**Invitation to Quote (“ITQ”)**

**[DN Reference - Project TITLE]**

**COVER SHEET**

**BRIEF:**

The London Borough of Enfield (the “Authority”) is seeking to appoint [INSERT WHETHER SINGLE / MULTIPLE PROVIDERS] to provide:

|  |
| --- |
| [Insert Brief Description of Goods / Services Being Sought] |

**DURATION OF CONTRACT:**

NOTE: Optional Extensions are subject to agreement between the Authority and the successful Provider(s).

|  |  |
| --- | --- |
| Duration of Contract (excluding permissible / optional extensions in months): |  |
| Number of permissible / optional Extensions Available: |  |
| Duration of each permissible / optional Extensions (months): |  |
| Total Duration of Contract (including permissible / optional extensions): |  |

**INSURANCES:**

Bidders shall have in place the minimum following insurance levels as a minimum for each individual claim:

|  |  |  |
| --- | --- | --- |
| Professional Indemnity Insurance |  | £[Insert] |
| Public Liability Insurance |  | £[Insert] |
| Employer’s Liability Insurance |  | £[Insert] |

**INDICATIVE PROCUREMENT TIMETABLE:**

This timetable is indicative only. Whilst the Authority does not intend to depart from the timetable, it reserves the right to do so at any time.

|  |  |
| --- | --- |
| **Activity** | **Date / Time** |
| Issue ITQ to Bidders |  |
| Bidder deadline for receipt of clarification questions |  |
| Authority deadline for response to clarification questions |  |
| **Return Deadline for Quotations** |  |
| Evaluation & Moderation of Quotations |  |
| Notification of outcome to Bidders |  |
| Anticipated Commencement for Contract |  |

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**PLEASE READ THESE INSTRUCTIONS CAREFULLY BEFORE PREPARING YOUR SUBMISSION**

# Section 1 – Invitation to Quote

1. **Introduction**
   * 1. Introduction Bidders should read these instructions carefully before completing the documentation and must comply with the terms of this ITQ. Failure to comply with these requirements for completion and submission of the quotation may result in the rejection of your submission.
     2. Bidders should acquaint themselves fully with the extent and nature of the goods or services and contractual obligations contained herein and take any independent financial or legal advice, if necessary, as early as possible in the process and Bidders are deemed to have done so before submitting a quote. All submissions are to be uploaded within the Authority’s procurement portal.
     3. Bidders are reminded that negotiating on commercial aspects of any quotation is not permitted.
     4. Furthermore, Submissions must not be qualified in any way and must be submitted strictly in accordance with this ITQ. Submissions must not be accompanied by any covering letter or any statement that could be construed as rendering the Submission equivocal and/or placing it on a different footing from other Submissions.

* 1. **Contract**

1.2.1 Any Contract resulting from this ITQ will be subject to the Authority’s Terms and Conditions together with any schedules and appendices substantially in the form attached at Section 5 – Terms and Conditions (the “Contract”). The Contract sets out the terms and conditions between the Authority and the successful Bidder.

* 1. **Award of the Contract**

1.3.1 Bidders will be evaluated in accordance with the pre-determined evaluation criteria set within Section 6 of this ITQ. Therefore, the Bidder with the highest overall score will be deemed successful and awarded the Contract.

* 1. **Information Provided**

1.4.1 The Authority have made every effort to ensure the completeness and accuracy of information made available to Bidders but do not warrant any such information. Bidders will be deemed to have satisfied themselves as to the accuracy and completeness of such information before submitting their quotes.

* 1. **Evaluation of Bids**

1.5.1 The Evaluation Panel will evaluate the bids received to establish the most advantageous quotation to the Authority in terms of the pre-determined evaluation criteria and methodologies set out at Section 6 (Evaluation Criteria).

1.5.2 Quality Evaluation

Bidders shall respond to each evaluation criteria question set out in Section 9.

1.5.3 Provided in brackets after each evaluation criteria are the allocated weighting(s) and also any limitation to the length of response required. Bidders are to use font style Arial, size 12pt. Any information given outside of this limitation will not be factored into the evaluation.

1.5.4 Please note that only information contained within the response to a single criterion will be assessed for that element. For the avoidance of doubt, the evaluation panel will not cross-reference responses to questions.

1.5.5 Price Evaluation

Bidders shall complete Section 7 (Pricing Schedule).

1.5.6 Any prices provided should be inclusive of VAT, and all other costs associated with delivering the goods or services required.

* 1. **Insurance**

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1.6.1 Bidders shall have in place the minimum insurance levels as stated on the ITQ Cover Sheet for each individual claim.

1.6.2 Bidders shall confirm their levels of Public Liability, Employers Liability and Professional Indemnity insurances (either in place or willing to obtain if successful) in their submission.

* 1. **Certificate of Non-Collusion**

1.7.1 Bidders shall complete the certificate of non-collusion attached at Section 8 (Certificate of Non-Collusion) and upload along with your submissions via the Authority’s e-tendering portal.

# Section 2 – Instructions to Bidders

1. **Introduction**
   * 1. Quotations must be made in accordance with the following instructions to Bidders (the “Instructions”). Quotations that do not comply with these instructions in any way may be rejected at the absolute discretion of the Authority whose decision in the matter shall be final.
     2. Submissions shall be presented under the same headings and in the same sequence as required by the ITQ.
     3. The information referred to or contained in the ITQ has been prepared by the Authority in good faith and Bidders are responsible for obtaining all information necessary for the preparation of their Submissions. All costs including the execution of the Contract and relevant documents, expenses and liabilities incurred by any Bidder in connection with the preparation and/or submission of a response, shall be borne by that Provider. The Authority accepts no responsibility or liability whatsoever for any loss or damage of whatever kind and howsoever caused arising from or in consequence of Bidders' use of or reliance on such information.
     4. The attention of Bidders is drawn to the Authority’s Terms and Conditions (Section 5) of the ITQ. It is essential that Bidders are totally familiar with the contents of this document before submitting their Quotation.
     5. The indicative procurement timetable is set out in the ITQ Cover Sheet.
     6. If any Bidder requires any further information or wishes to raise any query, such requests or queries should be addressed in writing via the messaging area of the Authority’s e-tendering portal. The Authority will endeavour to answer any requests and/or queries raised, if they are received prior to the deadline set out in the ITQ Cover Sheet and provided the Authority considers any such request to be appropriate for reply. Any such requests and/or queries and the Authority’s responses will be sent to all Bidders, where appropriate.
   1. **Confidentiality**
      1. All information supplied by the Authority in connection with the ITQ and all associated documents and correspondence shall be treated as private and confidential, and Bidders shall not, without the prior written consent of the Authority, at any time, make use of such information for any purpose other than the preparation of its Quotation or disclose the fact that they have been invited to quote to any public forum.
   2. **Quotations**
      1. Bidders shall complete all relevant questions, and upload responses along with all other completed documents with your submissions, via the Authority’s e-tendering portal. Submissions must include all costs necessary to enter into the Contract and to deliver the requirements safely and in compliance with all statutory provision and other rules or regulations relating to the Contract. Submissions should be received no later than the ‘Return Deadline for receipt of Quotations’ date as stated in the ITQ Cover Sheet’. Any submission received after this time shall be excluded.
      2. Please note that all documentation must be completed and returned in the original format with the correct page numbers without alterations, substitutions or extra pages of any kind and must be submitted strictly in accordance with this ITQ, including these Instructions. Quotations must not be accompanied by any covering letter or any statement that could be construed as rendering the Quotations equivocal and/or placing it on a different footing from other Submissions.
      3. Bids found to deviate from the instructions will not be accepted or considered and shall be rejected immediately.
      4. Bidders shall answer all questions as accurately and concisely as possible in the same order as the questions are presented. Where a question is not relevant to the Bidders organisation, this shall be indicated with ‘N/A’.
      5. Questions shall be answered in English and state all monetary amounts in Pounds Sterling, which shall be excluding VAT.
      6. The Quotations shall be signed:
2. where the Bidder is an individual, by that individual,
3. where the Bidder is a partnership, by all the partners or by at least two (2) partners signing under a power of attorney on behalf of the other partners, a copy of which is to be provided with the Submission,
4. where the Bidder is a company, by two (2) directors or by a director and the company secretary, such persons being duly authorised for that purpose.
   * 1. Each Bidder shall produce forthwith upon request by the Authority documentary evidence of any authorisation, formation, interpretation and performance referred to in paragraphs 2.3.6 (b) and 2.3.6 (c) above.
     2. Bidders shall note that the formation, interpretation and performance of the Contract shall be subject to and interpreted in accordance with the laws of England.
     3. Bidders Submissions shall remain open for acceptance for a minimum period of 90 calendar days.
   1. **Non-consideration of Quotations**
      1. The Authority may in their absolute discretion refrain from considering a Quotation if either:
5. in any respect, it does not comply with the requirements of the ITQ (including these Instructions), or
6. the Quotation contains any significant omissions
7. the Quotation is not submitted by the deadline set out in the ITQ Cover Sheet
   1. **Rejection of Quotations**
      1. Any Quotations or other documents submitted by any Provider in respect of which the Bidder:
8. fixes or adjusts the amount, prices, charges and rates shown:-
9. by or in connection with any agreement or arrangement with any other person, or
10. by reference to any other Submission, or
11. communicates to any person other than the Authority any information except in accordance with paragraph 2.2 above (Section 2), or
12. enters into any agreement or arrangement with any other person that such other person shall refrain from submitting Submissions or shall limit or restrict the amounts, prices, charges and rates to be shown by any other Provider in its Submission and other documents, or
13. offers or agrees to pay or give, or does pay or give, now or in the future any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done or offering to do in relation to any other Provider or any other proposed Submissions or other documents or current or future commercial or personal relationship any act or omission, or
14. has directly or indirectly canvassed any member or official of the Authority concerning the acceptance of any Submissions or has directly or indirectly obtained or attempted to obtain information from any such member or official concerning any other Submissions or other submissions made by any other Provider, or
15. fails to use the English language, or
16. fails to state monetary amounts in Pounds Sterling,

may not be considered for acceptance and may accordingly be rejected by the Authority provided always that such non-acceptance or rejection shall be without prejudice to any other civil remedies available to the Authority in respect thereof or to any criminal liability that such conduct by a Provider may attract.

* + 1. The Authority reserves the right at any time:

1. not to award the Contract and to withdraw from, suspend or terminate the procurement procedure, any part of the procurement procedure and to procure the appointment of the Provider by any alternative means which the Authority see fit (including by way of undertaking a new procurement process), or:
2. to award the Contract(s) to which this procurement process relates in whole, in part or not at all.

without incurring any liability whatsoever to the Provider. The Provider acknowledges and agrees that in participating in this ITQ, it shall hold the Authority harmless from any liability or loss whatsoever suffered by the Provider as a result of the Authority’s actions and/or omissions under this ITQ.

* 1. **Acceptance of Submissions, Criteria for Evaluation and Contract Award**
     1. The Authority reserves the right to accept any Submission pursuant to the ITQ.
     2. The Authority shall not be bound to accept any Submission and reserve to themselves the right at their absolute discretion to accept or not accept any Submission.
     3. The Authority may without limitation meet with and/or interview Bidders, ask for presentations and clarification of material submitted, undertake site visits and seek references as part of the evaluation process. All Submissions made by Bidders prior to the Closing Date will be considered, together with any other information that the Authority may require to be submitted.
  2. **Provider's Warranties**
     1. In completing its Submission each Provider warrants, represents and undertakes to the Authority that:

1. it has not done any of the acts or matters referred to in paragraphs 2.5.1(a)-(g) above (Section 2) and has complied in all respects with these Instructions,
2. all information, representations and other matters of fact communicated (whether in writing or otherwise) to the Authority by the Provider, its employees or agents in connection with or arising out of the Submission is true, complete and accurate in all respects,
3. it has made its own investigations and research and has satisfied itself in respect of all matters (whether actual or contingent) relating to the Submission, and has not relied on information supplied by the Authority,
4. it has satisfied itself as to the correctness and sufficiency of the information it has included in its Submission and inserted in the Pricing Schedule,
5. it has full power and authority to enter into the Contract and to deliver the goods / services,
6. it is of sound financial standing and has and will have sufficient resources available to it to comply with its obligations under the Contract.
   1. **General**
      1. Every part of this ITQ and all other documents provided to Bidders will remain the property of the Authority and will be returned with the Submission or, if no Submission is submitted, upon the Authority’s demand.
      2. Bidders are advised to retain for themselves details of their Submissions. The Authority reserve the right to make a charge if a Provider requests a copy of its Submission.
   2. **Data Protection and Freedom of Information Requirements**
      1. Please note for the purposes of this ITQ and the resulting contract(s), the Authority shall be the Data Controller of Personal Data and the Provider shall be the Data Processor in line with the UK GDPR (the applied General Data Protection Regulation (Regulation (EU) 2016/679) as retained in UK Law). Data Controller, Personal Data and Data Processor shall take the meaning given in the UK GDPR. The contract(s) shall be in strict compliance with the UK GDPR rules and requirements and any successful Provider shall be bound by the Data Protection clauses in the resulting contract(s). The Provider shall not process any Personal Data provided for any purpose other than for submitting a quote.
      2. The Authority is subject to the Freedom of Information Act 2000 (the “FOIA”) and Environmental Information Regulations 2004 (the “EIR”) under which members of the public or any interested party may make a request for information held by the Authority at the time of the request.
      3. Following such request, the Authority will consider the disclosure of any information, including price quotes, contained in Submissions both successful and unsuccessful, subject to the exemptions of the FOIA and EIR. Providers shall be aware that attaching a blanket label of ‘private and confidential’, 'commercially confidential' or similar to a Submission may not exempt that Submission from disclosure under the FOIA and/or EIR.
      4. If a Provider considers that all or any part of its Submission and/or any specific information contained therein constitute a ‘trade secret’, or that the Submission or information is commercially sensitive information disclosure of which would be likely to prejudice the commercial interests of any party, believes that a duty of confidentiality applies or otherwise considers that such documents and/or information falls within any other exemption/exception set out in the FOIA and/or EIR, the Provider should:
7. attach information it considers to be commercially sensitive e.g. costing or trade secrets in a separate schedule marked ‘commercially sensitive information’ or ‘trade secret’ and include a time limit for the sensitivity of the information, and
8. in respect of such schedule and/or specific information, identify the particular FOIA and/or EIR exemption/exception that the Provider claims applies in the particular circumstances. Providers shall do so in full knowledge of the relevant terms of the Lord Chancellor’s Code of Practice (the “Code”) under Section 45 of the FOIA, giving advice to public authorities on the handling of requests under the FOIA. This will enable Providers to make such claims based on reasons that address the requirements of the Code.

2.9.5 Providers shall be aware that, even when they have scheduled or identified relevant documents and/or information and claimed exemption/exception pursuant to paragraph 9.4 above (Section 2), the Authority will have complete discretion in deciding whether such documents and/or information should be disclosed under the FOIA and/or EIR.

# Section 3 – Form of Submission

Name / Position: [INSERT NAME & POSITION]

Address: [INSERT FULL COMPANY ADDRESS]

Date: [INSERT DATE]

**UNCONDITIONAL AND IRREVOCABLE OFFER TO THE AUTHORITY IN RESPECT OF [INSERT TITLE AND DN REFERENCE]**

I/We the undersigned return this Submission and acknowledge that we are bound by our proposals submitted pursuant to the Invitation to Quote (receipt of which is also acknowledged).

I/We unconditionally and irrevocably offer to enter into the Contract and deliver the goods or services in relation to [INSERT TITLE] (as set out in the ITQ COVER SHEET).

I/We agree to the prices as set out in Section 7 (Pricing Schedule).

I/We confirm that:

1. I/We are fully conversant with every part of the Invitation to Quote and its sections, and
2. this Submission is strictly in accordance with all and every provision of the Invitation to Quote including, without limitation, the Instructions to Bidders.
3. All information representations and any other matters of fact communicated to the Authority (whether in writing or otherwise) in connection with or arising out of this Submission are submitted in good faith and are to the best of my/our knowledge true, complete and accurate in all respects.

I/We agree that this Submission shall remain open to be accepted or not by the Authority and shall not be withdrawn for a period of 90 calendar days from the Closing Date set out in the Invitation to Quote, or such longer period as may be agreed by the Authority.

I/We undertake to execute the Contract substantially in the form set out in Section 5 (Please see the Authority’s attached Terms and Conditions document).

I/We certify that I/We have not communicated anything contained in the Invitation to Quote or its sections to any other person except in accordance with the Instructions to Bidders or adjusted our Submission in accordance with any agreement or arrangement with any other person or organisation in the terms set out above.

I/We acknowledge that the Authority is not bound to accept the lowest or any Submission they may receive and reserve the right at their absolute discretion to accept or not to accept any Submission.

I/We certify that we have full power and authority to enter into the Contract and deliver the goods / services, and that this is a bona fide Submission.

I/We certify that I/we are of sound financial sounding that will enable us to carry out our obligations under the Contract in full and are not aware of any circumstances which might adversely affect such financial standing in future.

Signed for and on behalf of the Provider: [Insert Company name and registration number]

|  |  |
| --- | --- |
| Signed (1) |  |
| Name: |  |
| Date: |  |
| Position/Title: |  |

|  |  |
| --- | --- |
| Signed (2) |  |
| Name: |  |
| Date: |  |
| Position/Title: |  |

***\*\*PLEASE PRINT OUT THE FORM OF SUBMISSION, SIGN, SCAN AND UPLOAD THE COMPLETED DOCUMENT AS PART OF YOUR SUBMISSION\*\****

# Section 4 – Specification

[INSERT SPECIFICATION OR ATTACH SEPARATE DOCUMENT]

(Guidance – example structure/main parts to cover the following elements:

* Contents
* Introduction
* Background (e.g. Current Service and Overview/Purpose of etc)
* Scope (setting out the various elements that could be needed throughout the contract duration, volumes/scale, additional elements/more of the same etc)
* Statement of Requirements
* Management Information (e.g. reporting requirements for the Council etc.)
* Implementation / Mobilisation and any timings where applicable
* Performance: KPIs)

# Section 5 – Terms & Conditions

*Please see the attached document.*

*[Upload the form of contract that you will be using to your LTP project. Example:*

* *JCT contracts for construction*
* *Goods and services contract templates on Law and Governance* [*Page*](https://enfield365.sharepoint.com/sites/intranetlawandgovernance/SitePages/Contract-Templates.aspx)*]*

(Please remove the above guidance note and this guidance note before uploading to LTP and attach the draft contract as a separate document. If you are using Purchase Order (PO) Terms and Conditions, these are already uploaded to the LTP. Please remove the PO tncs if you are using a Legal or JCT contract.)

# Section 6 – Evaluation Criteria

The evaluation process, criteria, methodologies and respective weightings are outlined below.

Provided in brackets after each evaluation criteria is the allocated weighting and also any limitation to the length of response required. Bidders are to use font style Arial, size 12pt. Any information given outside of this limitation will not be factored into the evaluation.

Please note that only information contained within the response to a single criterion will be assessed for that element. For the avoidance of doubt, the evaluation panel will not cross-reference responses to questions.

**Evaluation Criteria & Weightings**

|  |  |  |  |
| --- | --- | --- | --- |
| **Evaluation Criteria** | **Weighting** | **Element Maximum Points** | **Question No. / Response Ref.** |
| **Award Criteria** |  |  |  |
| **Price (70%)** |  |  |  |
| Overall Price | 70% |  | Section 7 |
| **Quality (30%)** |  |  |  |
| [Insert Element – e.g., Q1: Service Model] | 12% | 4 | Q1 |
| [Insert Element – e.g., Q2: Delivery Team] | 8% | 4 | Q3 |
| [Insert Element – e.g., Q3: Stakeholder Engagement] | 5% | 4 | Q5 |
| [Insert Element – e.g., Q4: Social Value] | 5% | 4 | Q6 |
| **Total (Overall Score)** | **100%** |  |  |

1. **Price Evaluation (Weighting: 70%)**

Please complete in full Section 7 (Pricing Schedule) and upload it onto the Authority’s procurement portal.

All prices are to be exclusive of Value Added Tax (VAT) and inclusive of all other costs; i.e. travel and expenses.

The methodology for establishing price scores is that the lowest price Provider is awarded the maximum percentage score available; all other Bidders are awarded using the following formula:

***(Lowest Bidder Overall Price / Bidders Overall Price) x Percentage Score Available***

1. **Quality Evaluation (Weighting: 30%)**

Please use the ‘Quality Response Template’ (Section 10) to respond to all quality criteria questions/elements stated in this ITQ. Bidders must clearly identify the question, plus reference number, being responded to and adhere to the appropriate page limitation set herein.

All completed responses to the Quality Questions in Section 9 must be uploaded onto the Authority’s procurement portal.

Unless otherwise stated in this document, written responses will be assessed using the following scoring criteria/mechanism:

|  |  |
| --- | --- |
| **Points Score** | **Criteria Description** |
| **4** | Response / answer / solution is of a high standard with no reservations at all about acceptability; provides evidence that the Bidder can make a significant improvement to the way the service is delivered. |
| **3** | Good response / answer / solution to that aspect of our requirement; provides more evidence than that of an ‘acceptable’ response. |
| **2** | Acceptable response / answer / solution; all basic requirements are met; provides evidence given of skill / knowledge sought. |
| **1** | Less than acceptable response / answer / solution; lacks convincing evidence of skills / experience sought; lack of real understanding of requirement or evidence of ability to deliver. |
| **0** | Non-compliant – failed to address the question / issue or a detrimental response / answer / solution; limited or poor evidence of skill / knowledge sought. |

**Percentage Calculation Scored sections (Quality Questions)**

The following points system will be used to score Quality Questions.

Points scored will then be inputted in line with the methodology below to calculate the resulting scores for each question, respectively.

**For the Scored elements:**

(Actual points score awarded / element maximum points) \* Weighting \* 100

So, if a bidder scored 3 out of 4 in an element:

Sum would be as follows in this instance: (3 / 4) \* 0.20 \* 100 = 15.00%

This score is then added to the other scores to give the total overall score.

***Note:*** *the above example is for illustrative purposes.*

# Section 7 – Pricing Schedule

[INSERT PRICING SCHEDULE OR ATTACH SEPARATE DOCUMENT]

# Section 8 – Certificate of Non-Collusion

**Certificate as to Bona Fide Submission / Collusive Bidding**

To the London Borough of Enfield

(hereinafter called the “Authority”)

The essence of selective bidding is that the Authority shall receive bona fide competitive Submissions from all persons bidding. In recognition of this principle;

I/We certify that this is a bona fide Submission, intended to be competitive and that I/We have not fixed or adjusted the amount of the Submission or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

I/We also certify that I/We have not done and undertake that I/We will not do at any time any of the following acts:

1. communicate to a person other than the Authority the amount or approximate amount of my/our proposed Submission (other than in confidence in order to prepare a joint submission or to obtain insurance premium quotations required for the preparation of the Submission,
2. enter into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any Submission to be submitted,
3. offer or agree to pay or give now or in the future any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done or offering to do in relation to any other Submission or proposed Submission for the goods / service or current or future commercial/personal relationship any act or omission.

In this certificate the word **person** includes any person and anybody or association, corporate or incorporate and **any agreement or arrangement** includes any such transaction, formal or informal and whether legally binding or not.

Signed for and on behalf of the Provider: [Insert Company name and registration number]

|  |  |
| --- | --- |
| Signed (1) |  |
| Name: |  |
| Date: |  |
| Position/Status: |  |

|  |  |
| --- | --- |
| Signed (2) |  |
| Name: |  |
| Date: |  |
| Position/Status: |  |

***\*\*PLEASE PRINT OUT THE CERTIFICATE OF NON-COLLUSION, SIGN, SCAN AND UPLOAD THE COMPLETED DOCUMENT AS PART OF YOUR SUBMISSION\*\****

# Section 9 – Quality Response

|  |
| --- |
| **Q1: [Insert Element (e.g., Service Model)] (Weighting 12%)**  [Insert appropriate question / relevant to Specification]  Max word count: [Insert if applicable] |
| **Response:**  [Bidder to complete] |

|  |
| --- |
| **Q2: [Insert Element (e.g., Delivery Team)] (Weighting 8%)**  [Insert appropriate question / relevant to Specification]  Max word count: [Insert if applicable] |
| **Response:**  [Bidder to complete] |

|  |
| --- |
| **Q3: [Insert Element (e.g., Stakeholder Engagement)] (Weighting 5%)**  [Insert appropriate question / relevant to Specification]  Max word count: [Insert if applicable] |
| **Response:**  [Bidder to complete] |

|  |
| --- |
| **Q4: [Insert Element (e.g., Social Value)] (Weighting 5%)**  [Insert appropriate question / relevant to Specification]  Max word count: [Insert if applicable] |
| **Response:**  [Bidder to complete] |