

e-QUOTATION FORM



**West
Northamptonshire
Council**

e-QUOTATION FORM

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1. Introduction and Notes to Bidders

- 1.1. Please find below an invitation to quote for the above-mentioned contract.
- 1.2. To be considered, your quotation should be submitted on the attached quotation form.
- 1.3. Your response **MUST** be returned to the Authorised Officer at the e-mail address included at Section 2, **not later than midnight on 19 December 2021**.
- 1.4. Late quotations may not be considered.
- 1.5. If you decide you do not wish to complete the quotation process, the Authorised Officer must be contacted to enable a reserve bidder to be invited. Failure to do so may mean you are not invited to quote for future work.
- 1.6. Quotations shall remain open for acceptance for a minimum of 30 days. The Council expects to determine award of contract within 14 days of the closing date for submission of quotations.
- 1.7. The Council is not bound to accept any quotation. Any quote that is accepted will be awarded based on the criteria as set out below. Acceptance of the quote by the Council shall be in writing and on the Council's official order form.
- 1.8. **THIS IS NOT AN ORDER.** If this quotation is accepted, an official order will then be raised. The order will be subject to the Contract Documents which consist of any other documents attached to this Invitation to Quote.
- 1.9. Please quote for the following on the terms (Appendix 1) overleaf and Other Contract Documents. Any query on the Contract Documents or proposed inclusion of Supplier terms or conditions must be raised with the Authorised Officer on or before delivering the Quote. The Council does not undertake to accept any quotation and reserves the right to accept any part of any quotation.
- 1.10. Your quotation must be submitted on this form as an irrevocable offer (in consideration of your being invited to quote) and returned by the time and date identified at Section 1 of this document, to the Authorised Officer at their address.
- 1.11. To complete the form, either choose to "Reply" to the e-mail and then edit the information before sending, or if you cannot do this, print the form and return it to the Authorised Officer, using the details included at Section 2 the quotation.

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2. West Northamptonshire Council Details

2.1. Head Office Address

2.1.1. One Angel Square, Angel Street, Northampton. NN1 1ED.

2.2. Authorised Officer Details

2.2.1. Contact name:	Patricia Greaves
2.2.2. Address:	Northamptonshire Central Library, Abington Street, Northampton. NN1 2BA.
2.2.3. Telephone number:	07795 590417
2.2.4. e-Mail address:	bipc@westnorthants.gov.uk

2.3. Delivery Address or Site Address (if different from above)

2.3.1. As above

2.4. Date of Circulation to Bidders of Request for e-Quotation

2.4.1. 03/12/2021

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3. General Details of Requirement

3.1. This contract will be awarded on the basis of **Most Economically Advantageous Bid**.

In descending order of importance the criteria that will be used to decide which quotation to accept are:

- proposed frequency and content of weekly posts on social media channels
- evidence of the desire, and ability, to provide an increase in followers and engagement through digital channels
- increase sign-ups to newsletter
- frequency and quality of, varied and relevant blog posts
- an understanding of BIPC Northamptonshire's offer and the BIPC National Network, and business support landscape in Northamptonshire
- price

3.2. The Council has provided a detailed Specification for this requirement, which is embedded at Annex 1 of this document.

3.3. Any questions regarding this invitation to quote must be raised with the Authorised Officer, who can be contacted using the details in Section 2, before the closing date for submission of quotes.

3.4. The Council is not proposing any changes to the standard Terms and Conditions, which are included at Appendix 1 of this document.

3.5. The Council's standard payment terms are thirty (30) days from receipt of invoice, providing the work invoiced has been completed.

3.6. The Council's required start date for the Contract is Monday 10 January 2022.

3.7. The Council's required end date for the Contract is Friday 31 March 2023.

3.8. Annexed Contract Documents, relevant to its requirement, are embedded below and can be accessed by double clicking on the document icon.

3.8.1. Annex 1 –Specification



Tender_Specificatio
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4. e-Quotation Response

4.1 BIDDER DETAILS AND AUTHORISATION		
4.1.1	Quotation reference	BIPC/PG/Dec21
4.1.2. (a)	Bidder name	Click to enter text.
4.1.2. (b)	Office address	Click to enter text.
4.1.2. (c)	Invoice address <i>(if different from above)</i>	Click to enter text.
4.1.2. (d)	Company or charity registration number	Click to enter text.
4.1.2. (e)	Are you a Small, Medium or Micro Enterprise (SME)?	Choose an item.
4.1.2. (f)	Signature <i>(electronic is acceptable)</i>	Click to enter text.
4.1.2. (g)	Date	Click to enter a date.

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Appendix 1: Conditions of Contract

1. The Council's standard terms and conditions can be found by clicking on the following link: [Conditions of contract for purchase orders below £25,000 | West Northamptonshire Council \(westnorthants.gov.uk\)](#)