

Request for Quotation – Health & Safety Services

Coast to Capital are reviewing their preferred supplier for the services of Health & Safety to support them on all aspects of Health & Safety under a Master Service Agreement.

This request for quotation for the supply of Health & Safety Services is issued by Coast to Capital.

Coast to Capital Contact	Kristel Smith
Response Deadline	26 January 2021

Section 1: Company Information

Company	Coast to Capital
MSA Title	Health & Safety Services
Response Date	26 January 2021
Company Description	As a Local Enterprise Partnership we are here to provide strategic leadership to drive economic growth and the sustainable success of this beautiful, vibrant, and exceptionally well connected area. We have already secured over £300 million of public investment to ensure our economy is future-ready and to raise our profile even further we are developing a strong Local Industrial Strategy. We are collaborative to our core, passionate about the success of this area, and believe that by working together, there's nothing we can't achieve.
Contact Details	Kristel Smith, Office Manager, kristel.smith@coast2capital.org.uk

Section 2: Overview of Requirements & Submission Instructions

About Us

As a Local Enterprise Partnership we are here to provide strategic leadership to drive economic growth and the sustainable success of this beautiful, vibrant, and exceptionally well connected area. We have already secured over £300 million of public investment to ensure our economy is future-ready and to raise our profile even further we are developing a strong Local Industrial Strategy. We are collaborative to our core, passionate about the success of this area, and believe that by working together, there's nothing we can't achieve.

Our Values

We are a small but passionate and high performing team which is ambitious for the Coast to Capital area. Ambitious is one of our corporate values along with Focused, Trusted, Champion and Diverse, and we are all working hard to make Coast to Capital an 'Exceptional' Local Enterprise Partnership. Our Senior Management Team is committed to creating and promoting a diverse, open and inclusive culture. Our supportive environment is important to us and employee wellbeing is a key priority.

Equality & Diversity

Our region is a diverse one, in every sense - geographically, economically, socially, and demographically. We regard this as a major asset. When we bring people together, and work inclusively to make the most of their potential, we achieve our best. We pride ourselves on our approach to equality and diversity which is one of our corporate values. We are committed to creating an inclusive organisation which promotes and values equality and diversity in everything we do. Therefore it is vital that the organisations we work with represent, champion and build on this approach.

Overview of Requirements

The Chief Executive is responsible for Health and Safety at Coast to Capital. The Office Manager has the delegated authority to ensure the Health & Safety Policy is implemented, amended and updated as required.

We require the ad hoc services of a Health & Safety professional to provide expert advice and assistance to the Office Manager and relevant personnel in any Health & Safety related matters. This includes, but is not limited to:

- Health & Safety Policy review/writing
- Legislation
- DSE assessments
- Risk assessments including working from home
- Property inspection
- Incident investigations
- Relevant training as required
- Occupational health assessments

The successful applicant will have experience of providing Health & Safety services to office based SMEs and their ethos will align with our company values and culture. In order to improve the social economic and environmental wellbeing of the Coast to Capital region, only local suppliers will be considered.

Submission Instructions

Proposals should come to us in the form of a brief document which will include the following information:

- Contact details.
- Experience details for the person/company submitting the proposal.
- Track record of delivery of similar work.
- Details of how you meet our values.
- Which of the services you can provide.
- Fees for the person who will be delivering the service. Fees should include VAT.
- The earliest date you would be able to start.

Fees should be presented as an hourly rate for each service and include any reductions in fees for any increased usage of services.

The successful applicant will be added to our preferred supplier list under a Master Service Agreement and will be reviewed after 12 months.

Coast to Capital may exercise the option to extend the terms of the MSA for a further 12 months. This is not a commitment by Coast to Capital.

Scoring of Tender Proposals

Tender proposals will be assessed on the following criteria:

Deliverability & Strategic Fit	40%
Alignment to our company values	30%
Value for money	30%

Scoring and selection will be based upon using the above weighting, along with the methodology which sits beneath it, to determine quality and value for money.

Methodology for scoring. Example: Alignment to our company values 30% (0-5) 0 = no consideration of company values, 3 = some consideration of company values demonstrated, 5 = detailed consideration of company values.

Submission Instructions

Please email your proposal to kristel.smith@coast2capital.org.uk by 5pm on 26 January 2021.

Timescales

This tendering opportunity will only be open for 1 week from 18 January to 26 January 2021.

We will contact you regarding the result of your tender application by 02 February 2021.

To Note

Although Coast to Capital has invited you to submit a quote, Coast to Capital makes no commitment.

By providing a quote you accept that no guarantee of volume or value of business will be given by Coast to Capital at any point. The provision of a quotation is made only to compile a list of suitable providers who can offer Health & Safety services.

Acceptance of your quotation and confirmation, or otherwise, of your place on the approved supplier list will be given following a review of the quotes in line with the Coast to Capital procurement policy as contained within the Coast to Capital Assurance Statement.

Prices quoted shall be all-inclusive. This will include time, materials and disbursements. Prices quoted shall be inclusive of VAT.

You should also provide details of your standard payment terms.

Costs Associated with Preparation of the Vendor's Response

Coast to Capital will not be liable for any costs incurred by the respondents in preparing responses to this MSA.

Price Stability

The pricing will be fixed for the period up to February 2022 from the date of confirmation of acceptance of your proposal. In no case shall the rate exceed the price unless agreed in writing between both parties.

Compliance with Laws and Regulations

The Approved Suppliers performance of the work shall comply with all applicable English laws, rules, and regulations.

Liability and Insurance

The Supplier shall assume the full duty, obligation, and expense of obtaining and maintaining necessary insurance relevant to the provision of the service and / or required by law.

Right to Reject

The issue of this tender does not commit Coast to Capital to enter into the contract or any other agreement. Coast to Capital reserves the right to reject any or all of the responses received and discontinue the bidding process. Coast to Capital can also reject any incomplete or incorrectly completed responses.

Cancellation

In the event provisions of this MSA are violated by the appointed supplier, Coast to Capital may give written notice to the Supplier stating the deficiencies and removing them from the Approved Supplier list.

Advertising

The Vendor agrees not to use the results from this MSA as part of any commercial advertising or promotion without prior written approval of Coast to Capital.

Non-collusion

A bidder will be disqualified from further participation in the tender if it:

- Fixes or adjusts its bid in any agreement or arrangement with any other bidder;
- Enters into any agreement with any other bidder to withhold its bid or alters, in any way the content of any other bid to be submitted; or
- Offers to pay, pays or gives any sum of money or inducement or directly or indirectly to any persons for doing or causing to be done any act or omission in relation to any other bid.

Canvassing

Any bidder who, in connection with its bid:

- Offers an inducement, fee or award to any representative of Coast to Capital LEP or any person acting as an adviser to Coast to Capital LEP in connection with the selection of bidders for inclusion in the contract; or
- Does anything which would constitute a breach of the Prevention of Corruption Act 1889 to 1916 or the Competition Act 1998,

Will be disqualified from further participation in the competition for inclusion in the contract.

Gifts and Hospitality

Bidders shall not offer gifts, hospitality, donations, and inducements to Coast to Capital staff during this tender process.