**Invite to tender/Request for Quotation**

**NAME OF PROJECT/WORKS to be supplied/delivered\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Specification**

1. **Overview of the Specification**

The subject of this specification is (insert type of work- i.e. grass cutting, building maintenance, path clearance).

This specification sets out: -

* Background to the project/work
* Size and scale of the project
* Deliverables
* Scope and approach of the project/work
* Value of the contract
* Quotation submission
* Criteria for assessing quotations
* Timeline for the assessment
* The contact person for this contract/tender is xxxx (insert name of parish council person responsible for managing this)

1. **Background to the project**

Why it has come about/ is needed, who is funding it.

1. **Size and scale of the project**

The information provided to include:

* Project timescales/duration/frequency (length of contract, and potential to review/extend)
* Project’s finances (budget and funding sources), this may include payment terms.
* Outputs and expected results
* Current levels of performance
* Information sources (if applicable)

1. **Deliverables**

List what you expect supplier to provide:

|  |  |
| --- | --- |
| **Output- what activity the supplier does** | **Outcome- the outcome expected as a result of that activity being carried out to a certain quality** |
| Path clearance spring/summer | Path fully accessible to all members of the public |
| Grass cutting village green | Village green kept nice for localsand visitors |
|  |  |

1. **Scope and Approach to the project**

Detail what is in *scope* for the project and what is out of scope i.e.

In scope – ‘the grass cutting in village green as detailed in attached map’

Out of scope- street verges and school playing fields.

Identify the *approach* - how the provider is expected to carry out activity i.e.- No grass cutting before 8am and no grass cutting on a Sunday.

Some flexibility – e.g. when an event is scheduled, or due to weather.

Review meetings e.g. number/frequency of cuts required, spring, summer and autumn. In case of damage to shrubs, trees.

You can also use this section to ask supplier to propose innovative ways of doing task/activity

1. **Value of the contract**

The expected value of the contract is up to £xxx.

1. **Quotation submission**

Deadline for submitting written submissions/quotations is DATE, TIME

For projects/works with a contract value of £25,000 and above (regardless of whether the period is one year or five years), the portal must be used (electronic submissions). For details on how to use the Contract Finder Portal please visit [www.gov.uk/contracts-finder](http://www.gov.uk/contracts-finder)

1. **Criteria for Assessing Quotations**

**For example**

|  |  |
| --- | --- |
| Public liability insurance | 20% |
| Work programme (relating to outputs and results) and innovation | 40% |
| Price | 20% |
| Health and Safety assessment | 5% |
| Experience with the sector | 5% |
| Financial assessment (of bidder) | 5% |
| Equality and Diversity | 5% |

|  |  |
| --- | --- |
| **Score** | **How to score** |
| 100 | Exceptional response in all areas |
| 90 | Exceptional response with some minor shortcomings, or very good response with some exceptional elements |
| 80 | Very good response in all areas |
| 70 | Very good response with some minor shortcomings, or good response with very good elements |
| 60 | Good response in all areas |
| 50 | Good response with some minor shortcomings, or acceptable response with good elements |
| 40 | Acceptable response in all areas |
| 30 | Acceptable response with some minor shortcomings, or poor response with some acceptable elements |
| 20 | Poor response in all areas |
| 10 | Very poor response that is significantly below expectations in all areas |
| 0 | No response, or inappropriate response in all areas |

The scores will then need to be converted into percentages, based on the breakdown identified in ‘Criteria for assessing quotations’ table.

1. **Timeline for procurement process**

|  |  |
| --- | --- |
| **Date / Deadline** | **Action** |
|  |  |
|  |  |
|  |  |