

The City of Edinburgh Council

Invitation

**Quick Quote for the Provision of Branded Merchandise
for the City of Edinburgh Council**

REF: CT111

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0 General

- 0.1 Failure to comply with instructions contained within these documents may result in the rejection of Quick Quote submissions.
- 0.2 Tenderers are required to provide all of the information requested within these documents in the format and order specified.
- 0.3 The City of Edinburgh Council (the Council) reserves the right to amend any part of this documentation at any time during the procurement process.
- 0.4 The Council reserves the right to cancel this procurement process at any point prior to placement of the final purchase order without penalty.
- 0.5 The Council will not be responsible for any expenses incurred by Tenderers during this procurement process, whether or not an award of Contract is made.
- 0.6 Any reference to the Public Contracts (Scotland) 2015 regulations are for information only. These regulations do not apply to this procurement.
- 0.7 The Council reserves the right to reject or disqualify a Tenderer where the Tenderer fails to comply fully with the specified requirement.
- 0.8 The Council reserves the right to reject or disqualify a Tenderer where the Tenderer is guilty of a serious misrepresentation in supplying any information required in this document.
- 0.9 The Council is not bound to accept the lowest, most economically advantageous or any Quick Quote received.
- 0.10 Oracle iProcurement is the eProcurement system currently used by the Council to requisition goods/services. Tenderers are required to participate fully with this system and any other systems which are employed by the Council for these purposes in the future.
- 0.11 The Freedom of Information (Scotland) Act 2002 designates the Council as a Scottish public authority and therefore subject to the provisions and obligations in that Act. Tenderers may be required to assist the Council in compliance with these obligations.
- 0.12 Quick Quotes must be open for acceptance for a period of 120 days, from the final date for Quote submissions.
- 0.13 "The Council's instructions on the "Payment of Supplier and Contractor Invoices" can be viewed on the Council's website at:
http://www.edinburgh.gov.uk/info/20240/suppliers_and_contractors/1216/payment_of_supplier_and_contractor_invoices "
- 0.14 This Contract will be used by the City of Edinburgh Council.

1 Quick Quote Submissions

**The closing time/date for Quick Quote submissions is:
12:00pm on 26 February 2026
Late submissions will not be accepted.**

- 1.1 Submissions must be made electronically via the Public Contracts Scotland portal at <http://www.publiccontractsscotland.gov.uk> submissions made by any other means will not be accepted.
- 1.2 Tenderers should allow sufficient time before the closing time/date to upload Quick Quote submissions and should note that the Council has no discretion to allow further access to upload documentation once the closing time/date has elapsed.
- 1.3 Should users of Public Contracts Scotland portal have any problems with the website they should contact the website's Support Desk by following the 'Contact Us' option at the web address noted above.
- 1.4 Quick Quote submissions uploaded after the closing date/time will not be considered.

2 Quick Quote Evaluation

- 2.1 Quick Quote submissions will be evaluated in an objective manner.
- 2.2 Quick Quote submissions shall consist of the following:
 - Fully completed Invitation (this document);
 - Fully completed Pricing Schedule (separate document); and
 - Anything else requested within this document.
- 2.3 Only information provided as a direct response to the criteria questions and the Pricing Schedule (separate attachment) and any subsequent requests for clarification will be evaluated. Information and detail which forms part of general company literature or promotional brochures etc. will not form part of the evaluation process. Marketing material shall not be included.
- 2.4 Tenderers shall respond on the basis that the Council has no prior knowledge of their organisation.
- 2.5 The Council may seek independent financial and/or market advice and/or utilise its information sharing protocol with Police Scotland to validate information declared or to assist in the evaluation.
- 2.6 Tenderers will be notified of the outcome of the evaluation once the evaluation of all submissions has been completed.

3 Mandatory & Award Criteria (price & quality)

- 3.1 The Council will apply a two stage evaluation process to all Quick Quotes received. The Contract will be awarded on the basis of the Most Economically Advantageous Quick Quote with 40% of the overall evaluation score given to price and 60% of the overall evaluation score given to quality (cost:quality ratio).
- 3.2 **STAGE 1 (Mandatory Criteria)** - The aim of the stage one evaluation is to allow the Council to identify suitable Tenderers. The Council will disqualify any Tenderer who does not demonstrate suitability in those terms and only Tenderers who demonstrate suitability will be taken forward and evaluated in accordance with stage two. The assessment will be based on the answers provided in response to the Mandatory Criteria Questions within this document.

- 3.3 **STAGE 2 (Award Criteria)** - The aim of the stage two evaluation is to select the Quick Quote which represent the best overall value for money. This evaluation will include an emphasis on quality as well as price.

The quality analysis will be based on the answers provided in response to the weighted Award Criteria Questions within this document. Responses to these questions will be scored as per the scoring matrix at Appendix 1 of this document. The 60% quality ratio will then be applied to the weighted quality score.

- 3.4 Following completion of the quality analysis, Quick Quotes will be subject to a cost analysis. The cost analysis will establish the full price of Quick Quotes considering responses to the Pricing Schedule (separate attachment). The lowest priced bid will be allocated the 40% cost ratio. All other bids will be scored on a prorated basis against the lowest bid.
- 3.5 Scores from the quality analysis will then be combined with the scores for the cost analysis to reach at a combined score for each Quick Quote submission to establish the preferred bidder.

4 Commencement/Duration

- 4.1 It is the intention of the Council that any Contract resulting from this Quick Quote will commence on 1st April 2025 for a period of two years with the option to extend for up to a further two 12-month periods, undertaken at the sole discretion of the Council.

5 Terms and Conditions of Contract

- 5.1 The Contract shall be subject to the City of Edinburgh Council's Terms and Conditions of Contract (separate attachment).
- 5.2 Any alternative Terms and Conditions of Contract offered by a Tenderer shall, if inconsistent with the Council's Terms and Conditions, be deemed to have been rejected unless expressly accepted by the Council in writing.

6 Specification

- 6.1 Please see the document entitled CT111 Specification.

7 Mandatory Criteria Questions - Pass/Fail Questions

- **Part A** – Tenderer's Details - seeks background information about the tenderer; this section is not normally evaluated, however the Council may choose not to take forward a tenderer that cannot provide basic company information.
- **Part B** - Insurance
- **Part C** - Conflict of Interest
- **Part D** - Contract Specific Mandatory Criteria

Failure to disclose information relevant to this section or serious misrepresentation in relation to the information disclosed may result in your exclusion from this competition or the termination of any contract that may be awarded to you.

Part A – Tenderer's details – background information - All personal information supplied will be treated as confidential and will be subject to the Data Protection Act 2018.

1.	Name of Organisation (Organisation either tendering or acting as lead contact where a consortium bid is being submitted)	
2.	Address for all correspondence (Including town/city and postcode)	
3.	Contact details for enquiries (Contact name and title)	
4.	Telephone Number (Including Dialling Code)	
5.	E-mail address of the contact	
6.	Website address (if applicable)	
7.	Address of Registered Office (Property name, street, town, county, postcode if applicable)	
8.	Nature of Organisation (E.g. Plc, Partnership etc.)	
9.	Names of the current company directors, or any other person having powers of representation or control of the organisation (This information is subject to the Data Protection Act 2018) Tenderers should be aware that information supplied maybe used to ensure that the information you provide is valid	

10	Group If the Organisation tendering is a member of a group of companies, please give the name and address and any company registration number of the immediate parent company and ultimate parent company if applicable.	
11	If the tenderer is a division or subsidiary, what is the relationship with the parent company? (Ownership, directorship, authority etc.)	
12	VAT Registration Number (or alternative EU registration number)	
13	Dun and Bradstreet Number (if known) of registered office.	
14	In relation to provision of the service will your organisation be bidding as a consortium, joint venture or other arrangement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
15.	<p>If you have answered "Yes" to the question above then please provide the following information:</p> <ul style="list-style-type: none"> • arrangement type/description • arrangement lead name; • the name and address of each proposed member of the arrangement; • if the arrangement is legally constituted, details of the constitution of, and percentage interests of each member of, the arrangement; and the role which each member of the arrangement (whether or not the arrangement is legally constituted) will perform and their estimated percentage involvement in delivery of the Council's requirements. 	
16.	Will you be using sub-contractors to meet sections of this requirement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
17.	If you have answered "Yes" to the above question please provide details for each consortium members and key sub-contractors with particular regards to the goods and service they will provide and the percentage of their contribution in relation to the overall contract.	
18.	<p>Is your organisation registered at companies house or Registered with an appropriate trade or professional register(s) under the conditions laid down by that member state. In the UK this condition is satisfied by registration with Companies House or a declaration on oath that the candidate is carrying on business in the</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

	trade in question in the UK at a specific place of business and under a specific trading name.	
19.	If you have answered 'yes' to the above question then please provide your registration number.	

Part B – Insurance

21. It is a mandatory requirement of this Contract that the Contractor has or will have in place the appropriate insurance required for this Contract as fully detailed within the Terms & Conditions of Contract.

Does your organisation have in place the appropriate insurance? If you answer YES please provide evidence of compliance (i.e. copy insurance policies). If you answer NO please provide a statement describing how you intend to meet this mandatory requirement should you be awarded this contract.

Yes

No

Statement:

Part C – Conflict of interest

22.	Are there any actual or potential conflicts of interest between the City of Edinburgh Council and the Tenderer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
23.	If the answer to the above question is 'yes', please provide details and explain how you intend to avoid any such conflicts.	

Part D – Contract Specific Mandatory Criteria

<p>Payment of the Real Living Wage</p>	<p>Please note that tenderers who fail to answer “Yes” to this question will not have their tender considered further or proceed to the Price/Quality ratio calculation</p>
<p>Tenderers are asked to confirm that they will pay staff that are involved in the delivery of the contract, (including any agency or sub-contractor staff) directly involved in the delivery of the contract, at least the real Living Wage.</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>

8 Award Criteria Questions

All Tenderer’s are required to provide a detailed response to all of the following questions. Your responses will be assessed as part of the overall evaluation of your Quick Quote.

<p>Q1 – DELIVERY OF THE CONTRACT</p>	<p>Quality Weighting 30%</p>
<p>Please provide a methodology statement detailing how the specified service would be delivered. The statement should include</p> <ul style="list-style-type: none"> • Details of how the contract would be managed and delivered on a day to day basis • Details of the contract delivery team • The Council’s account manager 	
<p>Response:</p>	

<p>Q2 - DELIVERY AND LEAD TIMES</p>	<p>Quality Weighting 20%</p>
<ul style="list-style-type: none"> • Please provide details of how you will manage deliveries to the Council. Please explain how you intend to meet the needs of the Council and ensure that orders are fulfilled within the specified time period. • Please outline how you will meet the lead times set out in the document entitled CT111 Specification. 	
<p>Response:</p>	

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Q3 - QUALITY ASSURANCE	Quality Weighting 15%
<p>The Council expects Provider's to demonstrate an ongoing commitment to quality. Please provide details of your organisation's approach to ensuring high quality goods are delivered. Your response should include:</p>	
<ul style="list-style-type: none">• Approach to ensuring high quality merchandise is delivered and maintained• Membership of any professional or trade bodies• Independent certification under ISO 9001 or equivalent scheme	
<p>Response: Maximum 750 words</p>	

Q4 – THE ENVIRONMENT	Quality Weighting 15%
<p>Please provide a statement demonstrating how your organisation proposes to minimise the impact of the delivery of this service on the environment, including but not limited to:</p>	
<ul style="list-style-type: none">• the reduction of emissions• the efficient use of energy• the use of biodegradable or recycled products• the minimisation of waste• the sustainable use of materials.• Your statement should also demonstrate your organisations awareness of environmental and sustainable practices in your industry.	
<p>Response:</p> 	

Q5 – FAIR WORK PRACTICES	Quality Weighting 10%
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Please describe and demonstrate how you will commit to adopting Fair Work First for workers (including any agency or sub-contractor workers) engaged in the delivery of this contract. This should include current and planned actions that show how you will embed these practices during the lifetime of this contract. Answers should include tangible and measurable examples and should also describe how you will report on, and demonstrate progress, to the Council during the lifetime of the contract. Tenderers are asked to describe how they are committed to adopting [Fair Work First](#):

1. appropriate channels for effective voice, such as trade union recognition
2. investment in workforce development
3. no inappropriate use of zero hours contracts
4. action to tackle the gender pay gap and create a more diverse and inclusive workplace (
5. providing fair pay for workers (for example, payment of the [real Living Wage](#)).
6. offer flexible and family friendly working practices for all workers from day one of employment
7. oppose the use of fire and rehire practices

Your answers should reassure evaluators that your company is committed to adopting Fair Work First and to progressing towards wider fair work practices set out in the [Fair Work Framework](#) for the workers engaged in the delivery of this contract and those in the supply chain working on this contract. Fair Work First expects employers to go beyond their minimum statutory obligations.

Answers need not be constrained to, or be reflective of, any examples given alongside this question.

Higher marks will be awarded to answers which clearly address each of the aspirations for workers outlined in the Fair Work First documentation and provide credible and measurable implementation plans/examples with an accompanying explanation of how plans will be reviewed, monitored and reported on.

Response

Q6 - COMMUNITY BENEFITS

Quality Weighting 10%

The City of Edinburgh Council operates a Community Benefits in Procurement programme. As part of this procurement it is mandatory to deliver Community Benefits, in line with the CT1386 Community Benefits Contract Guidance document provided and Section 11 of the Specification.

Please provide an action plan detailing your commitment to delivering those Community Benefits listed within the Community Benefits Category within the Guidance document.

Your action plan should detail:

- how you will deliver each Community Benefit and any engagement you will undertake;

- the anticipated resources you allocate to ensure delivery of the benefits on offer; and
- what resource (staff responsible) will you have in place to monitor and report to the Council on successful delivery.

The evaluation panel members will consider the action plan you propose and the resources you will commit to the delivery of Community Benefits and score your response on the basis of how assured they are that the Community Benefits will be successfully delivered.

Please note: the evaluation will consider the Community Benefits offer to be delivered over the duration of the Contract only. Past or current Community Benefits/social value delivery by the Provider will not be evaluated.

Response: Maximum 500 words

FAIR WORK MANAGEMENT INFORMATION	FOR INFORMATION ONLY
<p>The Council is required to report data on payment of the Living Wage, and accreditation held by Council Suppliers. This is used for statistical reporting only and will not be used in evaluation of the Tender.</p> <p>In relation to the provision of the contract please indicate:</p> <ol style="list-style-type: none"> 1. whether your organisation is an accredited living wage employer; 2. if not currently accredited do you intend to become accredited over the period of the contract? <p>Responses to this question are for information only and will not be scored.</p>	<p>1. YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>2. YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>3. YES <input type="checkbox"/> NO <input type="checkbox"/></p>

9 Declaration

To: The City of Edinburgh Council (the COUNCIL)

I/we certify that (1) the information supplied in this Quick Quote is accurate, to the best of my/our knowledge and understanding and (2) that I/we agree to be legally bound by the Conditions of Tender and the requirements set out in the Invitation.

In this Invite, the word "person" includes any persons and any body or association, corporate or unincorporate; and "any agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.

Tenderer's Name (block capitals):	
Tenderer's Signature:	
Company Name & Address:	
Witness Name (block capitals):	
Witness Signature:	
Date:	day of 20

10 Bona Fide Tender

The essence of tendering is that the City of Edinburgh Council shall receive bona fide competitive tenders from all those tendering. In recognition of this principle, we certify that this bona fide Tender, intended to be competitive, and that we have not fixed or adjusted the amount of the Tender by, or under, or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do, at any time before the hour and date specified for the return of this Tender, any of the following acts:-

1. (a) Communicating to a person other than the person calling for those Tenders the amount or approximate amount of the Tender, except where the disclosures in confidence, of the approximate amount of the Tender was necessary to obtain insurance premium quotations required for the preparation of the Tender;
 - (b) Entering into any agreement with any other person that he shall refrain from tendering or as to the amount of any Tender to be submitted;
 - (c) Offering or paying or giving or agreeing to pay or give, any sum or money or valuable consideration, directly or indirectly, to any person for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender for the said work, any act or thing of the sort described above.
2. We further certify that the principles described in paragraph 1 (a) - (c) above have been, or will be, brought to the attention of all sub-contractors, Suppliers and associated companies providing services or goods connected with the Tender. Any Contract entered into with such sub-contractors, Suppliers or associated companies will be made on the basis of compliance with the above principles by all parties.

In this Tender, the word “person” includes any persons and any body or association, corporate or unincorporated; and “any agreement or arrangement” includes any such transaction, formal or informal, and whether legally binding or not.

Tenderer's Name (block capitals):	
Tenderer's Signature:	
Company Name & Address:	
Witness Name (block capitals):	
Witness Signature:	
Date:	day of 20

11 Certificate of Canvassing

To: The City of Edinburgh Council

We hereby certify that we have not canvassed, lobbied or solicited any Member, Office, representative or Employee of the COUNCIL in connection with this Tender process and that no person employed by us or acting on our behalf has done any such act.

We further hereby undertake that we will not in future canvass, lobby or solicit any Member, officer, representative or Employee of the COUNCIL in connection with the award of any Contract which may follow hereon nor any other part of the process, any other Tender or proposed tender or any other contract and that no person employed by us or acting on our behalf will do any such act.

We acknowledge that failure to comply with the above will result in our Tender or any other proposed Tender being disqualified.

In this Tender, the word “person” includes any persons and any body or association, corporate or unincorporated; and “any agreement or arrangement” includes any such transaction, formal or informal, and whether legally binding or not.

Tenderer's Name (block capitals):	
Tenderer's Signature:	
Company Name & Address:	
Witness Name (block capitals):	
Witness Signature:	
Date:	day of 20

Appendix 1

Evaluation Criteria Scoring Definitions

Assessment	Score	Interpretation
Excellent	4	Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.
Good	3	Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.
Acceptable	2	Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.
Poor	1	Response is partially relevant but generally poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.
Unacceptable	0	Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.