and on behalf of: |  | | Date: |  |

## **APPENDIX C – Specification Annex 1**

**PROCESSING, PERSONAL DATA AND DATA SUBJECTS**

1. The Contractor shall comply with any further written instructions with respect to processing by the Council.

2. Any such further instructions shall be incorporated into this Schedule.

|  |  |
| --- | --- |
| **Description** | **Details** |
| Subject matter of the processing | NA |
| Duration of the processing | NA |
| Nature and purposes of the processing | NA |
| Type of Personal Data | NA |
| Categories of Data Subject | NA |
| Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data | NA |