

**Date Received:**

**PROCUREMENT FORM 1**

**RFQ/TENDER AUTHORISATION**

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| This RFQ/Tender Authorisation **must** to be completed/submitted by the Contract Responsible Officer, **BEFORE** any tender process commences or to take part in any national or collaborative contract. Services **must** ensure approval signatures prior to submission and any advertising or contact with potential suppliers. Once complete a copy **must** be submitted to the Service Accountant for financial sign off and only then, the Legal Officer will issue a tender reference number that must be used on all correspondence. |

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| **All information fields MUST be completed. Incomplete forms will be rejected and returned for completion** |

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| **DATE** |  |
| **TENDER REFERENCE NUMBER**  **(issued once all approvals have been completed)**  **This must be used on all tender documents and communication** | **2/6/** |
| **SERVICE REFERENCE (if applicable)** |  |

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| **RFQ/TENDER TITLE** |  | |
| **SHORT DESCRIPTION OF GOODS AND SERVICES REQUIRED**  [**https://www.procurementjourney.scot/route-2/develop-documents/specification**](https://www.procurementjourney.scot/route-2/develop-documents/specification) |  | |
| **CONTRACT RESPONSIBLE OFFICER**  “Responsible Officer” Is the person who has been granted an appropriate level of delegated authority to act on the Council’s behalf and is designated to deal with and be responsible for the procurement process and contract management throughout the duration of this contract. **You must be registered on Public Contract Scotland** to advertise the opportunity and to answe any questions throughout the tender process <http://www.publiccontractsscotland.gov.uk/Default.aspx> | | |
| **NAME** | |  |
| **SERVICE** | |  |
| **LOCATION** | |  |
| **CONTACT DETAILS** | |  |
| **BUDGET HOLDER** | |  |
| **CONFLICT OF INTEREST**  Includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest, which might be perceived to compromise their impartiality and independence in the context of the procurement procedure**.** | | **Yes  No** |
| **CONTRACT RESPONSIBLE OFFICER SIGNATURE:** | | ................................................................................... |
| **Date Approved** | |  |

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| This Section is only Completed if you wish to Participate or for the intention to participate for Works, Goods or Services from an acknowledged public sector agreement such as Scottish Procurement, Scotland Excel or a collaborative procurement agreement arranged through another public sector body.  This is also required for Service level agreements etc. with other Local Authorities  If used then please use the Quick Quote process to detail all the suppliers you intend to invite to mini competition. If the National arrangement allows for a direct award please provide details in your Procurement form 2 | |
| NATIONAL CONTRACT AGENCY |  |
| NATIONAL CONTRACT - TITLE |  |
| NATIONAL CONTRACT - REFERENCE |  |
| NATIONAL CONTRACT - START DATE |  |
| NATIONAL CONTRACT - EXTENSION DATE |  |
| NATIONAL CONTRACT - END DATE |  |
| MINI COMPETITION – Council Preferred route | **Yes  No** |
| DIRECT AWARD – Justification required | **Yes  No**  **Justification. …** |
| Confirm you have read [SPPN 03/2017 Speculative framework agreements](http://www.gov.scot/Topics/Government/Procurement/policy/SPPNSSPANS/policy-notes/ScottishProcurementPolicyNotes2017/SpeculativeFrameworkAgreements) and this is a legally-compliant framework agreement which public bodies can use to buy from. | **Yes  No** |

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| For All requirements above £50,000 you are required to provide the following documents before you can progress to tender. This includes National contracts for example: Scottish Procurement, Crown Commercial, Scotland Excel, SPA or HUBCO or any other Collaborative arrangement i.e. with any other Local Authority this list is not exhaustive. All Documents must be included and attached to this form. **Links to the Procurement Journey Documents can be obtained by control + click on link** | |
| [Contract Strategy Document](https://www.procurementjourney.scot/route-3/route-3-develop-strategy) | **Yes  No** |
| [Project Plan](https://www.procurementjourney.scot/search?query=project+plan) | **Yes  No** |
| [**Risk and Issue Register**](https://www.procurementjourney.scot/search?query=risk+and+issue) | **Yes  No** |

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| **RETURN TIME/DATE FOR RFQ/TENDER** | **12 Noon on** |
| **ESTIMATED CONTRACT START DATE (dd/mm/yyyy)** |  |
| **ESTIMATED CONTRACT END DATE (dd/mm/yyyy)** |  |
| **Contract duration (excl extensions): Months** |  |
| **Maximum extension period:**  **Months** |  |

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| **CPV (Common Procurement Vocabulary) codes have been developed to help to classify contract notices consistently and correctly identify goods, services or works contracts by using a standardised vocabulary.** <https://www.bipsolutions.com/news-and-resources/cpv-codes/> |

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| **Terms and Conditions (select only one as appropriate)** |  |
| Clackmannanshire Council Terms and Conditions - Purchase of Goods October 2019 |  |
| Clackmannanshire Council Terms and Conditions - Purchase of Services October 2019 |  |
| Clackmannanshire Council Terms and Conditions - Purchase of Consultancy Services Oct 2019 |  |
| Clackmannanshire Council Terms and Conditions - Purchase of IT Goods & Services |  |
| Works Contract - Measured Term Contract - MTC/Scot 2011 Edition |  |
| Works Contract - Minor Works Building Contract with Contractor Design MWD/Scot 2013 Edition |  |
| Other - please detail |  |

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| **ESTIMATED TOTAL VALUE OF RFQ/TENDER**  The Officer authorising a tender must be satisfied that there is sufficient budget provision to cover the full term of the contract **INCLUDING ANY EXTENSION PERIODS. This should be shown in financial years April – March inclusive** Expand if appropriate  Please contact your accountant to complete and approve  **The total estimated value below will determine the procurement Journey, PCS notice type and where the notice will be published** | | | | |
| **Forecast** | **Financial**  **Year** | **Ledger Code** | **Capital or**  **Revenue** | **Value £** |
| **Cost Financial Year 1** | **2022 / 23** |  |  |  |
| **Cost Financial Year 2** |  |  |  |  |
| **Cost Financial Year 3** |  |  |  |  |
| **Cost Financial Year 4** |  |  |  |  |
| **Extension Periods if applicable** | | | | |
| **Cost Financial Year 5** |  |  |  |  |
| **Cost Financial Year 6** |  |  |  |  |
| **Total Estimated Value** |  |  |  | **£** |

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| **Is this project subject to external funding**  **If so please provide details** | **Yes  No** | |
| Source or funding body |  |
| Contact Details |  |
| Funding | £ |

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| **If this project subject to external funding provide detail of any conditions that require to be completed before funds will be released** |  |

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| **Service Accountant**  **I confirm that there is sufficient budget for this requirement for the financial years noted in the above table** | Approved / Not Approved (Delete as appropriate) |
| **Print Service Accountant Name** |  |
| **Service Accountant Signature:**  **Once approved please sent to:**  [**procurement@clacks.gov.uk**](mailto:procurement@clacks.gov.uk) | ....................................................................................... |
| **Date Approved** |  |

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| **Service Accountant Notes.** |  |

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| **Budget Holder** | Approved / Not Approved (Delete as appropriate) |
| **Print name of Budget Holder** |  |
| **Budget Holder Signature:**  **Once approved please sent to your Service Accountant.** | .................................................................................. |
| **Date Approved** |  |

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| **Total Estimated Contract Value** | **Procurement Journey** | **PCS Notice and place of published** |
| **£10,000 - £49,999**  Supplies/Services/Works  (including Health & Social Care contracts where decision taken to seek quotes)[[1]](#footnote-1)  (Unregulated procurement) | Procurement Journey Route 1  Use Request for Quick Quote | Publication in Public Contracts Scotland  Select this option to create a notice for publication on Public Contracts Scotland only. This type of notice will NOT be published in the UK e-notification service Find a Tender. |
| **£50,000 - £179,087[[2]](#footnote-2) (excl. of VAT at 20%)**  **(inc. of VAT £214,904)**  Supplies & Services  Regulated Procurement[[3]](#footnote-3) | Procurement Journey Route 2  Use ITT Goods & Services from £50,000 | Publication in Public Contracts Scotland  Select this option to create a notice for publication on Public Contracts Scotland only. This type of notice will NOT be published in the UK e-notification service Find a Tender. |
| **£50,000 - £4,447,174 (excl. of VAT at 20%)**  **(inc. of VAT £5,327,609)**  Works  Regulated Procurement[[4]](#footnote-4) | Procurement Journey Route - See Construction Procurement Handbooks  Use ITT Works from £50,000 | Publication in Public Contracts Scotland  Select this option to create a notice for publication on Public Contracts Scotland only. This type of notice will NOT be published in the UK e-notification service Find a Tender. |
| Health and Social Care - where decision is taken to tender[[5]](#footnote-5)  **£50,000 to £552,949.99 (excl. of VAT at 20%)**  **(incl. of VAT £663,539.99)**  Regulated Procurement | Procurement Journey Route 2 and also see – Care & Support Services  Use ITT Goods & Services from £50,000 | Publication in Public Contracts Scotland  Select this option to create a notice for publication on Public Contracts Scotland only. This type of notice will NOT be published in the UK e-notification service Find a Tender. |
| **From £179,087 (excl. of VAT at 20%)**  **(inc. of VAT £214,904)**  Supplier & Services  Higher Value Regulated Procurement | Procurement Journey Route 3  Use ITT Goods & Services from £50,000 | Publication in PCS with onward transmission to UK Find a Tender service.  Select this option to create a notice for publication on Public Contracts Scotland and for onward transmission for publication in the UK e-notification service, Find a Tender. |
| **From £4,447,174 (excl. of VAT at 20%)**  **(inc. of VAT £5,327,609)**  Works  Higher Value Regulated Procurement | Procurement Journey - See Construction Procurement Handbooks  Use ITT Works from £50,000 | Publication in PCS with onward transmission to UK Find a Tender service.  Select this option to create a notice for publication on Public Contracts Scotland and for onward transmission for publication in the UK e-notification service, Find a Tender. |
| Social and Other Specific Services (including Health & Social Care and Education)  **From £552,950 (excl. of VAT at 20%)**  **(incl. of VAT £663,540)**  Higher Value Regulated Procurement | Procurement Journey - See Care & Support Services and Additional Resources Light Touch Regime  Use ITT Goods & Services from £50,000 | Publication in PCS with onward transmission to UK Find a Tender service.  Select this option to create a notice for publication on Public Contracts Scotland and for onward transmission for publication in the UK e-notification service, Find a Tender. |

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| **Used for RFQ Quick Quote or National Contract Mini Competition**  **NAMES OF RFQ/TENDER CANDIDATES AND VALUES OF PROPOSALS**  Enter the name of every company who you intend to offer the opportunity to quote.  **NB: This is required to selected from public Contracts Scotland**  **Where possible please ensure that when you are selecting suppliers though the Quick Quote process that you include all Local suppliers that are available for your requirement.**  Expand as required. | **Candidate Names** - Please ensure that all companies are registered on Public Contract Scotland | | |
|  | | **Local Supplier**  **Clackmannanshire** |
| **1** | Company Name  Address  Contact Name | **Yes  No** |
| **2** | Company Name  Address  Contact Name | **Yes  No** |
| **3** | Company Name  Address  Contact Name | **Yes  No** |
| **4** | Company Name  Address  Contact Name | **Yes  No** |

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| The [Online SPD (Scotland)](https://www.procurementjourney.scot/route-3/develop-documents/exclusion-selection-and-award-criteria/single-procurement-document-spd) must be used for All Regulated Procurement selection stage questions and all mandatory exclusion questions.  The selection stage should allow you to identify suitably qualified and experienced bidders. Selection criteria should be proportionate to the value of the purchase, its sensitivity, estimated risks, and the complexity of the requirement.  You must clearly state the minimum requirements and consider the mandatory and discretionary exclusions in the Contract Notice and relevant procurement documents.  The Mandatory and exclusion questions have also been incorporated into the Quick Quote document for use | |
| [**Additional Selection Criteria if required**](https://www.procurementjourney.scot/route-3/develop-documents/exclusion-selection-and-award-criteria-overview) | **Scoring Mechanism** |
|  | Pass /Fail |
|  | Pass /Fail |
| **Where appropriate please detail the weightings used if required as part of a Dual or Restricted process** | **%** |
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| **Overall Award Criteria** | |
| [**Award Criteria**](https://www.procurementjourney.scot/route-3/develop-documents/exclusion-selection-and-award-criteria-overview) | **%** |
| Bidders will ensure payment of sub-contractors at all stages (includes public body to contractor, contractor to sub-contractor and sub-contractor to sub-contractor) of the supply chain within a maximum of 30 day payment terms and that this will be managed  <https://www.gov.scot/publications/prompt-payment-in-the-supply-chain-sppn-2-2022/> | **Pass / Fail** |
| Suppliers must ensure that they have effective payment systems in place and provide regular reports on payment performance of sub-contractors in the supply chain. This should be monitored by the Council as part of the contract management activity, addressing any shortfalls with the prime contractor during the life of the contract to ensure the reliability of the supply chain.  <https://www.procurementjourney.scot/additional-resources/prompt-payment/prompt-payment-supply-chain> | **Pass / Fail** |
| [**Price Criteria**](https://www.procurementjourney.scot/route-2/evaluation/price-evaluation) | **%** |

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| **AWARD CRITERIA**  Most economically advantageous tender  (a balance of quality and price); MEAT  **INCLUDE THE PRICE QUALITY RATIO**  The objective of any procurement exercise should be to achieve best Value for Money for the taxpayer. The Council can award contracts based on the most economically advantageous tender. In determining the criteria for the award of contracts, purchasers **CAN NOT** rely on price alone. This is because awarding contracts on the basis of the most economically advantageous tender allows the Council to balance the quality of the goods, services and works they are procuring against price and to frame specifications in a way which encourages innovation rather than defining the solution  Award Criteria must relate to **HOW** the candidate will **DELIVER** what is required and should not be confused with Selection criteria which may look at past experience etc.  Some examples of award criteria are given using the link below  <https://www.procurementjourney.scot/quickfire-guide-award-criteria-examples-route-2-route-3> | **SUB CRITERIA**  **MUST BE COMPLETED** | CRITERIA **Do not include** price in the Award criteria this is picked up with the evaluation tool. | PERCENTAGE OUT OF 100%  **THIS DOES NOT INCLUDE PRICE** |
|  | % |
|  | % |
|  | % |
|  | % |
|  | % |
|  | % |
|  | % |
|  | % |
|  | % |
| Community Benefits | % |
| TOTAL | 100% |

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| **Data Processing provision as required by Article 24(3) GDPR.**  Where applicable the Council is required to note the requirement to set out, in each contract involving the processing of personal data with suppliers, details of the nature, scope and duration of any data processing with any third party data processors.  Please indicate if this applies to this contract.  <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/key-definitions/controllers-and-processors/> | | **Yes  No**  **If yes please detail below** |
| **Are we a Controller** | **Yes**  **No** | |
| **Are we a Joint Controller** | **Yes  No** | |
| **Are we a Processor** | **Yes**  **No** | |
| **The subject matter and duration of the Processing of Personal Data are:** | Enter Description here | |
| **The nature and purpose of the Processing of Personal Data** | Include Description here | |
| **The type of Personal Data to be Processed** | Include list of data types here | |
| **The categories of Data Subject to whom Personal Data relates** | Include categories of data subjects here | |
| **The obligations and rights of the Purchaser** | **The obligations and rights of the Purchaser as the Data Controller are set out in Condition 26 of our standard terms and conditions and must be provided with each tender.** | |

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| [SUSTAINABLE PROCUREMENT DUTY](https://www.procurementjourney.scot/additional-resources/sustainable-procurement) The sustainable procurement duty requires that before the Council buys anything, it must think about how it can improve the social, environmental and economic wellbeing of the area in which it operates, with a particular focus on reducing inequality. It also requires the Council to consider how its procurement processes can facilitate the involvement of SMEs, third sector bodies and supported business and how public procurement can be used to promote innovation. It requires the Council to be aware of how its procurement activity can be used to contribute to national and local priorities and to act in a way to secure this. To achieve this, procurement spend should be thought of in this context by all those involved including: external stakeholders, budget holders, commissioners and policy leads, in advance of the start of the formal procurement process. |

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| **You must consider only matters that are relevant to what is proposed to be procured and, in doing so; consider the extent to which it is proportionate in all the circumstances to take those matters into account.**  **It is Council Policy that you provide details** | |
| **Economic Factors** such as the availability of suitable and high quality jobs, measures to encourage local small businesses, efficient and effective transport links, lifelong learning, training and skills development, the provision of infrastructure and new information and communication technologies, etc.; |  |
| **Social Factors** such as the promotion of good quality and affordable housing, safe communities, the encouragement of the voluntary sector, looking after the needs of children and young people (particularly the most vulnerable), access to the arts or leisure opportunities, access to education, etc.; |  |
| **Health-Related Factors** such as the promotion of good physical, social and mental health and developing and promoting policies which have a positive impact on health outcomes, especially on health inequalities; |  |
| **Environmental Factors** such as the availability of clean air, clean water, clean streets, the quality of the built environment, the removal of objects considered hazardous to health, removal of disfiguring or offensive graffiti from buildings, protecting communities against the threat of climate change, freedom from a high risk of flooding, improving and promoting biodiversity and accessibility to nature |  |
| **Please detail below how you intend to support and encourage an effective local supplier market including the voluntary sector and the promotion of local social value in contracts and facilitate the involvement of small and medium enterprises, third sector bodies and supported businesses in the process.** | |
| **Support and encourage an effective local supplier market** |  |
| **Small and medium enterprises SME's ”**  means businesses with not more than 250 employees |  |
| **Third Sector:**  The third sector includes community groups, voluntary organisations, charities, social enterprises, co-operatives and individual volunteers that exist wholly or mainly to provide benefits for society or the environment |  |
| **Promote innovation.**  You must consider how you can promote innovation through the different aspects of your Procurement Exercise. The use of **outcome specifications**, identifying options to innovate through the procurement process and exercising the right to directly procure research and development to inform your requirements are some of the methods you can use to achieve this. |  |

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| **COMMUNITY BENEFIT REQUIREMENTS** - page 40 <http://www.gov.scot/Resource/0049/00496919.pdf>  A community benefit requirement is a contractual requirement imposed by the Council (a) relating to—  Training and recruitment, or the availability of sub-contracting opportunities, or which is otherwise intended to improve the economic, social or environmental wellbeing of the Council's area in a way additional to the main purpose of the contract in which the requirement is included.  **Where the Council proposes to carry out a regulated procurement in relation to which the estimated value of the contract is equal to or greater than £4,000,000. The Council must, before carrying out the procurement, consider whether to impose community benefit requirements as part of the procurement.** |

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| **What Community benefits are proposed for this project? –**  **Please detail.**  Where community benefit requirements are included in a contract, the Council must include in the award notice a statement of the benefits it considers will be derived from those requirements. |  |
| **What contract monitoring process will be used to monitor the above benefits**  **Please detail.** |  |
| **What parties are involved in the delivery of the proposed Community Benefits**  **Please detail.** |  |
| **Have Community Benefits been discussed with either:**    **Economic Development/Procurement/Sustainability/Client/CTSI** | **Yes  No** |

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| **Supported Businesses:** | **Can the goods and Services be reserved to Supported Business** | |
| Competition may be reserved to organisations as defined by regulation 21 of The Public Contracts (Scotland) Regulations 2015; these are commonly referred to as supported businesses. | **Yes  No**  Please provide details |  |

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| **Maximising the local benefit of procurement**   * We will engage with local businesses to increase awareness of opportunities to provide the council with services or supplies. * We will provide support to local businesses to ensure they are able to respond to opportunities to provide the council with services or supplies. | **Yes  No**  Please provide details |  |
| **Workforce Matters**  Where applicable employment practices and “workforce” matters, including payment of the living wage, shall be considered in the course of a public procurement exercise and **must** be shown in your tender documents. | **Yes  No**  Please provide details |  |

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| **Climate Emergency (including carbon reduction and circular economy)** | |  | | |
| Have you embedded climate considerations in a ‘whether’, ‘what’, ‘how’ and ‘how much’ we buy approach for this requirement  . | | **Yes  No**  Please provide details |  | |
| SIGNED OFF TO PROCEED TO RFQ/TENDER (Must be approved prior to electronic submission of the Public Contract Scotland Notice) | | | |
| **Tender in accordance with:** | | | |
| [**Contract Standing Orders**](http://clacksweb/site/documents/procurement/contractstandingorders/) | **Yes  No** | | |
| [**Financial Regulations**](https://www.clacks.gov.uk/council/financialregs/) | **Yes  No** | | |
| **Planning approval: (if applicable) Applicable  Yes  No** | | | |
| **Required** | **Yes  No** | | |
| **Granted** | **Yes  No** | | |
| **Land ownership confirmed (if applicable)** | **Yes  No** | | |
| **Third party interests resolved (if applicable)** | **Yes  No** | | |

1. Subject to Council Standing Orders Health & Social Care contracts can be directed awarded up to £552,949.99 (excl. of VAT at 20%) (incl. of VAT £663,539.99) in terms of Section 12 of the Procurement Reform (Scotland) Act 2014. [↑](#footnote-ref-1)
2. From 01/01/2022 VAT must be included when calculating the estimated contract value to decide whether or not the GPA thresholds are met or exceeded. Values provided will be updated from 01/01/2026 [↑](#footnote-ref-2)
3. Regulated in terms of the Procurement Reform (Scotland) Act 2014 and the Procurement (Scotland) Regulations 2016 [↑](#footnote-ref-3)
4. Follows internal decision by Clackmannanshire Council to treat works as a Regulated Procurement from £50,000 [↑](#footnote-ref-4)
5. See Footnote 1. Health and Social Care Contracts are those with the following CPV codes - 75200000-8; 75231200-6; 75231240-8; 79611000-0; 79622000-0 (Supply services of domestic help personnel); 79624000-4 (Supply services of nursing personnel) and 79625000-1 (Supply services of medical personnel) from 85000000-9 to 85323000-9; 98133100-5; 98133000-4; 98200000-5; 98500000-8 (Private households with employed persons) and 98513000-2 to 98514000-9 (Manpower services for households, Agency staff services for households, Clerical staff services for households, Temporary staff for households, Home-help services and Domestic services). [↑](#footnote-ref-5)