

**HIGH VALUE QUOTATION DOCUMENT**

|  |  |
| --- | --- |
| Contract Title | Food Waste Disposal – Waste Processor |
| Contract Reference | **PQ0558** |
| Date/Time for Quotation Return | **06/02/2025** |

**Birmingham City Council**

Commercial and Procurement Services

PO Box 10680

Birmingham

B4 7WB

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

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***IMPORTANT NOTE* – GUIDANCE FOR PROVIDERS**

You are invited to submit a quotation for PQ0558 Food Waste Disposal – Waste Processor**,** **no later than 12:00pm, on 6th February 2025** as detailed below in accordance with Birmingham City Council's (The Council) standard terms and conditions of contract:

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

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

1. Quotations must be submitted for the entire service as detailed below; quotations for only part of the service may be rejected.
2. 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.
3. The Council will evaluate this Quotation based on criteria of **70% Quality** and **30% Price** as described in section 4.3.
4. The Council does not bind itself to accept the lowest or any quotation and reserves the right to accept a quotation either in whole or part for the goods and services specified.
5. 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.
6. **e-Tendering**
	1. The Invitation to Quotation is being issued using the Council’s e-tendering system In-tend and the remainder of the procurement process will be managed using the system. Therefore, all quotes must be submitted by Quotation providers via the In-tend system.

<https://in-tendhost.co.uk/birminghamcc>

* 1. Use of the ‘In-tend’ system is free for Quotation providers throughout the whole procurement process. The system is secure and access to the quotes will only be made available to those employees of the Council, and/or their authorised advisers in respect of this quote.
	2. If you have any questions on how to use this web site, please contact the E-tendering Support team at etendering@birmingham.gov.uk.
	3. Quotation providers should note that there is a maximum file upload size of 250mb per document to the ‘In-Tend’ website and where you have a large number of documents or documents which are close to the 250mb file size limit, you MUST ensure you allow plenty of time for uploading of your submission prior to the deadline for quotation submissions.
	4. Providers are advised that their responses to the method statement questions (Quality questions) must comply with the stated word count for each question. It is the Quotation Provider's responsibility to check this prior to submission as the Council reserves the right not to evaluate content in excess of this word count.
1. **Communications**
	1. All formal communications (including, but not limited to, clarifications and the submission of quotations) to the Council are to be made in writing using the Council’s e-tendering system In-tend. Under no circumstances should Council Officers be contacted directly.
	2. It is the Bidders responsibility to ensure any verbal queries or clarifications they generate are confirmed in writing through the In-tend system. In the event of any misunderstandings reliance on verbal communications will not be permissible.
	3. If a Bidder 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 via the Council’s Tender portal <https://in-tendhost.co.uk/birminghamcc/> using the correspondence function and we will endeavour to answer enquiries prior to quotations being submitted. The answer may be circulated to other Bidders, where appropriate. This clarification phase is available between date of issue and **Noon** **31 01 2025**. Note that clarifications outside of these timescales will not be considered.

**9 Confidentiality**

**9.1** 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).

**10 Data Protection**

**10.1** Potential bidders should note that some of the documentation included in this quotation pack and / or information provided to deliver the contract, may include personal data under the Data Protection Act 2018.  All obligations under the Data Protection Act 2018, as amended from time to time or amended by any other subsequent statute, statutory provision or legislation must not place the Council in breach of its obligations under the Data Protection legislation through the disclosure of such personal data.

1. **Specification**
	1. **Background**
		1. The Council requires a supplier for the provision of service to provide a waste processor for commercial food waste collected by Birmingham City Council Trade Waste Services. The Council’s trade waste service currently collects waste and recycling from all over Birmingham. New government legislation (the Environment Act 2021) requires for the Council to offer a separate food recycling collection and to meet this requirement Birmingham City Council’s Trade Waste Services will be introducing a new commercial food waste collection service for all its new and existing customers.
		2. As part of this new service for collection of commercial food waste, the council will need to be able to deliver the food waste to a local Anaerobic Digestion (AD) facility so the waste can be treated in accordance with requirements set out in government legislation for the treatment of food waste.
		3. Household Food Waste collected by Birmingham City Council is currently processed by Veolia at the Tyseley site and is not included in this procurement. Commercial food waste is not covered by these existing arrangements with Veolia.
		4. This contract will be for a period of 12 months commencing 01 04 2025 until 31 03 2026. This initial 12-month contract will enable us to deliver the new service while we determine the level of demand for the service long term.
	2. **Scope of Requirements**
		1. The scope of this requirement is for the supplier to be able to provide a site where Birmingham City Council’s trade waste vehicles can deliver collected commercial food waste to a waste processing site that has an Anaerobic Digestion (AD) which can be used to process the food waste. This processing of waste must comply with the Environment Act 2021 and all other applicable legislation regarding the treatment of food waste.
	3. **Delivery and Supplier’s Location**
		1. Birmingham City Council or an agent acting on behalf of Birmingham City Council shall deliver the food waste to the Service Provider’s weighbridge as directed by the Service Provider or to such other location as may be agreed between the parties.
		2. The supplier must be able to provide delivery point(s) for the delivery of commercial food waste that are located within a 15 - mile radius of Birmingham City Council’s Atlas Depot.
		3. 15 - mile distance is defined as shortest, possible and practical (taking into consideration the clean air zone and any restriction on heavy vehicles) route between Atlas Depot and delivery point.
		4. Full address of Atlas Depot is:

 170-172 Kings Road,

 Tyseley

 Birmingham

 B11 2AS

* + 1. The Waste Processing Site at the delivery point, should be open for the delivery of materials for the council from 7.30 am to 5.30pm Monday – Friday, including Bank Holidays, with the ability to accept deliveries from the Council on a Saturday on an ad hoc basis when arranged by mutual agreement.
		2. To deliver Birmingham City Council’s requirements, the service provider will:

 - Accept all food waste delivered by the Authority

 - Be able to accommodate the vehicles used by Birmingham City Council to deliver food waste to the waste processing site.

 - Demonstrate provision of a digital system that is able to record and report data regarding tonnages of waste delivered to the site by Birmingham City Council. This data should be visible to the Council.

 - Demonstrate clear compliance with requirements set out in the Environment Act 2021and all other applicable legislation

 - Accept ABP (Animal by Products) Category 3

 - Have access to site from 7:30am to 5:30pm

 - Have a valid Site Licence for using an anaerobic digester to process of food waste)

 - Demonstrate a full audit trail

* 1. **Weighbridges:**
		1. The Supplier shall provide and maintain a calibrated weighbridge at its delivery points.
		2. The Supplier shall provide and utilise a computerised data handling system which shall be electronically linked to the weighbridge and shall automatically record the weights of the vehicles. This computerised data handling system must be capable of retaining the information and transferring it electronically in an agreed format to the Council. The supplier should also be capable of providing the information recorded on the computerised data handling system in printed form.
		3. The Provider shall weigh and electronically record the weight of each vehicle depositing material on behalf of the Council. The information recorded by the supplier at the weighbridge shall include but not be limited to:
			1. Ticket Number
			2. Date and Time of arrival
			3. Driver name and authorization number
			4. Confirmation of adherence to the Waste Hierarchy
		4. Weighbridge attendants name
			1. Type of vehicle and registration
			2. Gross, Tare and Net weights
			3. Description of waste, including EWC Code
			4. Registered waste carrier number
			5. Address of the delivery point
			6. SIC (Standard Industrial Classifications) code
			7. Any other relevant notes
		5. All information recorded by the Provider shall be uploaded to a digital system and reported to the Council in a format agreed with the Council.
		6. If the weighbridge is inoperable the Provider shall assess the average payload of such loads over the previous month for each vehicle. The Provider shall be paid a fair and reasonable sum to be assessed by The Authorities Representative.
		7. The Service Provider shall provide evidence to the Authorities representative that:
			1. The Weighbridge is maintained and serviced by an engineer specialised in that field and approved by the Authorities representative, such maintenance to be undertaken in line with manufacturers guidelines and in agreement with the Authorities representative.
			2. The Weighbridge complies with all relevant statutory requirements, is approved for use by the Trading Standards Officer or other approving organization for the area in which it is sited, and can weigh all vehicles used in the performance of this contract in a single operation and shall be calibrated to weigh in increments of not greater than 20 kg; and
			3. The accuracy of the Weighbridge and its associated equipment has been calibrated, checked and certified as being accurate within the prescribed tolerances by the Trading Standards Officer or other approving organization for the area in which it is situated.
	2. **Material Sampling and Testing**
		1. The Service Provider shall put in place a sampling and testing process for inbound materials, this should follow the WRAP Guidance.
		2. The Sampling and Testing Process must be agreed with the Authorised Officer and needs to be reviewed and approved on an annual basis.
	3. **Site Visits and Data Audits**
		1. The Service Provider shall fully cooperate with the Council in the conduct of any visits to the Facility to view operations, view relevant data, to confirm that Materials are being properly handled and all relevant practices and procedures are being appropriately implemented.
		2. In normal circumstances, the Council shall give the Service Provider reasonable notice of such visits being required but may arrive unannounced on some occasions. In both instances, the Service Provider shall provide free and unfettered access to the Facility and all data as required.
		3. The Council reserves the right to use an impartial company to check all processes and information as its own expense
	4. **Key Performance Indicators:**
		1. The Supplier must adhere to the following Key Performance Indicators (KPIs) to ensure timely and effective delivery of goods and services:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Ref | Objective |  KPI | Standard Target | Stretch Target | Critical Point | Reporting Frequency | Commentary |
| 1A | Acceptance of Deliveries of Food waste Material in accordance with specification | % Of deliveries of Food Waste material from the Council which are accepted and processed by the Service Provider. in accordance with specification requirements within 30 minutes of delivery being made. | 95% | 100% | 90% | Monthly | Performance against KPI calculated on a calendar monthly basis |
| 1B | Provision of a weekly management information report in line with DEFRA requirements.  | % Of Times Management Information Report is provided to BCC on the Tuesday of the subsequent week. | 98% | 100%  | 95% | Weekly | Performance against KPI calculated on a weekly basis |

* 1. **Contract Management and Reporting**
		1. The Service Provider shall provide one main point of contact as a Contract Manager. This person should be available during normal working hours i.e. 08:00am - 17:00pm Monday to Friday (Bank and Public Holidays excluded) and have the authority to resolve problems. A suitable backup contact should be supplied by the supplier to cover for the Contract Manager if not available.
		2. The Providers Representative shall be expected to attend regular contract management meetings with Birmingham City Council to monitor the providers performance of contract against the agreed KPIs and to discuss future provision. It is anticipated that such meetings would be required monthly during the Contract period, unless otherwise determined by agreement of both parties.
		3. The Provider shall provide a management information report on a weekly basis in respect of each load, in line with DEFRA reporting requirements.
1. **Indicative Timetable**

|  |  |
| --- | --- |
| **Phase** | **Date** |
| Advertised on FIIB | 09 01 2025 |
| Clarification Submission Deadline | Noon 31 01 2025 |
| Deadline for Submission  | Noon on 06 02 2025 |
| Evaluation  | 20 02 2025 |
| Anticipated Award Date | 14 03 2025 |
| Mobilisation Date | March |
| Anticipated Contract Commencement Date | 01 04 2025  |
| Anticipated Contract Expiry Date | 31 03 2026 |

1. **Selection and Evaluation**
	1. The evaluation of Stage 1 and 2 of this quotation will be based on a pass/fail basis and Stage 3 and 4 being Value Assessment approach that enables the Council to assess a quotation on **Quality (70%)** and **Price (30%).** The assessment of Quality will consider written information provided by the quotation provider in relation to the specific requirements as set out in the quotation documents. All relevant evidence submitted will be assessed/merit rated against pre-determined criteria.
	2. The scoring system to be applied to the assessment of the quotations proposals will be as follows:

|  |  |  |
| --- | --- | --- |
| **SCORE** | **DEFINITION** | **ASSESSMENT** |
| **5** | An excellent response submitted in terms of detail and relevance which clearly fully meets the requirements with no negative implications.  Demonstrates excellent understanding and evidence in their ability / proposed methodology to deliver a solution | **Excellent** |
| **4** | A good response submitted in terms of detail and relevance that meets the requirements without significant negative inconsistences.  The Tenderer demonstrates an understanding of the requirement and evidence of their ability / proposed methodology to deliver a solution.  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, relevance and evidence in their ability / proposed methodology to deliver a solution.  Aspects of the response may be good but there are some omissions of important factors or negative indications that reduce the extent to which the requirements will be met. | **Satisfactory** |
| **2** | Satisfies the requirement but there are clearly minor reservations of the response provided, either in understanding the requirement, and / or details around proposed methodology, and / or limited evidence to support the response.  There would be concerns that requirements would require intervention or ongoing issues | **Minor Reservations**  |
| **1** | Limited response provided, or a response that is inadequate, inaccurate and / or only partially addresses the question.  Serious reservations regarding the response provided, either in understanding and / or details around proposed methodology, and / or little / no evidence to support the response.   | **Serious reservations** |
| **0** | Does not meet the requirement.  Does not comply and / or insufficient information provided to demonstrate that either in understanding and / or details around proposed methodology, with little / no evidence to support the response.   Alternatively, no response to the question or a response that is significantly irrelevant or inaccurate | **Unacceptable**  |

The breakdown of the assessment stages are shown in the tables below:

|  |  |
| --- | --- |
| **SELECTION CRITERIA** | **EVALUATION CRITERIA** |
| **Stage 1 and 2** | **Stage 3** | **Stage 4** |
| General Information / Previous Experience | Quality Response | Price Summary |
| **Pass/Fail** | **70%**Minimum of 60% threshold (60 marks out of 100) required to proceed to next stage | **30%** |

1. ***Selection Criteria***
	1. **Stage 1 – General Information**

|  |
| --- |
| **Pass/Fail Selection Criteria** |
|  | Instructions | N/A |
| 1 | Company Information | Not Scored |
| 2 | Statement of Insurance Cover | Pass/Fail |
| 3 | References at least one reference required | Pass/Fail |
| Appendix 1 | Confirmation Certificate | Pass/Fail |

After initial due diligence and the potential supplier information recorded, the responses to ALL Pass/Fail questions will be assessed centrally by officer(s) prior to being distributed to the full evaluation team for assessment of the ‘scored’ questions. The Council reserves the right to exclude any potential suppliers where a response is assessed as “Fail.”

* 1. **Stage 2 – Previous Experience**

Potential Suppliers will be asked to demonstrate their previous experience which will enable them to deliver the requirements of the contract effectively. This will be evaluated on a Pass / Fail basis.

***Evaluation Criteria***

1. **Stage 3 – Quality Response**

|  |
| --- |
| **Pass/Fail Selection Criteria** |
| Real Living Wage | Pass/Fail |

|  |  |
| --- | --- |
| **Quality Criteria 70%** | **Sub-Weighting**  |
| A Service Delivery (60% Weighting) | 65% |
| B Staff Training, and Safety *(*30% Weighting*)* | 25% |
| COrganisational Resources and Capacity (10% Weighting) | 10% |
| Total  | 100% |

* 1. **Quality Assessment**

Quality will account for **70%** 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. This gives the adjusted Quality score. The % weighting for Quality is then applied to each adjusted Quality score to give the Weighted Quality Scores.

Potential Suppliers who score in excess of **60%** of the quality marks (i.e. 60 marks out of 100) ***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)
* Zero in any one section
* Zero / no response in any one scored question
* Is submitted in whole or in part after the deadline
	1. **Stage 4 – Price Summary**

|  |  |
| --- | --- |
| **Price Criteria 30%** | **Sub-Weighting**  |
| Price/Value for Money | 100% |

* 1. **Price Assessment**

Price assessment accounts for **30%** of the quotation evaluation. After rejecting bids which in the opinion of the Council are unrealistically high or low (in terms of Price), the lowest price will be given 100%. Other quotation prices will then be expressed as a proportion of the lowest price. This gives the adjusted price score. The % weighting for Price is then applied to each adjusted Price score to give the weighted price scores.

* 1. **Overall Assessment**
		1. Weighted Quality Score and Price Score for each quotation will be added to 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.
	2. **Transparency**
		1. Suppliers should be aware that, should they be awarded a Contract, the content of the Contract may be published by the Council to the general public in line with transparency requirements.
		2. 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 will the Council.



**QUOTATION RESPONSE**

|  |  |
| --- | --- |
| Contract Title | Food Waste Disposal – Waste Processor |
| Contract Reference | **PQ0558** |
| Bidder Name  |  |
| Time / Date for Quotation Return | **Noon on 06 02 2025** |

The following formatting styles must also be followed:

• it should be presented on size A4 paper;

• 11pt Arial, or equivalent must be used;

• each page must be clearly numbered and the total number of pages highlighted (i.e. Page 1 of 3);

**INSTRUCTIONS**

**The section contains information that should be read thoroughly prior to completing the quotation document by answering the answering the questions below.**

0.1. Potential suppliers must respond to and provide relevant information with regard to all matters set out below. The responses and information **MUST** be submitted as part of the tender. Failure to provide such information with the tender response may result in the submission being excluded from the procurement process.

0.2. Potential suppliers are asked to consider the weightings that are apportioned to each section and or heading as this reflects what is most important to this procurement.

**Compliance with Submissions**

0.3 Potential suppliers are required to submit their responses to the Contract Specific Questions set out below. The responses:

* should demonstrate that the potential supplier fully understands and is able to fulfil the requirements.

* will, along with any clarifications, be incorporated into the final Contract Documentation and ultimately become contractually binding on the successful supplier.
* should use definite statements with no caveats. If responses are provided with caveats, these will be rejected, and the submission read without reference to them.

**Material Misrepresentation**

0.4. The Council shall rely on the information provided by the potential supplier in relation to responses contained within the ITT. A material misrepresentation contained therein shall constitute a material breach of contract.

**STAGE 1 – GENERAL INFORMATION (PASS / FAIL)**

1. **Company Information**

|  |  |
| --- | --- |
| Name of Organisation  |  |
| Trading Name of Applicant |  |
| Address of Registered Office | *Address 1* |
| *Address 2* |
| *Address 3* |
| *City/Town* |
| *Country* |
| Postcode |  |
| Company Registration No. *(if applicable)* |  |
| 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 No |
| Is the applicant a consortium joint venture or other arrangement? If so, please provide details of the constitution |  Yes No |
| 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  |  |

1. **Statement of Insurance Cover**
	1. Details of existing policies which will provide insurance cover for the contract

|  |  |  |
| --- | --- | --- |
| ***Public Liability Insurance****(Minimum Cover: £****5 million*** *for each**and every incident)* | Insurer  |  |
| Policy Number |  |
| Level of Indemnity |  |
| Limit for Single Event |  |
| Expiry Date |  |
| ***Products Liability Insurance****(Minimum Cover* ***£5 million*** *for each and every incident)* | Insurer  |  |
| Policy Number |  |
| Level of Indemnity |  |
| Limit for Single Event |  |
| Expiry Date |  |
| ***Employers’ Liability Insurance****(Minimum Cover:* ***£10 million*** *for each**and every incident))* | Insurer  |  |
| Policy Number |  |
| Level of Indemnity |  |
| Limit for Single Event |  |
| Expiry Date |  |

* 1. Details of any new policies or endorsements to existing policies that will be required to comply with the insurance provisions of the contract.

|  |  |
| --- | --- |
| Type of Policy |  |
| Proposed Insurers |  |
| Details |  |

* 1. Details of Insurance Agent/Broker

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Postcode |  |
| Contact Name |  |
| Telephone No. |  |
| Fax No. |  |
| Email |  |

* 1. I/We confirm that the insurances detailed in paragraph ***2.1*** and ***2.2*** will provide all the Insurance cover required under the Contract.
	2. I/We agree that the details provided in the insurance statement may be checked with the Insurance Agent/Broker named in paragraph ***2.3***

In the event that my/our offer is under consideration I/We agree to arrange, with the insurers the provision of a Statement to Birmingham City Council: -

1. that valid Insurance is held in accordance with the requirements of Conditions of Contract;
2. that all premiums due to the Insurer have been paid including instalment payments;
3. 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.

|  |  |
| --- | --- |
| Date |  |
| Signatures of Quotation Provider/Agent |  |
| Trade of Business Name |  |
| Address |  |
| Telephone No. |  |
| Email |  |

* 1. This document is to be signed by such persons: -
1. where the quotation provider is an individual, by that individual;
2. where the quotation provider is a partnership, by one duly authorised partner;
3. where the quotation provider is a company by one directors or by a director and the
4. secretary of the Company, such persons being duly authorised for that purpose.
5. **References**

Please provide two references relevant to this project that will be used to assess the experience, capability and competence of the organisation and the individual(s). The Council reserves the right to verify the authenticity of the references referred to at any time during the procurement process.

* + Use only those references where you have the ability to disclose all the relevant information asked.
	+ Use only those references where the contact provided is willing to discuss the contact of the information included.
* Prior to being awarded the contract, the Council will undertake a risk assessment, which will include contacting references.

|  |  |
| --- | --- |
|  | **Reference 1** |
| 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: |  |

|  |  |
| --- | --- |
|  | **Reference 2** |
| 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? |  Yes No |
| If **“Yes”** please give details: |

**STAGE 2 – PREVIOUS EXPERIENCE (PASS / FAIL)**

1. **Questions**

|  |  |
| --- | --- |
| 1 | Please demonstrate your relevant experience of how you have delivered similar projects to the requirements of the brief. *(Maximum of 1 A4 Page)* |
|  | *Response* |

|  |  |
| --- | --- |
| 2 a  | Within the last 5 years has your organisation been found to have been in breach of waste disposal, environment and/or health & safety law?  |
|  | *Response* |
| 2 b | If the answer is yes, please explain what policies and proceduresyour organisation has established to ensure this breach of law does not happen again, |
| *Response* |

**STAGE 3 – QUALITY RESPONSE (70% WEIGHTING)**

Applicants must respond to and provide relevant information with regard to all matters set out below. The responses and information **MUST** be submitted as part of the quotation response. Failure to provide such information may result in your submission being rejected.

**Material Misrepresentation**

The Council shall rely on the information provided by the provider in relation to this section of the Tender Document prior to accepting the tender. A material misrepresentation contained therein shall constitute a material breach of contract.

1. **REAL LIVING WAGE**

You are required to pay employees the Real Living Wage in accordance with Real Living Wage Policy. This policy can be found on the Birmingham City Council web site (link below). 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 visit the Living Wage Foundation website for the current rate.

<https://www.birmingham.gov.uk/info/50209/birmingham_business_charter_for_social_responsibility/2033/the_living_wage>

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

 Yes

 No

1. **Quality Questions**

|  |  |
| --- | --- |
| **A** | **Criteria A – Service Delivery** *(65% Weighting)* |
| A1 | Please set out how you will deliver the Council’s requirements as set out in the specification during the term of the contract.Please demonstrate:* Your proposed approach to how you will deliver this service taking into consideration the fluctuating volumes of food waste that may be delivered to the site;
* Your ability to accept and process food waste delivered to the site by Birmingham City Council trade waste vehicles to be processed.
* How you would guarantee Birmingham City Council site access and support for delivering its requirements during the hours 7:30 to 17:30 Monday – Friday; including suitable parking space for Birmingham City Council Food Waste Disposal Vehicles
* Your ability to provide support for any requests outside the ordinary site access hours (7:30-17:30);
* Your plan to contact and liaise with Birmingham City Council regarding any problems with the delivery of this service on behalf of the Council;

***(Maximum 4 sides of A4 page) – 40% sub-weighting***  |
|  | *Response* |
| A2 | Please explain how you will:* Ensure that all food waste that is delivered to the site by Birmingham City Council is disposed of and processed in compliance with all relevant legislation and regulations.
* Ensure sure that foods waste is processed in a manner that aligns with industry best practise.

***(Maximum 3 sides of A4 page) – 25% sub-weighting*** |
|  | *Response* |
| A3 | Please set out what policies and processes you have in place to:* Maintain, and inspect the on-site anaerobic waste processor to ensure that it remains in good working condition.
* Provide, manage, and maintain all other equipment required to carry out this service;

***(Maximum 3 sides of A4 page) – 20% sub-weighting*** |
| *Response* |
| A4 | Please explain how you will support Birmingham City Council in your delivery of this service by: * Producing and providing any documents required by law that pertains to the on-site disposal and processing of food waste. This includes any necessary licenses and/or permits.
* Managing your supply chain to ensure that it is not connected with any practises that could damage Birmingham City Council’s reputation by association
* Producing a weekly management information report that complies with DEFRA reporting requirements.

***(Maximum 2 sides of A4 page) – 15% sub-weighting*** |
|  | *Response* |

|  |  |
| --- | --- |
| **B** | **Criteria B – Staff Training, and Safety** *(25% Weighting)* |
| B1 |  Please explain how you intend to:* Ensure all relevant Health and Safety & Fire Safety requirements are adhered to;
* Ensure that your organisation’s Health and Safety & Fire Safety policies are sufficient to be able to minimised risk of harm as much as reasonably possible.
* Ensure that all aspects of the operation are secured against theft and damage;
* Communicate your Health and Safety, Fire Safety, and security arrangements to your workforce and council employees working on your site
* Please detail what induction and other relevant training you provide.

***(Maximum 3 sides of A4 page) – 60% sub-weighting*** |
|  | *Response* |
| B2 | Please explain how you will:* Ensure that relevant members of staff have the specialist knowledge and training to be able to safely and competently operate and maintain the anaerobic waste processor and all other equipment.
* Ensure that, when necessary, staff receive training to help them comply with any new regulations and/or legislation affecting the delivery of this service.

***(Maximum 2 sides of A4 page) – 40% sub-weighting*** |
|  | *Response* |

|  |  |
| --- | --- |
| **C** | **Criteria C – Organisational Resources and Capacity***(10% Weighting)* |
| C1 | Please set out the resources and organisational capacity you will have available to be able to successfully deliver this procurement as set out in the requirements section of the specification. Please include the CVs of key members of staff who will be leading on this project.***(Maximum 2 sides of A4 page + maximum 4 attachments) – 100% sub-weighting*** |
|  | *Response* |

1. **STAGE 4 – PRICE (30% WEIGHTING)**

**8.1** Please complete the pricing schedule included as **Appendix 1, save, and return separately.**

**8.2** All prices shall be in all cases exclusive of Value Added Tax, which will be applied in accordance with legislation.

**8.3** The price(s) are deemed to be inclusive of all costs and expenses incurred in providing the product or service. No costs, other than those detailed will be allowed.

1. **FURTHER INFORMATION**

***Payment by BACS***

The Council is implementing payments electronically by BACS and should your Quotation be accepted, you will be paid by BACS. Therefore, please provide the following information:

|  |  |
| --- | --- |
| Name of Bank/Building Society |  |
| Sort Code |  |
| Account Number |  |

1. ***Confirmation Certificate***
2. [*Name of Organisation*] confirm that we understand and accept that the Council has in its Invitation to Quote stated that the terms and conditions to this ITQ are in accordance to those set out in the Standard terms and conditions.
3. [*Name of Organisation*] confirm that the quotation submitted is on the basis as set out in the document and that a relevant consideration for the Council determining to proceed with the evaluation of our quotation is that we do not seek to negotiate on the Specification, or the standard terms and conditions.
4. 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 we agree that the Council may determine not to evaluate our tender submission any further.

|  |  |
| --- | --- |
| Date |  |
| Quotation Provider’s Signature(by a director) |  |
| Name of director in block capitals |  |
| Quotation Provider’s name |  |
| Quotation Provider’s address |  |
| Quotation Provider’s telephone number |  |
| Quotation Provider’s facsimiletransmission number |  |
| Quotation Provider’s e-mail address |  |

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

**APPENDIX 1 – Pricing Schedule**

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