

**Request for Quotation (RFQ)**

**For The Placement of Advertising and Public Notices**

**Commencing:** 1 November 2022

**Contract Term:** 17 months (to 31 March 2024)

**Please submit by:** no later than 13:00pm Monday 20 June 2022

**Bidder:** [Bidder to insert name]

**North Somerset Council Background Information**

North Somerset Council is the local authority of North Somerset. It is a unitary authority, possessing the powers of both a non-metropolitan county and district council combined. There are two parliamentary constituencies in the North Somerset boundary the North Somerset constituency and the Weston-super-Mare constituency.

The main settlements are Weston-super-Mare and three smaller towns of Clevedon, Nailsea and Portishead.



North Somerset Council provides a full range of local government services including highways, social services, children services, planning, parks and open spaces, waste collection and disposal, property maintenance and the council is also a local education authority. It has a population of around 206,100. North Somerset borders the local government areas of Bristol, Bath and North East Somerset, Mendip and Sedgemoor.

As a contracting authority, we spend around £160 million per annum on various works, goods and services to bring benefits to the area and its residents. The council operates out of the Town Hall, Weston-super-Mare and Castlewood, Clevedon.

[www.n-somerset.gov.uk](http://www.n-somerset.gov.uk)

**1. Goods and Services Specification**

* 1. North Somerset Council would like to invite you to quote for the placement of public notices, recruitment advertising and any other ad hoc advertising that may be required.
  2. Public notices are booked weekly in the North Somerset Times and Weston Mercury – the council will email notices as word documents (approx. 6-12 per week) to you every Friday for you to typeset and proof back as a composite the same day for approval. The council is required to publish regular public notices, content of which is including but not limited to road closures, disposal of land assets, consultations, election results, roadworks, council tax rates etc.
  3. There are occasional recruitment adverts that will need to be booked (90% are online publications/websites – we will supply copy in word for these). We will supply final designed copy for any physical/printed publications but will still need you to book on our behalf and negotiate any discount.
  4. Any other advertising: Very occasional run-of-paper advertising and ad-hoc bookings (such as an annual campaign of radio adverts for fostering placed on Heart FM radio).
  5. Advertising invoiced weekly (invoices emailed to the council) – one invoice is fine with breakdown.
  6. The Supplier will handle any compensation negotiations with the media.

At least 1 in 5 people in the UK have a long-term illness, impairment or disability. This includes those with impaired vision, motor difficulties, cognitive impairments or learning disabilities and deafness or impaired hearing. If you will be supplying any PDF documents for the council website during the course of this contract, they must be accessible and meet WCAG 2.1 guidelines. As a minimum, your document must pass adobe pro accessibility checks. If you cannot create an accessible PDF, you will need to employ an individual or company to do this. More information can be found at

<https://www.gov.uk/guidance/accessibility-requirements-for-public-sector-websites-and-apps>

1.7 Public notice bookings will be sent over every Friday (at 10am) for the following weeks publications (Weston Mercury and North Somerset Times) – but occasionally we will have last minute urgent notices to place.

1.8 North Somerset Council requires this contract to be delivered directly by the awarded supplier **without** the use of sub-contracting

**2. RFQ Timetable**

2.1 The table below outlines the indicative timetable for this procurement. The council reserves the right to change this timetable.

|  |  |
| --- | --- |
| **STAGE** | **DEADLINE** |
| RFQ submission closing | no later than 13:00pm Monday 20 June 2022 |
| RFQ evaluation | w/c Monday 27 June 2022 |
| Award notification | July 2022 |
| Contract start date | Tuesday 1 November 2022 |
| Contract end date | Sunday 31 March 2024 |

**3. RFQ Submission**

3.1 Submission of this document must be with the council no later than 13:00pm Monday 20 June 2022 and submitted via the portal [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk).

If you are new to using this portal, please take the time to familiarise yourself with it.

If you have any queries regarding this request for quote, please use the messaging

section on the portal [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk) to log your query. We will only

respond to queries using this method.

3.2 Any RFQs received after the specified deadline will not be considered unless the closing date for receipt of tenders is formally extended by the council and communicated. Submissions received after the closing date may be considered in exceptional cases where submission is not possible for reasons outside of the Bidder’s control, however this will be permitted only at the discretion of North Somerset Council and their decision on this will be final. Bidders are responsible for ensuring their tender pack is completed correctly and in full by the closing date and time, therefore the Council is not bound to allow any bidder the opportunity to submit any part of their bid late if they do not deem it appropriate and fair to other bidders to do so. Should elements of a Bidder’s submission be missing, the council may, at its discretion, allow the Bidder to provide these outstanding documents within a strict time limit, decided by the council.

3.3 If the council considers a Tender to be abnormally low priced and it suspects that the quoted price is not sustainable, it reserves the right to challenge how the bidder can deliver the expected quality at that price. If the council is satisfied that the quoted price is indeed unsustainable, then it is at liberty to reject the tender.

**4. Supplier support**

4.1 ProActis who provide our procurement portal also offer Bidder support. For all support issues Bidders should in the first instance log their query via the following e mail:

* ProContractSuppliers@proactis.com

4.2 If the query is of a time sensitive nature, they also have an Emergency Contact number:

* 0330 0050352

4.3 In the first instance Suppliers should log their call using the e mail address.

**5. Compliant quotation**

5.1 Before evaluating your quotation the council needs to satisfy itself that you meet its minimum requirements.

5.2 Please answer all of the following questions and provide evidence if requested. Failure to answer any of the questions below will automatically disqualify your bid. In addition, should a contract be awarded, and it is subsequently discovered that these questions were not answered accurately it could render the contract void.

|  |  |  |
| --- | --- | --- |
| **Questions 5.1 – 5.10 are a Pass / Fail requirement unless otherwise stated** | | **Please reply using “Yes” or “No”** |
| 5.1 | **Acceptance of the Terms and Conditions** - Has your quotation been submitted according to North Somerset Council’s Terms and Conditions? |  |
| 5.2 | **Acceptance of the Goods and/or Services Specification –** Has your quotation been submitted in accordance with the Goods and /or Services specification/scope? |  |
| 5.3 | **Insurance -** Will your organisation have Public Liability Insurance not less than £5 million in place before any contract is signed? |  |
| 5.4 | **Insurance -** Will your organisation have Employer Liability Insurance not less than £5 million in place before any contract is signed? |  |
| 5.5 | **Insurance -** Will your organisation have Product Liability Insurance not less than £5 million in place before any contract is signed? |  |
| 5.6 | **Insurance -** Will your organisation have Professional Indemnity Insurance not less than £5 million in place before any contract is signed? |  |
| 5.7 | **Licence/Legal requirements** - Does your organisation have the relevant licence or meet regulatory requirements to provide the goods/services requested? |  |
| 5.8 | **Collusive tendering** – Have you discussed and/or agreed your quote with any other bidders or 3rd party? |  |
| 5.9 | **Canvassing** – Has any person employed by your organisation canvassed any member, employee, agent or contractor of NSC in connection with the award of this contract? |  |
| 5.10 | **References** – Are you able to provide the names of at least two of your recent customers who are willing to provide references for your organisation? (See 10. References) |  |

**6. Evaluation criteria**

6.1 The council will evaluate tenders on the basis of what is the most economically advantageous to it. It proposes to take into account both quality and price. Quotes will be evaluated according to quality and price at the following ratio: 70% price, 30% quality

**7. Quality Evaluation**

7.1 Please respond to each of the questions below in the table provided.

7.2 If a word count has been included, please ensure that you keep to this level and also provide a total word count at the end of each response.

7.3 The weighting of each question is indicated in the table below.

|  |  |  |
| --- | --- | --- |
| **Question** | | **Weighting %** |
| **1** | What is your **response time** for urgent bookings and requests for information on publications?  Please provide the following details;  **Hours**\_\_\_\_\_\_  **Days**\_\_\_\_\_\_\_  Please provide details of the systems you have in place to manage the following;   1. Last minute bookings 2. Dealing with issues arising from missed insertions by publications? 3. Bank holiday and other holiday (Christmas and Easter) deadlines   **Word count: max 500 words** | **20%** |
|  | [Bidder response] |  |
| **2** | **Social Value**  Considering the Public Services (Social Value) Act 2012, what Social Value will you provide in the delivery of this contract? (See Social Value Guidance/Social Value Policy documents for further information as well as link below for the Social Value outcomes we are looking to achieve):  <https://www.n-somerset.gov.uk/business/tenders-procurement/procurement-strategy/our-social-value-policy>    Please ensure that your response contains clear, specific, measurable commitments to which you are prepared to contractually agree.  Please note:  You are not expected to deliver Social Value in all of the outcome areas set out in the Social Value policy. It is for you to determine where you are prepared to make Social Value commitments. In addition, commissioners are NOT looking for you to tell us the initiatives you currently have within your organisation as ‘business as usual’ or are doing at present with other customers (although you may look to replicate what you have done with other customers). We are interested in exactly what you will offer for this contract and how you intend to deliver such initiative(s) so that they can be tracked throughout the resulting contract.  **Word Count: Max 500 words** | **5%** |
|  | [Bidder response] |  |
| **4** | **Environmental impact**  North Somerset Council aims to be carbon neutral by 2030, following declaration of a climate emergency in February 2019. See: [www.n-somerset.gov.uk/council-democracy/priorities-strategies/climate-emergency](http://www.n-somerset.gov.uk/council-democracy/priorities-strategies/climate-emergency)  Bidders are being asked to represent North Somerset Council’s green values by embedding health and environment messages, and action, into the scheme design and delivery, and by promoting behaviour change through the scheme design and participating organisations.  Please describe how you will implement/facilitate North Somerset Council’s green values and how you will embed health and environmental messages, and action, into the scheme design and delivery.  Please describe how you will reduce the negative, and promote positive, environmental impacts under this contract, please include detail relating to:   * Actions to reduce direct emissions including reducing the services annual transport emissions (mileage and % of miles done using electric vehicles / green travel) * Actions to improve waste management / reduction. * Actions to influence environmental behaviours and behaviour change amongst staff and service users.   **Word Count: Max 500 words** | **5%** |
|  | [Bidder response] |  |
|  | **Total** | **30%** |

**NB** - Please answer all of the questions. Failure to do so will usually mean that you will not be successful as we will be unable to fully assess your suitability.

7.4 The quality evaluation will be scored using the following matrix:

|  |  |  |
| --- | --- | --- |
| **Score** | **Classification** | **Award Criteria** |
| 5 | Excellent | A response that inspires confidence; specification is fully met and is robustly and clearly demonstrated and evidenced. Full evidence as to how the contract will be fulfilled either by demonstrating past experience or through a clear process of implementation. |
| 4 | Good | A response supported by good evidence/examples of the Bidders’ relevant ability and/or gives the council a good level of confidence in the Bidders’ ability. All requirements are met and evidence is provided to support the answers demonstrating sufficiency, compliance and either actual experience or a process of implementation. |
| 3 | Satisfactory | A response that is acceptable and meets the minimum requirement but remains limited and could have been expanded upon. |
| 2 | Weak | A response only partially satisfying the requirement with deficiencies apparent.  Not supported by sufficient breadth or sufficient quality of evidence/examples and provides the council a limited level of confidence in the Bidders’ ability to deliver the specification. |
| 1 | Inadequate | A response that has material omissions not supported by sufficient breadth and sufficient quality of evidence/examples. Overall the response provides the council with a very low level of confidence in the Bidders’ ability to deliver the specification. |
| 0 | Unsatisfactory | No response or response does not provide any relevant information and does not answer the question. |

**8. Price Submission**

8.1 All quotations must be held open for a period of one year from the date of submission.

8.2 Prices must be inclusive of all expenses (including delivery) but exclusive of VAT.

8.3 Please complete the pricing schedule in the format shown below. Any variations on this format will not be accepted. Submissions of price received in any other format will not be accepted and will render your quotation void.

8.4 You must provide all of the information requested in the table below, failure to do so may disqualify your quotation.

|  |  |  |
| --- | --- | --- |
| **Description of Goods/Service/Works** | **Duration** | **Your fee/charge (£)** |
| Price per single column centimetre (SCC) in Weston Mercury (WM) | 17 months (1.11.22-31.3.24) | SCC: |
| Price per single column centimetre (SCC) in North Somerset Times (NST) | 17 months (1.11.22-31.3.24) | SCC: |
| Your charge for typesetting a weekly composite in WM and NST | 17 months (1.11.22-31.3.24) |  |
| Your charge typesetting any other advert | 17 months (1.11.22-31.3.24) |  |
| Any other booking fees (for public notices, recruitment adverts, ROP, any other type of advert) | 17 months (1.11.22-31.3.24) |  |
| Any fees for researching suitable publications for recruitment advertising | 17 months (1.11.22-31.3.24) |  |
|  | **Total** | **£** |

8.5 We shall not be bound to accept any quotation and reserve the right to accept all or any part.

8.6 We shall not be responsible for any expenses or losses incurred in the preparation of this quotation.

8.7 The price indicated within the above table shall be fixed for the duration of the contract term.

**9. Samples**  - n/a

**10. References**

10.1 Please complete the details of two references. These references should be relevant to the type of work that you are submitting a bid for.

10.2 Please ensure that the contact details are correct and each of the referees are made aware that they may be contacted by the council.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Customer’s name, Contact’s name, address, e-mail address and telephone number | Description of services provided, the annual value and length of the contract | Dates (from/to) |
| 1 |  |  |  |
| 2 |  |  |  |

**11. Quotation submitted by:**

|  |  |
| --- | --- |
| **Question** | **Response** |
| Full name of the potential supplier submitting the information |  |
| Contact name and job title |  |
| E Mail address |  |
| Contact Telephone Numbers |  |
| Registered office address (if applicable) |  |
| Registered website address (if applicable) |  |
| Trading status  a) public limited company  b) limited company  c) limited liability partnership  d) other partnership  e) sole trader  f) third sector  g) other (please specify your trading status) |  |
| Company registration number (if applicable) |  |
| Charity registration number (if applicable) |  |
| Registered VAT number |  |
| Trading name(s) that will be used if successful in this procurement |  |
| Relevant classifications (state whether you fall within one of these, and if so which one)  a) Voluntary Community Social Enterprise (VCSE)  b) Sheltered Workshop  c) Public service mutual |  |
| Are you a Small, Medium or Micro Enterprise (SME)[[1]](#footnote-1)? | Yes ☐  No ☐ |

**12. Freedom of Information Act**

12.1 The Freedom of Information Act 2000 came into force for local authorities on 1st January 2005. It affects all information held by local authorities. It is a matter of law and local authorities cannot contract out of it. The council currently expects the position as to what information may be accessible to the public, to be as follows. However, it can give no guarantee that this will continue to be the case, as the legislation develops and as the Information Commissioner issues decisions in this area. Nor can the council give any commitment that it or other customers may not be required or feel obliged to make information available to the public or to withhold it on some other basis. By submitting your tender, you are taken to accept this.

|  |  |
| --- | --- |
| **Information** | **How it is treated** |
| Tender submissions | Will be treated as publicly inaccessible at least until the successful bidder has signed the contract. |
| Identity and amount of tenders | The identity and amount of the successful tender will become publicly accessible during the award process. Whilst details of unsuccessful tender submissions will be considered as confidential for the purposes of Freedom of Information, this does not extend to the identities of the bidders (unless the identity would be considered to be personal data). If amounts appear in publicly accessible documents, the bidders will normally not be identified by name. Unsuccessful bidders will continue to have their existing rights to know details about their own tender, but not other peoples. |
| Contract documents as completed by the successful bidder | Accessible during the advertisement period under the council’s auditing regime. |
| Amounts spent on purchases etc. | Accessible |
| Trade secrets and other information that is genuinely commercially confidential | Under European Law the council is obliged not to disclose information that is genuinely confidential (such as the formula for making a particular product). However, the Information Commissioner has made it clear that this cannot be used as a blanket justification for refusing access, and that councils may not agree to treat information as confidential unless there is a really strong justification for doing so. |

1. See EU definition of SME https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition\_en [↑](#footnote-ref-1)