# QUOTATION DOCUMENT

|  |  |
| --- | --- |
| Contract Title: | **Academic Partner - Evaluation of project Birmingham Culturally Intelligent Approach to Headache Disorder in the Pakistani Community (BCIAHP)** |
| Contract Reference(s): |  |
| Date/Time for Quotation Return: | 17:00 (5pm) on Thursday 19th September 2024 |
| Address for Quotation Return: | Quotations should be submitted by email to the following address: BCIAHP@birmingham.gov.uk |

**Birmingham City Council**

Finance and Governance Directorate

Corporate Procurement Services

PO Box 10680

Birmingham

B4 7WB

[www.birmingham.gov.uk/procurement](http://www.birmingham.gov.uk/procurement)

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# Part 1 – REQUIREMENTS

We are committed to being accessible. If you experience or anticipate any barriers within the application process or require support to make an application or accessing services and information, please contact us.

## Instructions for Submitting Quotations

You are invited to submit a Quotation for the services as detailed in section 1.3 in accordance with Birmingham City Council’s [standard terms and conditions](https://www.birmingham.gov.uk/downloads/file/28520/birmingham_city_councils_terms_and_conditions_from_august_2023_to_date?_gl=1*f2xovz*_up*MQ..*_ga*MTUwNzA3MTI5Ny4xNzIzMDM1Mjgy*_ga_98DDPH489B*MTcyMzAzNTI4MS4xLjAuMTcyMzAzNTI4MS4wLjAuMA..).

Quotation suppliers are advised to ensure that they are fully familiar with the nature and extent of the contract. It is the responsibility of the Quotation supplier to obtain for themselves, at their own expense, all information necessary for the preparation of their Quotation.

Quotations must be submitted for the entire requirement as detailed in section 1.3 below, otherwise they may be rejected. No Quotation shall be considered unless it is submitted in accordance with the requirements described in these instructions and no Quotation received after the closing date shall be accepted or considered.

Quotation suppliers’ responses and information MUST be submitted as part of the Quotation response. Failure to provide such information may result in the submission being rejected.

The Council may at its own absolute discretion extend the closing date and time specified for the receipt of Quotations or invite variations to the terms of the contract.

Suppliers are asked to demonstrate that the services offered fully comply with section 1.3 of this document. This will be evaluated on a Pass/Fail basis. Only suppliers which pass this quality will have their price evaluated for consideration. Note that all pricing will be fixed for the duration of the agreement. No costs, other than those included in section 2.4 of the Quotation response form will be allowed.

All prices shall in all cases be exclusive of VAT, which will be applied in accordance with legislation. Discounts, trade allowances of any kind must be shown separately.

Birmingham City Council does not bind itself to accept the lowest or any Quotation.

Suppliers should be aware that, should they be awarded a Contract, the contents of the Contract may be published by the Council to the general public in line with transparency requirements.

Before publishing any information, the Council will consult with the supplier on any potential exemptions that may be applicable. The Supplier should note that the final decision on what information is published will rest with the Council.

Indicative Timetable:

|  |  |
| --- | --- |
| **Stages following Quotation submission** | **Date** |
| **Advertised on FIIB** | 13th August 2024 |
| **Clarification period** | 13th August – 19th September 2024 |
| **Deadline for Submission** | 19th September 2024  |
| **Evaluation period** | September 2024  |
| **Award approval** | October 2024  |
| **Anticipated Award notification** | October 2024  |
| **Anticipated Contract Commencement Date** | October 2024 |
| **Contract Completion Date** | October 2025 |

This contract will be commencing in **October 2024.** The start date is variable and will be discussed before contract is awarded. An attached project plan should outline the appropriate timelines for delivering this project.

## Specification

### Background and Introduction

The Birmingham Culturally Intelligent Approach to Headache disorder in Pakistani Communities (BCIAHP) is a project by Birmingham City Council Public Health Division, funded by an external grant from the pharmaceutical company, Pfizer. The project will develop community-led research into the prevalence of chronic headaches and migraines in segments of the Pakistani population in East Birmingham, alongside Primary Care clinical data collection and Hospital Episode Statistics (HES). This research will be used to inform the co-development of culturally intelligent resources, for both individuals and healthcare providers, and empower community influencers to support increased awareness and understanding of the contributory factors for headache and migraine for the community, prevention and when to seek clinical advice.

The project will produce qualitative and quantitative data, which contributes to existing research on the prevalence of chronic headaches and migraines across the Pakistani community and supports the diagnosis, treatment and understanding of the issue for the City Council and health organisations across the city. In addition, the culturally intelligent materials and/or interventions produced will inform and empower the Pakistani community to communicate their chronic headache and migraine pain and understand when to seek clinical advice or self-treat, as well as inform healthcare professionals to understand varied descriptions of pain by the community to effectively diagnose.

The project follows four main phases to completion in September 2025.

|  |
| --- |
| **Project Initiation:** Application to NHS Ethics, Primary Care R&D to use anonymised GP patient record data. |
| **Phase One: Scoping**: Local needs assessment - A needs assessment will provide the basis for an understanding of the nature and size of the need in the target population, it will also provide knowledge as to the specific barriers and opportunities within the target audience that this project can address. * Clinical desktop assessment of HES & primary care data sample by ethnicity.
* Community research led population sample survey.
* Focus group research into cultural context and understanding.
 |
| **Phase Two: Co-design with community/health professionals** - Co-production will ensure that the designed solutions are appropriate and acceptable to the target audience. * Focus group research into format, focus and type of materials needed.
* Recruit co-design working groups.
* Co-design events to coproduce culturally intelligent materials.
 |
| **Phase Three: Empowerment and enablement** - Maximise our existing work with local Pakistani communities via our community ethnic and faith engagement partners, Pakistani health campaigns, health champions programme and our links to NHS Social prescribing programmes to implement the designed culturally competent solutions to services.  |
| **Phase Four: Implementation and evaluation** - This project provides an opportunity to contribute to the existing evidence base on the awareness of headaches and migraines in the Pakistani community and approaches to raising awareness. We will work with our academic partner to commission the evaluation framework and to undertake the final evaluation report and disseminate to key systems partners. |

Rationale

Birmingham has the largest Pakistani community of any local authority in England, 195,853 people and accounting for 17% of our residents in 2021.  The wards with the largest Pakistani communities are in the East Birmingham Locality.  64% of Birmingham’s Pakistani community are working age and 5% are aged 65 and over.

A study of the prevalence and triggers for migraine in Pakistan found that 40% of respondents suffered from migraine. Most of them were female (78.1%), belonged to the age group 20-29 years (69.2%), and were students (76.1%). 32.8% of the migraineurs had a family history of migraine. The most frequent triggers included sleep disturbance (70.5%), stress (66.7%) and fatigue (64.4%).  Among females, menstruation was also a factor (31.8%).   Management options employed included taking rest, medication, staying in a quiet and dark place and massage (Athar F, 2022).

The community data collection in Birmingham will focus on three sub-groups within the Pakistani Community in East Birmingham (1) Smokers (2) Those with high blood pressure (3) Females of working age (18-64).

Raising awareness in the population of both the risk factors for headache disorders and when to seek medical advice is an important intervention, as is recognising the specific barriers to implementing preventative measures and seeking clinical advice in different communities of identity and experience. Barriers to effective treatment include:

* A lack of knowledge among health care providers - A large number of people with headache disorders are not diagnosed and treated.
* Poor awareness in the public -Headache disorders are not perceived by the public as serious and warranting of presentation to a healthcare professional.

There is limited data on the prevalence of headache and migraine in the Pakistani community in Birmingham.  Due to a lack of understanding of the barriers to treatment, there is also a lack of culturally intelligent resources and interventions aimed at enabling preventative approaches and appropriate presentation and effective communication of symptoms of headaches and migraine to enable prompt diagnosis and effective treatment within this population.  This project aims to address this need.

### Academic Evaluator

The Council would therefore like to commission an independent evaluation of the process and outcomes of this project, by an external academic partner. The Evaluator will be engaged from the start of the project to ensure appropriate evaluation methodology is employed when collecting data, to the end of the project in September 2025 – Although this is a year-long contract, please be advised that this is not a full-time project. The Evaluator will meet regularly, e.g., fortnightly with the Community Researcher (who will undertake the focus group and community survey data collection) in Phase One and the Co-designer in Phase Two (who will undertake focus groups and co-design events) to evaluate the implementation and delivery of services used to collect and process data. The Evaluator will also meet regularly with the BCIAHP project team to evaluate project management delivery.

The Evaluator will design the evaluation framework in order to undertake the evaluation of the processes and impact of the project within the specified timeframe. The evaluation framework may include the project’s ambitions for measurable outcomes, such as an:

* Increased understanding of headache, migraine, within the observed Pakistani community cohorts.
* Increased awareness and understanding of actions to reduce impact and risk from headache/migraine.
* Increased cultural competence and appreciation within healthcare professionals of headache/migraine symptoms and context within Pakistani communities.

The Evaluator will write up a final report to include:

1. A process evaluation of the steps taken to achieve the desired project outcomes (above)
2. An impact evaluation of the attitudes and knowledge of the community from the implementation of co-designed products.

The Evaluator will produce the report to be published and disseminated across key systems partners. All intellectual property resulting from this contracted delivery will transfer to Birmingham City Council at the end of the contract. All information returned to the Council must be non-identifiable, and secure information governance processes must be followed during the delivery of this work.

The Evaluator is expected to detail how they would approach creating an evaluation framework and writing the final evaluation report in parts A and B of the Quality Response.

This proposal aligns with both Birmingham City Council corporate goals:

1. Birmingham, an aspirational city to grow up in
2. Birmingham, a fulfilling city to age well in

and measures of the Public Health Outcome Framework (1&2): Reduced differences in life expectancy and healthy life expectancy between communities.

### Project Requirements

The requirements that must be met as part of the proposal are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Activity** | **Outputs** | Additional Information |
| **PM1** | Evaluation framework  | Produce an agreed evaluation framework and theory of change | This framework will be used to measure the success of the project at meeting the project outcomes and requirements across the varied processes used in the project. It will be used to evaluate the project and write the final report.  |
| **PM2** | Reporting and Evaluation | 1x project report Present findings at Birmingham City Council meetings and/or forums as required | The Evaluator will produce a 4,000-10,000 word report about the duration of the project ending September 2025. To include the following parts of the project:Processes:Report clearly on the activity between September 2024 and June 2025: * The processes used to collect data.
* The processes used to coproduce culturally intelligent materials.
* The implementation of resources, including any empowerment of the community or healthcare professionals.

Impact:Evaluate and report clearly on the activity between June 2025 and September 2025:* The understanding and prevalence of chronic headaches and migraines across the three segments of the Pakistani community: (1) Smokers (2) Those with high blood pressure (3) Females of working age (18-64).
* The success of the project based on the evaluation framework.

A draft structure of the final report must be created by the successful provider and reviewed and approved by Public Health at the outset of the project. This may need to be revisited and iterated as the project develops. All intellectual property resulting from this contracted delivery will transfer to Birmingham City Council at the end of the contract.Recommendations and implications for Public Health, primary care deliverers and other systems partners to be included.A draft of the final report must be received by the project team to be reviewed by Birmingham City Council Public Health, 1 calendar month before the end of contract. Opportunity for the supplier, in collaboration with the commissioners, to publish their findings on completion of the project.Specific Key Performance Indicators (KPIs) will be negotiated with the Provider and defined in the final contract.  |

### Additional Requirements

The Evaluator will meet with the BCIAHP (Birmingham Culturally Intelligent Approach to Headache disorder in the Pakistani Community) project team from Birmingham City Council Public Health Division fortnightly to update on progress, with an option to change the regularity of meetings subject to the division’s satisfaction with progress.

As outlined in PM3, the Evaluator is expected to meet regularly, e.g., fortnightly, with the Community Researcher (in Phase One) and the Co-designer (in Phase Two) in order to effectively report on and evaluate the processes used to collect data and coproduce materials. In addition, the Evaluator is expected to attend the focus groups in Phase One of the project and the focus groups and co-design events in Phase Two of the project, whether in person or virtually, in order to evaluate the processes used to collect data and the engagement with healthcare professionals and the Pakistani community. The Evaluator is attending, not delivering, focus groups and co-design events.

## Financial Value

The maximum total funding available is **£20,000.**

## Real Living Wage

Please note that clause 4.6 of the Conditions of Contract – payment of the RLW will apply throughout the contract period. This will require employees of the supplier engaged on this contract to be paid the RLW.

### Insurances Required

|  |  |
| --- | --- |
| **Public Liability Insurance** | **Minimum Cover: £1M** |
| **Employers’ Liability Insurance** | **Minimum statutory limit as laid down by legislation** |

## Electronic Tendering

1.6.1 Quotations must be submitted by email to the following authorised recipient email address: BCIAHP@birmingham.gov.uk and submission by any other means will not be considered. Access to the Quotations will only be made available to those employees of the Council who are responsible for the procurement process.

**Communications and Clarifications**

1.6.2 All formal communications (including, but not limited to, clarifications and the submission of Quotations to the Council) are to be made by email to the above-named authorised recipient.

1.6.3 If a potential supplier is in doubt as to the interpretation of any part of this document; or if they consider that any of its requirements are ambiguous or conflict with any other requirements, they should contact the Council.

**Submission Instructions**

1.6.4 You are asked to note that whilst the authorised recipient does have visibility of the names of suppliers, that have responded via email, the details and documents that have been submitted in relation to the ITT are not opened until the closing date/time for submission of Quotations has passes.

1.6.5 Only one Quotation submission is permitted for each potential supplier. In the event that more than one is submitted by a potential supplier, the one with the latest time of submission will be evaluated and the other(s) disregarded.

1.6.6 The Quotation submission must be fully completed and signed by the potential supplier. All Quotations **must** be submitted by potential suppliers by the date and time detailed in section 2 (Quotation response form).

1.6.7 Any submissions received after the deadline (based on the system clock) will not be considered.

1.6.8 The Council accepts no liability for any losses suffered by the supplier as a result of computer viruses. It is the potential supplier’s responsibility to ensure that files submitted to the Council are free from viruses. The Council may reject a submission which is submitted in a file or files which are, or the Council reasonable suspects are infected with a virus and may also delete such file or files.

1.6.9 It is the potential supplier’s responsibility to ensure that files delivered to the Council are complete and fully accessible by the Council and are not corrupted. The Council accepts no liability for corrupted files or data and may reject a Quotation submission which consists of or contains corrupted or inaccessible files.

1.6.10 If and to the extent that the delivery of a Quotation submission to the Council is prevented or delayed as a result of problems with the Council’s service, the Assistant Director, Procurement and or their nominated representative will ensure the integrity of the procurement process and in his or her sole discretion may allow applications to be re-submitted.

1.6.11 Documents submitted must be compatible with all Microsoft Office 2010 or Adobe Acrobat pdf packages. Note that drawings/graphs etc. submitted that cannot be read as determined by the Evaluation Team will be discounted. Note that the Council reserves the right to retain all and any of the information supplied to it by the potential supplier.

1.6.12 Quotation documents should be named in the following format: **Number – Project Reference – Document Name – Supplier Name**

Furthermore, the following formatting styles must also be followed:

* + It should be presented on size A4 paper;
	+ 11pt Arial, or equivalence must be used;
	+ All pages must be clearly numbered, including the total number (i.e. Page 1 of 10)

## Confidentiality

1.7.1 All information supplied by the Council in connection with this Quotation shall be regarded as confidential by the potential supplier (except that such information may as is necessary be disclosed for the purpose of obtaining guarantees and Quotations necessary for the preparation of the submission).

## Data Protection

1.8.1 Tenderers should note that following the award of the contract, the Council will determine any additional data protection provision that may be required, as well as considering the proposed processing of personal data and drafting the relevant agreements such as data sharing/data processing. The successful tendered will be advised of the requirements as part of the contract mobilisation.

**Part 2 – QUOTATION RESPONSE ACADEMIC PARTNER (please complete in FULL & return by specified deadline)**

## Selection and Evaluation (*for information only)*

Please submit your completed Quotation response to the project team inbox (BCIAHP@birmingham.gov.uk) no later than **19/09/2024 at 5:00pm**. You are required to detail how you intend to deliver the above requirements in your proposal/quote.

The evaluation of Stage 1 of this Quotation will be based on a pass/fail basis (section 2.3) and Stage 2 being Value Assessment approach (section 2.3.3 and 2.4) that enables the Council to assess a Quotation on **Price (20%) and Quality (80%)**. The assessment of Quality will consider written information provided by the Quotation Provider(s) in relation to the specific requirements as set out in the Quotation document. All relevant evidence submitted will be assessed/merit rated against pre-determined criteria. The assessment on price would be scored on ab absolute figure, but Providers will be asked to outline how they are going to be allocating their total project spend each year.

### Breakdown of Assessment Stages

A breakdown of the assessment stages is shown in the tables below:

|  |  |
| --- | --- |
| **Stage** | **Criteria** |
| **Stage 1 (General Information)** | **Pass/Fail** |
| **Stage 2 (Quality Response)**  | **80% overall weighting.** **Minimum threshold of 60% for quality is required to proceed to next step (i.e. 60 marks out of 100 marks)** |
| **Stage 2 (Price)** | **20% overall weighting.** **No minimum threshold, budgets which propose maximum Council savings will be prioritised.** |

### Stage 1 – General Information

|  |
| --- |
| **Pass/Fail Selection Criteria** |
| 1 | Company Information | Not Scored |
| 2 | Birmingham Living Wage | Pass/Fail |
| 3 | Delivery of Programme | Pass/Fail |

### Stage 2 – Price and Quality Responses

* + - 1. **Price**

|  |  |
| --- | --- |
| **Price Criteria 20%** | **Sub-Weighting**  |
| Submitted budget proposal | **100%** |

* + - 1. **Quality**

|  |  |
| --- | --- |
| **Quality Criteria 80%** | **Sub-Weighting**  |
| A Evaluation framework  | 20% |
| B Evaluation report | 30% |
| C Timescales | 10% |
| D Experiences | 40% |
| **Total** | **100%** |

The scoring system to be applied to the assessment of the Quotation proposals will be as follows:

|  |  |  |
| --- | --- | --- |
| **Score** | **Definition**  | **Assessment** |
| 5 | An excellent response submitted in terms of detail and relevance and clearly meets or exceeds requirements with no negative implications or inconsistencies. Demonstrates exceptional understanding and evidence in their ability/proposed methodology to deliver the project. | **Excellent**  |
| 4 | A good response submitted in terms of detail and relevance and clearly meets requirements without significant negative indications or inconsistencies. Above average demonstration by the Tenderer of the understanding and evidence in their ability/proposed methodology to deliver the project. The requirements would be met to a good standard without intervention or significant ongoing issues.  | **Good**  |
| 3 | A satisfactory response submitted in terms of the level of detail, accuracy and relevance, and evidence in their ability/proposed methodology to deliver the project. Aspects of the response may be good but there are either some omissions of important factors or negative indications that reduce the extent to which the requirements will be met.  | **Satisfactory** |
| 2 | Satisfies the requirement with minor reservations.  Some minor reservations of the Tenderer's understanding and proposed methodology, with limited evidence to support the response. The Council may be concerned that services would require intervention or ongoing management. | **Unsatisfactory**  |
| 1 | Limited response provided, or a response that is inadequate, inaccurate or only partially addresses the question. Major reservations of the Tenderer's understanding and proposed methodology, with little or no evidence to support the response. | **Poor** |
| 0 | Does not meet the requirement.  Does not comply and/or insufficient information provided to demonstrate that the Tenderer has the understanding or suitable methodology, with little or no evidence to support the response.  No response to the question or a response that is significantly irrelevant or inaccurate. | **Unacceptable**  |

### Quality Assessment

Quality will account for **80%** of the Quotation evaluation. The quality assessment will be carried out on the quality questions/method statements. After rejecting bids that in the opinion of the Council are unrealistically low (in terms of Quality), the highest Quality score will be given 100% for Quality. Other Quality scores will then be expressed as a proportion of the highest score.

Bids which score in excess of **60%** of the quality marks (i.e. 60 marks out of 100 marks) ***may*** be invited to attend a clarification interview in order to discuss points included in the written proposals. The points discussed may result in scores being adjusted either up or down.

The Council reserves the right to disqualify any potential supplier which:

* Fails to achieve a ‘Pass’ in respect of a ‘Pass/Fail’ criteria question.
* Achieves a score below a **60%** threshold in terms of quality (60 marks out of 100 marks)
* Zero in any one section
* Zero / no response in any one scored question
* Is submitted in whole or in part after the deadline.
* Is submitted in part only by the deadline

### Overall Assessment

The Weighted Quality Score for each Quotation will produce a total score. The scores for each Quotation will be compared and (Subject to a final risk assessment) the Quotation Providers with the highest score offering the most economically advantageous bid will be recommended for acceptance.

## Company Information (for information only)

|  |  |
| --- | --- |
| Name of Organisation  |  |
| Trading Name of Applicant |  |
| Address of Registered Office |   |
| Postcode |  |
| Company Registration No. *(if applicable)* | *Charity number* |
| Date of Registration |  |
| Certificate of Incorporation, and all certificates of change of name issues by the Company Registrar(Or include reasons if not applicable) | £ Yes |
| Is the applicant a consortium joint venture or other arrangement? If so, please provide details of the constitution |  |
| Contact Name for enquiries about this application |  |
| Telephone Number |  |
| Fax Number |  |
| Email |  |

The Quotation Provider must inform the Council if they are receiving funding to undertake similar or related activities to that defined in this procurement exercise. Please provide details with your quotation in the table below.

|  |  |
| --- | --- |
| Funder  |  |
| Funding Activities |  |
| Date |  |
| **Period of Funding**  |  |

Have you worked with the Public Health Division previously? If yes, fill below

|  |  |
| --- | --- |
| Previous Experience | **Reference**  |
| Organisation (Name): |  |
| Customer Contact Name  |  |
| Customer Telephone No: |  |
| Customer Email Address: |  |
| Date Contract Awarded: |  |
| Contract Completion Date: |  |
| Contract Reference and Brief Description: |  |
| Contract Value: |  |
| Contract Outcomes: |  |

|  |  |
| --- | --- |
| **Have you had any contracts terminated for poor performance in the last three years, or any contracts where damages have been claimed by the contracting authority?** | **£ No** |
| **If “Yes” please give details:** |

## Offer Details

### Real Living Wage (Pass/Fail)

You are required to pay employees the Real Living Wage in accordance with Real Living Wage Policy. The Real Living Wage is not the same as the National Living Wage which is a legal requirement. The Real Living Wage is the same as that set out by the Living Wage Foundation and independently determined on an annual basis by the Centre for Research in Social Policy at Loughborough University.

**Please confirm you will pay the Real Living Wage in accordance with the Real Living Wage Policy.**

Yes[ ]

No[ ]

### Offer Details (Pass/Fail)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Compliance with the Council’s requirements** - Please indicate by selecting either option **YES** or **NO,** that in the event you are awarded a contract if all goods and services supplied will or will not, unreservedly deliver in full, all the Council’s requirements/specification as set out in section 1.3 above.  |

|  |  |  |
| --- | --- | --- |
|  |  | Yes - all goods/services supplied will |
|  |  | unreservedly meet all the Council’s requirements set out in 1.3 above (Specification) |
|  |  | No - we will not, or cannot supply |
|  |  | Goods/services that meet all the Council’s requirements set out 1.3 in above (Specification) |

 |

### Quotation Response (*Quality 80%*)

1. **Evaluation framework *(20% weighting)***

***Please outline how you intend to approach creating the evaluation framework which will measure the success of the project at meeting the project outcomes and requirements, with the varied processes used across the project lifetime.***

***(Maximum 1 side of A4, any information included over the page count will not be scored).***

1. **Evaluation report *(30% weighting)***

***Please outline how you intend to approach writing the final report, which evaluates and reports on the varies processes used throughout the project, as well as the impact of the project.***

***(Maximum 1 side of A4, any information included over the page count will not be scored).***

1. **Timescales *(10% weighting)***

***Please outline how you intend to approach the project timescales, considering how and when you will meet regularly with the BCIAHP team, the Community Researcher and the Co-designer (You may attach a separate project plan if you wish). Please also outline any foreseen risks and how they would be mitigated.***

***(Maximum ½ side of A4, any information included over the page count will not be scored).***

1. **Experiences *(40% weighting)***

***Please outline the research team’s experiences of working with and understanding the Pakistani community. Please also outline the research team’s capacity to undertake this project.***

***(Maximum 1 side of A4, any information included over the page count will not be scored).***

## Budget (Price 20%)

Please outline how you will spend a **maximum of £20,000** for this project, using the table below. The headings/subheadings are not fixed and can be altered to ensure suitability for this project. Please ensure the table provides **specific** details on the area of expenditure/description of costs for the proposed project.

Please ensure that all proposed prices included in the table below are inclusive of all costs and discounts, but excluding VAT.

The budget will be monitored throughout the duration of the project and any discrepancy larger than 10% must be informed to the project manager.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No.** | **Area of Expenditure/Description** | **Quantity/Unit Price/ Unit of Measure** | **Cost (£)** |
|  | **Salaries including NI & Pension** |  |  |
| **1** |  |  |  |
| **2** |  |  |  |
|  | **Delivery of activity** |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |
| **7** |  |  |  |
| **8** |  |  |  |
| **9** |  |  |  |
| **10** |  |  |  |
| **11** |  |  |  |
|  |  |  |  |
| **12** |  |  |  |
| **13** |  |  |  |
| **14** |  |  |  |
| **Total cost** of project:  |  |  |

## Quotation Supplier’s Offer Confirmation

confirm that we understand and accept that this offer is made in accordance with the Council’s Standard terms and conditions.

confirm that this Quotation is on the basis as set out in this document and that it is not subject to any negotiation.

If for any reason following the submission of our Quotation we seek to propose any changes to the Specification, Terms and Conditions or to put forward any proposal which conflicts and we do not withdraw that change following a written request to do so by the Council then agrees that the Council may determine not to evaluate our submission any further.

We confirm that the insurances required in section 1.4.1 will be provided under the Contract and We agree that if our offer is accepted that We agree to arrange, with the insurers the provision of a Statement to Birmingham City Council: -

* that valid Insurance is held in accordance with the requirements of Conditions of Contract;
* that all premiums due to the Insurer have been paid including instalment payments;
* that the Insurer agrees to give notice forthwith to Birmingham City Council of withdrawal or intention to withdraw insurance cover in connection with the project.

This document is to be signed by such persons: -

* + where the Quotation supplier is an individual, by that individual;
	+ where the Quotation supplier is a partnership, by one duly authorised partner;
	+ where the Quotation supplier is a company by one director or by a director and the secretary of the Company, such persons being duly authorised for that purpose.

|  |  |
| --- | --- |
| **Date** |  |
| **Signature(s) of Quotation Supplier** |  |
| **Address *(if different from Section 2.2)*** |  |
| **Telephone No. *(if different from Section 2.2)*** |  |
| **Email *(if different from Section 2.2)*** |  |

***Thank you for taking the time to respond to this Quotation***

# Appendix 1:

