

Liverpool City Region Local Enterprise Partnership
Request for Written Quotation

for

EU Specialist Advice for the development of the
Blue Green ERDF Operational Programme 2014-2020

September 2015

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1. Introduction

1.1 Background and Summary of Requirements:

Local Enterprise Partnerships, in a strategic role, have been required by Government to develop the EU Structural & Investment Fund (ESIF) Strategy for 2014 – 2020 for their economic area. Within the Liverpool City Region, the LEP is executing this responsibility via a close working relationship with numerous partners including the Combined Authority.

The Liverpool City Region LEP has a Low Carbon Delivery Team which is working with partner organisations who are planning investment in Low Carbon infrastructure, providing support to SMEs in the sector, and undertaking research projects in this thematic area. Projects may be able to access European funding under the EU 2014-2020 ERDF Programme alongside other EU Funded programmes.

The Liverpool City Region LEP is seeking a specialist advisor to offer programme support. The advisor will act as a liaison on behalf of both the Strategic Team and Low Carbon Delivery Team to assess forthcoming projects for fit with the regional and national ESIF Strategy.

The role will require working with partners in the City Region to animate the ERDF Operational Programme. The role will include liaison with the local ESIF Committee, and the Blue Green Steering Group. The applicant will also be required to work closely with the Blue Green Portfolio lead and other partners, to ensure that the activity identified fits with the ESIF and other City Region aspirations for growth in the City Region economy.

It is anticipated that there will be approximately 4 days work per calendar month, and a total of 90 hours consultancy over the contract period.

1.2 Financial Arrangements

Payment terms for services covered by this invitation to quote will be specified on the appropriate invoices, which will be based on agreed deliverables. Invoicing arrangements will be agreed with the successful service provider, following the award of contract. Payment will be phased on completion of key milestones in the development of the report. Final stage payment will be on completion and sign-off the report by LCR LEP.

1.3 Further Information and Query Handling

Every effort has been made to ensure that this documentation contains all the necessary information to enable a quotation to be made. However, in the interests of equity, requests for additional information, clarification on the content of this document and all other queries of substance (other than in relation to purely factual or procedural matters) must be made in writing or by email.

1.4 Timetable

The timetable in relation to this quotation process is as follows:

RFQ Published on LEP Website	3 rd September 2015
Quotations in writing to LEP	8 th September 2015
Award of contract – anticipated	11 st September 2015
Contract commencement	14 th September 2015
Contract close	14 th December 2015

Dates of award of contract may change.

2. Specification of Requirements

The provision of EU specialist advice, as detailed below, building on work undertaken to date:

2.1 *Low Carbon / Sustainable Energy Action Plan Project Liaison*

- Support the LEP Low Carbon team in their advice to Sustainable Energy Action Plan projects seeking EU Funding ahead of forthcoming rounds of Low Carbon funding calls (anticipated in December 2015)
- Arms length strategic advice applicants to develop their full proposals in line with EU guidance.
- Implement sustainable development cross-cutting theme advice to applicants and GHG monitoring requirements for the programme at a local level.
- Support investment priority 4a – the production and distribution of energy from renewable resources
- Support investment priority 4c – energy efficiency, smart energy management and renewable energy use in public infrastructure, including in public buildings and in the housing sector
- Support investment priority 4e – Promoting low carbon strategies for all types of territories
- Ensure effective partnerships with other LEP areas on mutually beneficial projects.

2.2 *LCR Blue Green ESIF Strategy Liaison*

- Support development of outline call specifications for October 2015, working with other LEPs to identify cross-boundary opportunities for future calls.
- Continue past liaison role with DECC and DCLG to overcome common barriers and issues.
- Develop the focus for Blue Green approach into Sustainable Urban Development (SUD).
- Work with the Business Economy Portfolio lead to ensure low carbon sector development is captured in the Growth Hub.
- Provide secretariat support to the Blue Green Advisory Group to develop their role in local strategic fit assessment, following recent calls for projects.
- Implement sustainable development cross-cutting theme advice to applicants and GHG monitoring requirements for the programme at a local level.



3. Format of Quotations

Quotations must address all the requirements and must be in the format requested below.

3.1 General Information

The following must be supplied:

- (a) Name, address, telephone number, e-mail address and fax number of supplier.
- (b) Name, address, telephone number and e-mail address of any ultimate insurer or third parties involved in quotation.

3.2 Proposals

- 3.2.1** Textual response on a point by point basis outlining how the requirements specified in section 2 will be met.

Award Criteria

Proposals will be scored based on the following criteria:

- Understanding of the brief as outlined in section 2.
- Response to the specifications set out in section 2.
- Value for money.

3.3 Warranties, Services

- 3.3.1** Prospective suppliers must confirm that the level, extent and nature of the Services including any associated warranties described in Section 2 of this document will be fully met. Where this support would be provided by a third party, the name, address and telephone number of such party must be disclosed.

3.4 Schedule of Costs

Important Note: THE LEP DOES NOT AWARD AGREEMENTS BASED ON LOWEST COSTS BUT COST WILL BE AN IMPORTANT ELEMENT IN THE DECISION MAKING PROCESS

All costs must be quoted in pound sterling, exclusive of VAT and the schedule must take the following format:

- 3.4.1** Confirm that the quotation holds good for 90 days after the closing date for receipt.
- 3.4.2** Indicate the applicable rate of VAT in respect of each of the services being proposed.
- 3.4.3** Give details of any other costs, taxes or duties which may be incurred. Any licensing costs associated with any part of the proposal should be clearly identified. Proposals should clearly indicate any discounts to which the LEP would be entitled, including not for profit discounts, early payment discounts, forward contract discounts and any other discounts.

3.5 Contract

A contract will be provided to the supplier whose quotation is deemed to be the most economically advantageous subject to agreement on conditions of that contract. Introduction of acceptance of the terms of that contract shall be upon signature by an authorised officer of The LEP.

Please note the following:

- (a) Any terms and conditions in the proposed contract does not imply acceptance by the LEP of the Services until the contract is signed by an authorised officer of the LEP.
- (b) All works carried out shall be governed by the Laws of England and subject to the exclusive jurisdiction of the Courts of England.

3.6 Other Information

Prospective suppliers should provide details of their proposed transition arrangements and should provide any other information which may be relevant to this proposal.

4. Examination and Evaluation of Quotations

4.1 Quotations will be examined initially by reference to the following:

- (a) Completeness of proposals and documentation as specified in Sections 2 and 3 (Specification of Requirements and Format of quotation) of this document;
- (b) Stated ability of the prospective supplier to meet all the requirements specified in Section 2 of this document;
- (c) Statement that none of the circumstances listed in paragraphs 1 and 2 of Article 45 of EU Directive 2004/18/EC apply to the prospective supplier;

Only those quotations that satisfy conditions in relation to the above will be eligible for inclusion in the award process.

5. General Conditions of Quotation

Quotations should be prepared in English and are subject to the following:

- 5.1** This Request for Quotation shall form part of the contract documents.
- 5.2** The LEP will use its reasonable endeavours to hold confidential any information provided by prospective suppliers, subject to their obligation under law, including the Freedom of Information Act (FOIA). Prospective suppliers should indicate, when quoting, what parts of their quotation are commercially sensitive and which they consider should be kept confidential should an FOIA request be received. The LEP may not consult with prospective suppliers about any such sensitive information before making a decision on any FOIA request received. Similarly, the LEP requires that all information provided pursuant to this invitation to quote will be treated in strict confidence by prospective suppliers.
- 5.3** Prospective suppliers must comply with the Data Protection Act 1998.
- 5.4** Prospective suppliers must have regard to statutory terms relating to minimum pay and to legally binding industrial or sectoral agreements in preparing quotations.
- 5.5** Information supplied by prospective suppliers will be treated as contractually binding. However, the LEP reserves the right to seek clarification or verification of any such information.
- 5.6** Any conflicts of interest involving a prospective supplier must be fully disclosed to The LEP particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the prospective supplier.

Any registerable interest involving the prospective supplier and The LCR LEP and their relatives must be fully disclosed in the response to this quotation request, or should be communicated to The LEP immediately upon such information becoming known to the

prospective supplier, in the event of this information only coming to their notice after the submission of a bid and prior to the award of the contract.

- 5.7** In the event of a group of respondents jointly submitting an acceptable offer, the contract will be awarded by The LEP to one contractor who acts as the agreed prime contractor. The prime contractor is responsible for the delivery of all services provided for under the terms of the contract and shall assume all the duties, responsibilities and costs associated with the position of prime contractor.
- (a) The successful supplier shall be responsible for the delivery of all services provided for within the contract on the basis of a fixed price agreement set at the beginning of the contract. Prices quoted cannot be increased during the term of the quotation. Similarly the prospective supplier cannot alter the terms and conditions.
- (b) The LEP retains the right to withhold payment where a contractor has failed to meet his/her contractual obligations in relation to the delivery of services to an acceptable level of quality.
- 5.8** The LEP will not be liable in respect of any costs incurred by prospective suppliers in the preparation of quotations or any associated work effort.
- 5.9** Responses to this Quotation Request will be evaluated in their own right. No recognition will be given to information previously submitted.
- 5.10** The LEP is not bound to accept the lowest cost or any quotation submitted.
- 5.11** Quotations must be completed in accordance with the format specified in **Section 3**. Quotations which are incomplete will not be evaluated.
- 5.12 An electronic copy of the quotation marked “**EU Specialist Advice for the ERDF 2014-2020 Programme**” should be emailed to:

Name Mark Basnett

Address mark.basnett@liverpoolLEP.org

12 Princes Parade, Liverpool, Merseyside L3 1BG

and a hard copy delivered to the above address not later than Wednesday 8th September at 5pm.

Quotations delivered after this time will not be accepted.

- 5.14** Acceptance by The LEP of the prospective supplier's application does not indicate acceptance by The LEP of an agreement for the prospective supplier to supply the services to The LEP.

Appendix A

ARTICLE 45 OF EU DIRECTIVE 2004/18/EC

Personal situation of the candidate or prospective supplier:

1. Any candidate or prospective supplier who has been the subject of a conviction by definitive judgment of which the contracting authority is aware for one or more of the reasons listed below shall be excluded from participation in a public contract:
 - (a) participation in a criminal organisation, as defined in Article 2(1) of Council Joint Action 98/733/JHA;
 - (b) corruption, as defined in Article 3 of the Council Act of 26 May 1997 and Article 3(1) of Council Joint Action 98/742/JHA respectively;
 - (c) fraud within the meaning of Article 1 of the Convention relating to the protection of the financial interests of the European Communities;
 - (d) money laundering, as defined in Article 1 of Council Directive 91/308/EEC of 10 June 1991 on prevention of the use of the financial system for the purpose of money laundering.
2. Any economic operator may be excluded from participation in a contract who:
 - (a) is bankrupt or is being wound up, whose affairs are being administered by the court, who has entered into an arrangement with creditors, who has suspended business activities or who is in any analogous situation arising from a similar procedure under national laws and regulations;
 - (b) is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or of an arrangement with creditors or of any other similar proceedings under national laws and regulations;
 - (c) has been convicted by a judgment which has the force of res judicata in accordance with the legal provisions of the country of any offence concerning his professional conduct;
 - (d) has been guilty of grave professional misconduct proven by any means which the contracting authorities can demonstrate;
 - (e) has not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which he is established or with those of the country of the contracting authority;
 - (f) has not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country in which he is established or with those of the country of the contracting authority;
 - (g) is guilty of serious misrepresentation in supplying the information required under this Section or has not supplied such information.

Other

For the latest information about The LEP's activities, please visit: <http://liverpoollep.org>

