****

****

**INVITATION TO TENDER**

**For the provision of Alvaston Park Lake – Habitat Improvement Works**

**Contract Ref [DN318564] TD1318**

Issue Date: 18 January 2018

Return Date: 19 February 2018

 Tender Receipt Officer

 The Council House
 Corporation Street
 Derby
 DE1 2FS

 Tel: 01332 64 0768

 Email: procurement@derby.gov.uk



**CONTENTS**

[SECTION 1 – GLOSSARY OF KEY TERMS 3](file:///T%3A%5CRegeneration%5COCOR%20-%20Our%20City%20Our%20River%5CMUNIO%5CEnvironmental%20Improvements%5CTender%20packages%5CAlvaston%20Park%20lake%5CTender%20docs%5CITT%20Open%20with%20PAS91%20Questionnaire.docx#_Toc502931375)

[SECTION 2 – PREAMBLE 4](file:///T%3A%5CRegeneration%5COCOR%20-%20Our%20City%20Our%20River%5CMUNIO%5CEnvironmental%20Improvements%5CTender%20packages%5CAlvaston%20Park%20lake%5CTender%20docs%5CITT%20Open%20with%20PAS91%20Questionnaire.docx#_Toc502931376)

[SECTION 3 – SPECIFICATION 8](file:///T%3A%5CRegeneration%5COCOR%20-%20Our%20City%20Our%20River%5CMUNIO%5CEnvironmental%20Improvements%5CTender%20packages%5CAlvaston%20Park%20lake%5CTender%20docs%5CITT%20Open%20with%20PAS91%20Questionnaire.docx#_Toc502931377)

[SECTION 4 – THE PROCUREMENT PROCESS 11](file:///T%3A%5CRegeneration%5COCOR%20-%20Our%20City%20Our%20River%5CMUNIO%5CEnvironmental%20Improvements%5CTender%20packages%5CAlvaston%20Park%20lake%5CTender%20docs%5CITT%20Open%20with%20PAS91%20Questionnaire.docx#_Toc502931378)

[SECTION 5 – CONDITIONS OF TENDER 41](file:///T%3A%5CRegeneration%5COCOR%20-%20Our%20City%20Our%20River%5CMUNIO%5CEnvironmental%20Improvements%5CTender%20packages%5CAlvaston%20Park%20lake%5CTender%20docs%5CITT%20Open%20with%20PAS91%20Questionnaire.docx#_Toc502931379)

[SECTION 6 – PREPARATION AND SUBMISSION OF TENDERS 45](file:///T%3A%5CRegeneration%5COCOR%20-%20Our%20City%20Our%20River%5CMUNIO%5CEnvironmental%20Improvements%5CTender%20packages%5CAlvaston%20Park%20lake%5CTender%20docs%5CITT%20Open%20with%20PAS91%20Questionnaire.docx#_Toc502931380)

[DOCUMENTS FOR RESPONSE 48](file:///T%3A%5CRegeneration%5COCOR%20-%20Our%20City%20Our%20River%5CMUNIO%5CEnvironmental%20Improvements%5CTender%20packages%5CAlvaston%20Park%20lake%5CTender%20docs%5CITT%20Open%20with%20PAS91%20Questionnaire.docx#_Toc502931381)

[SECTION 7 – CONTRACTORS RESPONSES – SUITABILITY ASSESSMENT QUESTIONNAIRE 49](file:///T%3A%5CRegeneration%5COCOR%20-%20Our%20City%20Our%20River%5CMUNIO%5CEnvironmental%20Improvements%5CTender%20packages%5CAlvaston%20Park%20lake%5CTender%20docs%5CITT%20Open%20with%20PAS91%20Questionnaire.docx#_Toc502931382)

[SECTION 8 – CONTRACTOR RESPONSES: WORKING METHODS 78](file:///T%3A%5CRegeneration%5COCOR%20-%20Our%20City%20Our%20River%5CMUNIO%5CEnvironmental%20Improvements%5CTender%20packages%5CAlvaston%20Park%20lake%5CTender%20docs%5CITT%20Open%20with%20PAS91%20Questionnaire.docx#_Toc502931383)

[SECTION 9 - PRICING SCHEDULE 81](file:///T%3A%5CRegeneration%5COCOR%20-%20Our%20City%20Our%20River%5CMUNIO%5CEnvironmental%20Improvements%5CTender%20packages%5CAlvaston%20Park%20lake%5CTender%20docs%5CITT%20Open%20with%20PAS91%20Questionnaire.docx#_Toc502931384)

[SECTION 10 – PAYMENT DETAILS 83](file:///T%3A%5CRegeneration%5COCOR%20-%20Our%20City%20Our%20River%5CMUNIO%5CEnvironmental%20Improvements%5CTender%20packages%5CAlvaston%20Park%20lake%5CTender%20docs%5CITT%20Open%20with%20PAS91%20Questionnaire.docx#_Toc502931385)

[SECTION 11 – FORM OF TENDER 84](file:///T%3A%5CRegeneration%5COCOR%20-%20Our%20City%20Our%20River%5CMUNIO%5CEnvironmental%20Improvements%5CTender%20packages%5CAlvaston%20Park%20lake%5CTender%20docs%5CITT%20Open%20with%20PAS91%20Questionnaire.docx#_Toc502931386)

[SECTION 12 – COLLUSIVE TENDERING CERTIFICATE 85](file:///T%3A%5CRegeneration%5COCOR%20-%20Our%20City%20Our%20River%5CMUNIO%5CEnvironmental%20Improvements%5CTender%20packages%5CAlvaston%20Park%20lake%5CTender%20docs%5CITT%20Open%20with%20PAS91%20Questionnaire.docx#_Toc502931387)

[SECTION 13 – FREEDOM OF INFORMATION DISCLOSURE FORM 86](file:///T%3A%5CRegeneration%5COCOR%20-%20Our%20City%20Our%20River%5CMUNIO%5CEnvironmental%20Improvements%5CTender%20packages%5CAlvaston%20Park%20lake%5CTender%20docs%5CITT%20Open%20with%20PAS91%20Questionnaire.docx#_Toc502931388)

[SECTION 14 – Contractor CHECKLIST 88](file:///T%3A%5CRegeneration%5COCOR%20-%20Our%20City%20Our%20River%5CMUNIO%5CEnvironmental%20Improvements%5CTender%20packages%5CAlvaston%20Park%20lake%5CTender%20docs%5CITT%20Open%20with%20PAS91%20Questionnaire.docx#_Toc502931389)

[SECTION 15 – TERMS AND CONDITIONS OF CONTRACT 89](file:///T%3A%5CRegeneration%5COCOR%20-%20Our%20City%20Our%20River%5CMUNIO%5CEnvironmental%20Improvements%5CTender%20packages%5CAlvaston%20Park%20lake%5CTender%20docs%5CITT%20Open%20with%20PAS91%20Questionnaire.docx#_Toc502931390)

[SECTION 16 – APPENDIX ONE – EXPLANATION OF PRICE EVALUATION 90](file:///T%3A%5CRegeneration%5COCOR%20-%20Our%20City%20Our%20River%5CMUNIO%5CEnvironmental%20Improvements%5CTender%20packages%5CAlvaston%20Park%20lake%5CTender%20docs%5CITT%20Open%20with%20PAS91%20Questionnaire.docx#_Toc502931391)

[SECTION 17 – APPENDIX TWO – EVALUATION MATRIX SHOWING QUALITY CRITERIA 91](file:///T%3A%5CRegeneration%5COCOR%20-%20Our%20City%20Our%20River%5CMUNIO%5CEnvironmental%20Improvements%5CTender%20packages%5CAlvaston%20Park%20lake%5CTender%20docs%5CITT%20Open%20with%20PAS91%20Questionnaire.docx#_Toc502931392)

[SECTION 18 - APPENDIX THREE - ELECTRONIC SUBMISSION INSTRUCTIONS 93](file:///T%3A%5CRegeneration%5COCOR%20-%20Our%20City%20Our%20River%5CMUNIO%5CEnvironmental%20Improvements%5CTender%20packages%5CAlvaston%20Park%20lake%5CTender%20docs%5CITT%20Open%20with%20PAS91%20Questionnaire.docx#_Toc502931393)

[SECTION 19 - APPENDIX FOUR – DECLINING TO TENDER 94](file:///T%3A%5CRegeneration%5COCOR%20-%20Our%20City%20Our%20River%5CMUNIO%5CEnvironmental%20Improvements%5CTender%20packages%5CAlvaston%20Park%20lake%5CTender%20docs%5CITT%20Open%20with%20PAS91%20Questionnaire.docx#_Toc502931394)

[SECTION 20 - APPENDIX FIVE – CASHFLOW FINANCIAL ASSESSMENT 95](file:///T%3A%5CRegeneration%5COCOR%20-%20Our%20City%20Our%20River%5CMUNIO%5CEnvironmental%20Improvements%5CTender%20packages%5CAlvaston%20Park%20lake%5CTender%20docs%5CITT%20Open%20with%20PAS91%20Questionnaire.docx#_Toc502931395)

# SECTION 1 – GLOSSARY OF KEY TERMS

Detailed descriptions of the proposed new contract, together with formal definitions of the most important terms and phrases, are given in the rest of the document and in the enclosed Conditions of Contract. For Tenderers’ convenience, however, the following key terms, which are used throughout this documentation, are defined thus:

|  |  |
| --- | --- |
| **Agreement** | means the agreement entered into between Derby City Council and the Service Provider embodying the Conditions of Contract, Conditions of Tender and the Specification |
| **Authority** | means Derby City Council, the public sector contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable Service Providers to participate in this procurement process. |
| **Commencement Date** | means within 4 weeks of issue of official order |
| **Construction****Contractor****Contract Term****Employer** | building, civil engineering or other structuralengineering work***NOTE*** *The Construction (Design and Management) Regulations 2007, establish that construction work includes:**a) the construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure or the use of corrosive or toxic substances), decommissioning, demolition or dismantling of a structure;**b) the preparation for an intended structure, including site clearance, exploration, investigation (but not site survey)and excavation, and the clearance or preparation of the site or structure for use or occupation at its conclusion;**c) the assembly on site of fabricated elements to form a structure or the disassembly on site of prefabricated elements which, immediately before such disassembly, formed a structure;**d) the removal of a structure or of any product or waste resulting from demolition or dismantling of a structure or from disassembly of prefabricated elements which, immediately before such disassembly, formed a structure and**e) the installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure, but does not include**the exploration for or extraction of mineral resources or activities preparatory thereto carried out at a place where such exploration or extraction**is carried out.*Means entity undertaking physical construction related activityat one or more construction sites in accordance with aformal arrangement made in advanceNOTE A contractor is a supplier but a supplier is notnecessarily a contactor.means the period of time for which the Supplier enters into a Contract Agreement with Derby City Council for the provision of works.Derby City Council |
| **Contract Term** | means the period of time for which the Service Provider enters into a Contract Agreement with Derby City Council for the provision of Services |
| **Customer / Customers** | means Derby City Council |
| **Customer Agreement** | means the agreement entered into between the Customer and the Service Provider for the provision of the [Services] to the Customer’s organisation (for more details see Section 15) |
| **Invitation to Tender** | means the Invitation to Tender document inviting suitable Service Provider to participate in this procurement process. |
| **Management Information** | means files, usage records, changing information, and such other management information, as the [Service Provider] is obliged to provide to Derby City Council or the Customer(s) in accordance with Section 3 of this Invitation to Tender |
| **Pricing Schedule** | means the Rates detailed in the Tenderers’ tender response document (Section 9) |
| **SMEs** | means small and medium enterprises  |
| **Specification****Sub-Contractor** | means the detailed description of Services required by the Authority (see Section 3)a sub-contractor of the Contractor which is engaged to provide the Services; |
| **Service Provider** | An economic operator which is a legal entity responding to the Invitation to Tender. The term ‘Service Provider’ is intended to cover any economic operator as defined by the Public Contract Regulations 2015 and could be a sole trader, registered company; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; partnership, incorporated company, co-operative and consortia, or other form of entity. |
| **Tenderer / Tenderers** | means an organisation submitting a tender to Derby City Council  |
| **Term** | means the period of 2 years from the Commencement Date |

**Works**  works defined or reasonably implied by the documentation by means of which the Supplier is engaged by the Authority

# SECTION 2 – PREAMBLE

* 1. **INTRODUCTION**
		1. Derby City Council has established a programme to deliver significant procurement savings over the next three years. The Council’s Central Procurement Team has implemented a Category Management strategy, to support the Council’s corporate aims and objectives and support the delivery of service specific and across directorate procurement opportunities.
		2. The Procurement Team has the following priorities:
* **Delivery of year on year financial efficiencies, but not at the cost of quality**
* **A thriving sustainable economy**
* **Good quality services that meet local needs**
* **Embracing and promoting ethical and sustainable procurement**
	+ 1. Potential Service Providers to Derby City Council should be aware that these priorities are at the centre of everything we do. It is expected that each and every contract that we enter into will make a contribution towards these objectives.
		2. A Category Management approach has been established in order to leverage the combined spend of the Council’s Directorates; this is currently at around £200m per annum. Through Category Management, we aim to secure all the benefits of collaboration which include economies of scale, customer-focused outcomes and improved quality, standardisation of requirements, savings and efficiencies and more sustainable procurement.
		3. Service Provider responding to any contract opportunity advertised by Derby City Council should carefully consider how their response can align with our priority areas. As a minimum, we expect our Service Provider to respond with market-leading pricing structures which reflect the considerable scope of the commercial opportunities we offer. Additionally, wherever there is an opportunity for a sustainable solution, Service Provider are strongly encouraged to offer such solutions where permitted within the scope of the individual contract requirements.
		4. Service Provider should also treat this contract as a ‘one-shot’ opportunity, Service Providers should always treat their tender submission as a “best and final offer” process.
	1. **GENERAL REQUIREMENTS**
		1. Tenders are invited for the supply of services in respect of **Alvaston Park Lake – Habitat improvement works**. The successful Service Provider will be responsible for providing this service, liaising closely with the Contract Manager Angie Brown.
		2. The Council’s detailed requirements are defined in the Specification at **Section 3.**
	2. **BACKGROUND**

* + 1. The Our City Our River (OCOR) scheme is a partnership project lead by Derby City Council supported by the Environment Agency which aims to respond to the risk of flooding in Derby. Construction of the first phase of the flood defences is underway. Munio is the second phase of this project and is being funded through an ERDF grant.
		2. To complement and enhance the construction of flood defences a number of environmental improvement works are being undertaken. This is the first of a number of tenders to be released towards delivering the environmental improvements. The client is seeking a specialist contractor to undertake the works with proven experience of aquatic working environments and restoration projects.
	1. **SUMMARY OF REQUIREMENTS**
		1. Works include:

Repairs to edges of concrete lined lake.

Removal of areas of Norfolk Reeds.

Selective tree removal on island.

Formation of marginal planting areas around the perimeter and island, supported by re-distribution of silt and aggregate in the lake.

Supply and planting of pre-planted coir rolls, marginal plants and reeds.

Supply and install bird netting to protect planting areas.

Supply and commission solar powered oxygenating pump.

Renewal of ornamental shrub planting around lake.

Reduce numbers of Canada Geese by preventing eggs hatching.

Supply and install interpretation boards.

NB. Supply and installation of fishing / viewing platforms to be tendered separately and delivered by others during 2018 at a time to be agreed.

* + 1. The total available budget is **£85,000** and tenders are invited up to this figure.
	1. **PROCUREMENT PHILOSOPHY**
		1. The form of contract to be used for this project shall be JCT Minor Works Contract with Contractor's Design 2016 Edition].
	2. **CONTRACT DURATION**
		1. The contract is estimated to commence at a date to be agreed and expire 30th September 2019.
	3. **CONTRACT EXTENSION**

N/A

# SECTION 3 – SPECIFICATION

* 1. **LOTS**

The contract is not broken down into Lots as the design and delivery of all aspects of the works are inter-related and a whole solution is sought.

* 1. **INTRODUCTION AND CONTEXT**

• Alvaston Park is one of the major parks in Derby and is a popular destination for local residents with play area, sports pitches, Café, Pavilion, BMX club and riverside cycle route. There is also an active Friends Group.

• The Lake was built in the 1930’s and is a concrete lined construction with a macadam footpath around the entire perimeter.

• The Earl of Harrington Angling Club have fishing rights to the lake and adjacent riverside and are an interested party in the proposals and maintenance of the lake. Part of the lake is reserved for a model boat club and is to be left clear of marginal planting.

• These works will ensure it remains suitable for continued use as a recreational facility while also taking the opportunity to incorporate ecological and aesthetic improvements.

• Ecological recommendations have been incorporated into the proposals and a summary is included as a separate document.

* 1. **SCOPE OF WORKS**
		1. Carry out the works in accordance with all tender drawings and documents:

Section A - Preliminaries and General Conditions of Contract by Derby City Council

Section B – Project Brief and Contract Specification

Section C - Works Schedules

Drawings:

Site Location plan P5-7-1

Lake Improvement Works P5-7-2

Base plan P5-7-3

Ornamental Shrub planting P5-7-4

Section D - Designers Pre-tender Risk Assessment relating to the Construction Phase of the Contract

 Additional information:

1 – Sewers

2 – Ecological appraisal

* + 1. The objectives of the proposals are to increase the diversity of habitat on the lake towards:

Improvement in water quality

Provide refuge for young fish

Create a range of habitats for flora and fauna

Increase visual attractiveness of the lake

Provide opportunity for pond dipping / viewing

Manage the number of Canada Geese

The lake is approx. 3,300m². Proposals include the approx. areas below:

Removal of reed beds approx. 450m²

Length of concrete edge to be repaired 55m

Area of marginal planting to be created approx. 1,770m²

Area of reed beds approx. 375m²

Length of coir roll approx. 545m

Length of bird netting approx. 1,000m²

Ornamental shrub planting and 1 year maintenance of shrub planting 260m²

* + 1. Provide and conduct all relevant surveys required to start and complete the project:
* EA Environmental Permit to carry out works. The contractor shall provide a method statement to support an application by the client.
* Natural England license to control Canada Geese. The contractor to submit application.
* Condition survey of the lake including all necessary chemical testing, depth of silt etc.
	1. **IMPLEMENTATION / CONTRACT TIMETABLE**
		1. Programme of works to be agreed and will dependant on the appropriate season for works. The contractor shall be required to make a number of visits to the site to complete the works. All works to be completed by 30th September 2019.
	2. **PROGRAMME**
		1. Tenderers are to supply their most economically efficient programme detailing the sequence of works within the contract period and key milestones for achieving their proposed completion date.
		2. Programme to be agreed at pre-start meeting.
	3. **ARRANGEMENTS TO VISIT THE SITE**
		1. Tenderers will be permitted the opportunity to visit the site. The park is permanently open.
	4. **WORKING METHODS AND CODES OF PRACTICES**
		1. It is envisaged that all works will be undertaken during normal working hours (Monday to Friday, 8:00am – 5:00pm)
		2. The contractor shall not work during school holiday periods due to the large number of visitors to the park unless by prior agreement with the contract administrator.
		3. Supplier’s’ working methods will be requested in section 8
	5. **INTERFACE WITH OTHER SUPPLIERS / SERVICE PROVIDERS**
		1. The contractor is to liaise with the Model boat club, Friends Group, Café, Park Rangers and the Earl of Harrington Fishing Club to give them prior notice of works and agree reasonable adjustments to working dates and methods.
		2. The contractor shall liaise with the DCC Ecologist to arrange pre-start checks to determine the presence of any protected species, nesting birds etc.
		3. The contractor shall be aware that during 2018 there will be footpath widening works within the park which should not impact on this contract.
	6. **TEMPORARY SITE ACCOMODATION**
		1. To be agreed.
	7. **REPORTING / CONTRACT MONITORING**
		1. The contract is to be monitored by the Contract Administrator who will keep site diary on day to day basis.
		2. The contractor shall keep their own records including records of daily climatic conditions.
		3. The contractor shall prepare and present a Progress reports at progress meetings.
		4. Site inspections shall be undertaken by the Contract Administrator
		5. Works to be reviewed at regular progress meetings – frequency to be based on programme of works.
		6. All verbal site instructions shall be confirmed in writing within 48 hours by the Contract Administrator.
	8. **HANDOVER**
		1. Commissioning of all new equipment will be required prior to practical completion being granted.
	9. **MAINTENANCE**
		1. 12 months maintenance of ornamental shrub beds is required.
	10. **REVIEW OF PROCEDURES / CHANGE**
		1. Any changes to the specification or quantities of works shall be issued to the contractor in the form of a variation to the contract or as an instruction.
		2. Variations shall be costed using rates in the schedules or the contractor shall be asked to provide costs prior to carry out the work.
		3. The contractor shall only receive instructions through the contract administrator and no payment will be made for any works carried out without authorisation.

# SECTION 4 – THE PROCUREMENT PROCESS

* 1. **PROCEDURE**
		1. The procurement process adopted by Derby City Council is based on the ‘Open’ tendering procedure as detailed in the European Communities Combined Directive (2004/18/EC) and the Public Contracts Regulations 2015. In brief, the process will be as follows:
* All organisations expressing an interest in the Tender have been sent an invitation to tender document.
* An initial examination will be made to establish the completeness of submitted tenders. The Council reserves the right to disqualify any tender submission which is incomplete.
* Complete tender returns will initially be evaluated to ensure that all the stated essential qualifying criteria will be met.
* All tender returns which meet the essential qualifying criteria will be evaluated in full against the award criteria – this is explained in further detail on the following pages.

Full instructions on how to prepare and submit your tender are given in Section 5.

* 1. **PROCUREMENT TIMETABLE**
		1. The procurement is intended to follow the time-line below:

**Table One: Procurement Timetable**

|  |  |  |
| --- | --- | --- |
|  | Invitation to Tender Issued | 18 January 2018 |
|  | Deadline for clarification questions | 8 February 2018 |
|  | Circulation of complete list of answers to clarification questions | 12 February 2018 |
|  | **Deadline for Submission of Tenders** | **2pm 19 February 2018** |
|  | Evaluation | 20 February 2018 to 2 March 2018 |
|  | Tender Award Notification | 5 March 2018 |
|  | Standstill Period | 6 March 2018 to 16 March 2018 |
|  | Contract Awarded | 19 March 2018 |
|  | Contract Start | 20 March 2018 |

* + 1. Please note the Council reserves the right to amend this time-table and steps 5, 6, 7, 8 and 9 are provided for indicative purposes only. Following submission of written tenders, tenderers may be asked to make a presentation to the evaluation panel. This will help to clarify any points arising from the written bids. Actual dates for presentations will be agreed with tenderers in due course and will be held within Derby. The Interviews / presentation may or may not be held depending on the outcome of the initial evaluation.
	1. **EVALUATION OF TENDERS**
		1. An initial examination will be made to establish the completeness of submitted tenders. The Council reserves the right to disqualify any tender submission which is incomplete.
		2. There will be two principal stages to the evaluation of tenders, called **‘qualifying’** and **‘award’.** The ‘qualifying’ stage is intended to assess organisations’ general suitability and capability as potential Service Provider. Those offers that meet the minimum standards and so ‘pass’ the qualifying criteria will then proceed to the second, ‘award’ stage of the evaluation. This stage is designed to assess the merits of each bid, based upon Tenderers’ service delivery proposals.
		3. Tenderers that do not pass the ‘qualifying’ stage in the process will not proceed to the second, ‘award’ stage, and will not therefore be considered further.
		4. In order to be transparent, and in order that Tenderers fully understand how their tender submission will be evaluated, full details of these two stages are described below. Should any Tenderer not understand any element, they should contact Derby City Council using the *Messaging* function on the e-tendering system.
		5. Service Provider should satisfy themselves of the accuracy of all fees, rates and prices quoted, since Service Provider will be required to hold these or withdraw their Tender in the event of errors being identified after the submission of Tenders.
		6. If a Service Provider fails to provide fully for the requirements of the Specification in the Tender it must either:
			1. absorb the costs of meeting the full requirements of the Specification within its tendered price; or
			2. withdraw its Tender.
		7. The Council will accept the tender which is the most economically advantageous, i.e. a balance between cost and quality.
		8. The Service Provider's written response to any Supporting Information required by the Council will be taken into account in the evaluation of competing tenders and which, if approved, will be binding but will not detract from the Specification nor Conditions of Contract.
		9. Tenderers should note that regardless of a bid’s overall merits, in the event evaluating Customers (acting reasonably) consider there to be a fundamental weakness likely to impact adversely upon the supply of Services, then grounds will exist to exclude the bid from further consideration.

**Stage One - Qualifying Criteria**

* + 1. Assessment against qualifying criteria is essentially a pass/fail exercise, designed to ensure that those Tenderers who proceed to stage 2 of the evaluation are considered suitable for delivering services to the Authorities involved.
		2. The qualifying criteria against which all tenders will initially be assessed relate to the items addressed in the Suitability Assessment Questionnaire section of the Invitation to Tender document Section Four. The questionnaire has been split into 7 sections and is based on the Publicly Available Specification (PAS91:2013) published by the British Standards Institution.
		3. Sections C1 to O1 are taken from PAS 91 with some supplementary questions.
		4. Section S1 contains project specific questions drafted by Derby City Council.
		5. The qualifying criteria are essentially the minimum standards which Tenderers should meet or exceed. These minimum standards are set out in table two below, in order that Tenderers can check that that they are likely to meet them

**Table Two: Qualifying Criteria**

| **Core question module C1: Supplier identity, key roles and contact information see Table Six (C1)**  |  |
| --- | --- |
| **Q Ref.** | **Information required** | **Description of information expected, which will be taken into account in assessment**  | **Side Limit per question** | **Assessment** |
| C1-Q1 | Name of legal entity or sole-trader | Organisation either tendering or acting as lead contact where a consortium bid is being submitted. This is the organisation that Derby City Council will enter in to a contract agreement with if successful at tender stage. | 1 side of A4 | For Information Only |
| C1-Q2 | Registered office address | Property name, street name, town, county, postcode |  |
| C1-Q3 | Contact details for enquiries (include address where projects would be administered from at C1-Q3, 8 to 13, if different from that of the registered office (c1-q2)) | Contact name, title, address, email, telephone number.All contact regarding the Tender submission and the results of the evaluation will be through the Councils electronic tendering system eastmidstenders https://www.eastmidstenders.org) and not to individual e-mail addresses. Derby City Council will only communicate with a single point of contact within the Supplier organisation. |  |
| C1-Q4 / Q5 | Company or charity registration number |  |  |
| C1-Q6 | VAT registration number |  |  |
| C1-Q7 | Name of immediate parent company |  |  |
| C1-Q8 | Name of ultimate parent company |  |  |
| C1-Q9 | Type of organisation | E.g. PLC, limited company, LLP, other partnership, sole trader, other (please specify). If PLC, limited company or LLP please provide Companies House registration number at C1-Q4 | ½ side of A4 |
| C1-Q10-SUP | Consortia and sub-contractingPlease indicate either a), b) or c) and provide details | a) Your organisation is bidding to provide the services required itself;b) Your organisation is bidding in the role of prime contractor and intends to use third parties as sub-contractors to provide some services in which case you should detail how you will ensure the sub-contractor will continue to provide the principal servicesc) The potential provider is a consortium or group of companies | 1 side of A4 |
| C1-Q11 - SUP | StaffingPlease provide information as to: | • How many staff does your organisation employ (including consortium members or sub-contractors where appropriate) in total?• How many staff does your organisation employ relevant to the carrying out of services and/or delivery of goods similar to those required under this Contract? • If you need to take on additional resources to deliver the contract, please indicate by how many staff (approx.). | 1 side of A4 |

| **Core question module C2: Financial information See Table Seven (C2)** |
| --- |
| **Q Ref.** | **Information required** | **Description of information expected, which will be taken into account in assessment**  | **Side Limit per question** | **Assessment** |
| Tenderers should self-certify by answering 'yes' to question C2-Q2-SUP of the suitability questionnaire that they possess the yearly turnover as specified below:Turnover set for this contract is £100,000 Tenderers must also pass **one** of the following financial tests: | Pass / Fail |
| **C2-Q1a- SUP** | **Test One:** **Public Sector Organisation** | Please provide evidence that the Supplier is a public sector based organisation (Local Authority, Health trust etc.). | 1 side of A4 |
| **C2-Q1b-SUP** | **Test Two:****Pre- approval** | The Supplier holds membership of a relevant trade group that has already “pre-approved” the bidding organisation to undertake a contract to the financial size of the tender. Please submit a copy of the relevant membership certification showing the financial approval levels assessed.(An example of a relevant trade group is Constructionline for a construction or building services contract) | 1 side of A4 plus copy of membership certification detailing the financial approval levels assessed |
| **C2-Q1c-SUP** | **Test Three: External credit check** | The Council will undertake an external credit check on the organisation to establish its financial stability. The report used will be an Equifax Business Information service Full report. Where the independently assessed maximum recommended contract value exceeds the contract value the organisation will pass. In the absence of a maximum recommended contract value any organisation rated as “Average risk” or below “Average risk” will pass |  |
| **C2-Q1d-SUP** | **Test Four: Ratios** | Any organisation rated as “Above Average Risk” from the external credit check from Equifax (as per 5c above) and therefore giving rise to concerns regarding their financial stability will have to pass the below financial test, covering the last two financial periods on their balance sheet:• Return on capital employed of 5% or more • Liquidity ratio 1:1 or above. • Solvency test – a positive net asset position |  |
| **C2-Q1e-SUP** | **Test Five: Cashflow assessment** | If an organisation does not have a set of accounts, due to it being the first year of operation or it is a start-up organisation, it must submit a cash flow forecast. This will be assessed by the Council’s Financial Team and must be assessed as viable to Pass. |  |
| **C2-Q1** | **Accounts and financial statements****1. In respect of the organisation for which qualification is sought (the supplier organisation), please select the one organisation description that closely matches your organisation and provide the financial information described in *C2-Q1-1)* through *C2-Q1-5)*.****2. Where a consortium or association is proposed, the financial information described in C2-Q1-1) through C2-Q1-5). are required for each member of the consortium.** | *C2-Q1-1)**For a start-up business that has not reported accounts to the Revenue or Companies House -* Forecast of turnover for the current year and a statement of funding provided by the owners, and/or the bank, or an alternative means of demonstrating financial status*C2-Q1-2)* *For an unincorporated business (sole traders and partnerships) -* Copy of the most recent accounts that contain turnover, profit before tax, and balance sheet (if prepared) covering either the most recent two year period of trading or if trading for less than two years, the period that is available. If accounts are not prepared, provide the relevant pages from the latest tax returns (self-employment pages for sole traders, partnership pages for partnerships) together with the tax assessment.*C2-Q1-3*) *For a small company or limited liability partnership with a turnover of below the audit threshold (currently £6.5 million) that is not required to prepare audited accounts -* Copy of the most recent accounts as submitted to the Inland Revenue covering either the most recent two year period of trading or if trading for less than two years, the period that is available. Abbreviated accounts are not acceptable.*C2-Q1-4)**For a medium to large incorporated entity and all other organisations that are required to prepare audited**accounts -* Copy of the most recent audited accounts for your organisation covering either the most recent three year period of trading, or if trading for less than three years, the period that is available.*C2-Q1-5)**For other organisation types (e.g. not for profit entities, local authorities, housing associations, charities) -* In most cases it is likely that audited accounts will have been prepared and the accounts required at *C2-Q1-4* above will suffice. Where this not the case, an unaudited copy of the most recent accounts as described in *C2-Q1-2* above should be provided | No limit set |
| **C2-Q2-SUP** | **Turnover set for this contract is £100,000** | Tenderers should self-certify by answering ‘Yes’ or ‘No’ that they meet the requirements set out here. |  |
| Note: A response of no to question C2-Q2-SUP will not necessarily preclude Tenderers from bidding for this contract providing they pass one of the financial tests in C2-Q1a-e-SUP above. Any tenderer who answers ‘No’ to question C2-Q2-SUP (Self Certify) and does not pass one of the financial tests in C2-Q1a-e-SUP above will fail the financial Information section and their bid will not be considered further. |
| **C2-Q3** | **Insurance statement and certificates** | Any Tenderer who is unable to self-certify or does not commit to obtaining prior to the commencement of the contract, the levels of insurance cover indicated on an “each and every claim” basis. will fail: * **Employer’s Liability Insurance** – in accordance with any legal requirement for the time being in force in relation to any one claim or series of claims
* **Public Liability Insurance** – minimum £10,000,000
* **Professional Liability/Indemnity Insurance** (*Where consultancy input involved)* – N/A
* **Product liability insurance** (*Where product is to be supplied)* – minimum £1,000,000

Where you do not have insurance in place, please confirm if you know of any reason why you might be refused insurance cover.Evidence that the insurance is in place, when requested, will include copies of certificates or letters from brokers and shall include the name of the insurers, policy numbers, expiry dates and limits for any one accident and the excess under the policy.For consortia or sub-contractors evidence that the required levels of insurance are or will be in place will be required from each consortium member or sub-contractor | 1 side of A4 | Pass / Fail |

| **Core Question Module C3 Business and professional standing for Public Sector procurement – Mandatory exclusion (See Table Eight (C3)** |
| --- |
| **Q Ref.** | **Core Question** | **Example of the type of information in support of responses, which will be taken into account in assessment**  | **Side Limit per question** | **Assessment** |
| **C3-QP1** | **Do any of the circumstances as set out in Regulation 57 of the Public Contracts Regulations 2015, apply to you as the applicant or to members of any applicant Group or any envisaged sub-contractor? If yes, please supply details in response to the relevant question(s) in Table 3** | For a consortium or sub-contractor this question must be answered for each member of the consortium or sub-contractor.*Any Tenderer who has been convicted of any of the offences listed in C3-QP1 Grounds for mandatory exclusion will fail.*No supporting evidence required | ¼ side of A4 | Pass / Fail |
| **Core Question Module C3 Business and professional standing for Public Sector procurement – Discretionary exclusion (See Table Eight (C3)** |
| **Q Ref.** | **Core Question** | **Example of the type of information in support of responses, which will be taken into account in assessment**  | **Side Limit per question** | **Assessment** |
| **C3-QP2** | **Do any of the circumstances as set out in Regulation 57(8) of the Public Contracts Regulations 2015, apply to the Applicant, members of the Applicant Group or any envisaged sub-contractor?** **If yes, please supply details below. in response to the relevant question(s) in Table 3** | These are the discretionary criteria for rejection of economic operators.For a consortium or sub-contractor this question must be answered for each member of the consortium or sub-contractor.*Any Tenderer who has answered 'Yes' to questions listed in C3.QP2 may fail unless the Tenderer can demonstrate it has taken such remedial action, to the satisfaction of the Authority in each case.* | 1 side of A4 | Pass / Fail |

| **Core question module C4: Health and safety policy and capability See Table Nine (C4)** |  |
| --- | --- |
| **Q Ref.** | **Core Question** | **Example of the type of information in support of responses, which will be taken into account in assessment**  | **Side limit per question** | **Assessment** |
| **C4-Q1** | **C4-Q1-1 Exemptions and pertinent question selection:****If your organisation meets the criteria identified in one of C4-Q1-1a) to C4-Q1-1c) below and you can provide the supporting evidence required, you do not need to complete questions C4-Q2 to C4-Q17 of this question module. If exemption is not claimed, please move to C4-Q2 and complete questions C4-Q2 to C4-Q17 of this question module.** |
|  | **C4-Q1-1a) You have within the last twelve months successfully****Completed a prequalification application undertaken by an assessment provider able to demonstrate that its information gathering process conforms to PAS 91.** | Exemption ClaimedYes 🞏 No 🞏If **yes**, please provide copy of certificate or other supporting information, detailing the Scope and locations covered by the certification, you do not need to complete questions C4-Q2 to C4-Q17 of this question module. If exemption is not claimed, please move to **C4-Q1-1b)** | 1 side of A4 plus copies of third party certification detailing Scope and locations | Exemption ClaimedYes 🞏 No 🞏 |
|  | **C4-Q1-1b) you have within the last twelve months, successfully****met the assessment requirements of a construction-related scheme****in registered membership of the Safety Schemes in Procurement****(SSIP) forum[[1]](#footnote-1) (see Annex C).** | Exemption ClaimedYes 🞏 No 🞏If **yes**, please provide copy of certificate or other supporting information, detailing the Scope and locations covered by the certification, you do not need to complete questions C4-Q2 to C4-Q17 of this question module. If exemption is not claimed, please move to **C4-Q1-1c)** | 1 side of A4 plus copies of third party certification detailing Scope and locations | Exemption ClaimedYes 🞏 No 🞏 |
|  | **C4-Q1-1c) You hold a UKAS or equivalent, accredited independent****third party certificate of compliance with BS OHSAS 18001.** | Exemption ClaimedYes 🞏 No 🞏If **yes**, please provide copy of certificate or other supporting information, detailing the Scope and locations covered by the certification, you do not need to complete questions C4-Q2 to C4-Q17 of this question module. If exemption is not claimed, please move to **C4-Q2 and complete questions C4-Q2 to C4-Q17 of this question module.** | 1 side of A4 plus copies of third party certification detailing Scope and locations | Exemption ClaimedYes 🞏 No 🞏 |
| **C4-Q2** | **Role related question selection:****The questions asked in C4-Q3 to C4-Q17 are appropriate for particular construction roles and have been colour coded accordingly to assist identification. Please indicate below which role(s) best describes your organisations activity and then only provide responses to the questions colour coded to the role(s) you have selected.*****NOTE If your organisation will potentially fill more than one role (e.g. Design and Build), please provide responses to the questions applying to all relevant roles (e.g. Designer and Contractor)*** |
| **C4-Q3** | **Are you able to demonstrate that you have a policy and organisation for health and safety (H&S) management?** | Please provide evidence of an H&S policy endorsed by the chief executive officer that is regularly reviewed. The policy should be relevant to the nature and scale of the work and set out responsibilities for H&S management at all levels in the organisation.*Note Organisations with fewer than five employees are not legally required to have a documented policy statement. If a supplier is in this category it does not have to write down its policy, organisation or arrangements. However, it does need to be able to demonstrate that its policy and arrangements are adequate in relation to the type of activity likely to be undertaken and assessments of competence will be made easier when procedures are clear and accessible.* | 2 sides of A4 | Pass / Fail |
| **C4-Q4** | **Are you able to demonstrate arrangements for ensuring that your H&S measures are effective in reducing/preventing incidents, occupational ill-health and accidents?** | Please provide details of the arrangements for H&S management that are relevant to the nature and scale of activity to be undertaken and show clearly how these arrangements are communicated to the workforce.*(Organisations with fewer than 5 employees, please see Note 2 to Table 9)* | 2 sides of A4 | Pass / Fail  |
| **C4-Q5** | **Do you have access to competent H&S advice/assistance – both general and construction/sector related?** | Please provide evidence of how your organisation obtains access to competent H&S advice.***NOTE*** *Access to competent in-house advice, in whole or part, is preferred. It is essential that H&S advisor(s) are able to provide general H&S advice and that (from the same source or elsewhere) advice relating to construction H&S issues is accessible as required.* | 2 sides of A4 | Pass / Fail |
| **C4-Q6** | **Do you have a policy and process for providing your workforce with training and information appropriate to the type of work for which your organisation is likely to bid?** | Provide evidence that your organisation has in place and implements, training arrangements to ensure that its workforce has sufficient skills and understanding to discharge their various duties. This should include a programme of refresher training (e.g. a CPD programme) that will keep the workforce updated on legislation and good H&S practice applicable throughout the company. | 2 sides of A4 | Pass / Fail |
| **C4-Q7** | **Does your workforce have H&S or other relevant qualifications and experience sufficient to implement your H&S policy to a standard appropriate to the work for which your organisation is likely to bid?** | You will be expected to demonstrate and provide evidence on request, that your staff/ workforce possesses suitable qualifications and experience for the tasks assigned to them, unless there are specific situations where they need to work under controlled and competent supervision e.g trainees. | 2 sides of A4 | Pass / Fail |
| **C4-Q8** | **Do you check, review and where necessary improve your H&S performance?**  | Please provide evidence that your organisation has in place and implements, an on-going system for monitoring H&S procedures on an on-going basis and for periodically reviewing and updating that system as necessary. | 2 sides of A4 | Pass / Fail |
| **C4-Q9** | **Do you have procedures in place to involve your workforce in the planning and implementation of H&S measures?**  | Please provide evidence that your organisation has in place and implements a means of consulting with its staff/ workforce on H&S matters and show how staff workforce comments, including complaints are taken into account. | 2 sides of A4 | Pass / Fail |
| **C4-Q10** | **Do you routinely record and review accidents/ incidents and undertake****follow-up action?** | Please provide access to all records of RIDDOR-reportable events which should include accident rates and frequency, for at least the last three years. Demonstrate that your organisation has in place a system for reviewing significant incidents, and recording action taken as a result including action taken in response to enforcement. | 2 sides of A4 | Pass / Fail |
| **C4-Q11** | **Do you have arrangements for ensuring that your suppliers (see PAS91 Annex G Glossary for relationship to ‘sub-contractors’) apply H&S measures to a standard appropriate to the work for which they are being engaged?** | Be able to demonstrate that your organisation has and implements, arrangements for monitoring supplier’s H&S procedures and for ensuring that H&S performance appropriate for the work to be undertaken is delivered throughout the whole of your organisation’s supply chain. | 2 sides of A4 | Pass / Fail |
| **C4-Q12** | **Do you operate a process of risk assessment capable of supporting safe methods of work and reliable project delivery where necessary?** | Be able to demonstrate that your organisation has in place and implements procedures for carrying out risk assessments and for developing and implementing safe systems of work (‘method statements’). Be able to provide relevant indicative examples. The identification and control of any significant occupational health issues should be prominent.*NOTE Organisations with five or less employees are not required by law to record risk assessments. In addition to ensuring risk management, the need to reduce documentary requirements on micro-businesses in particular should be taken into account by buyers and assessment providers.* | 2 sides of A4 | Pass / Fail |
| **C4-Q13** | **Do you have arrangements for co-operating and co-ordinating your work with others (including other suppliers, notably contractors)?** | Please provide explanation of how co-operation and co-ordination of the work is achieved in practice, and how other organisations are involved in drawing up method statements/safe systems of work etc. including arrangements for response to emergency situations. This should include details of how comments and input from your suppliers will be taken into account and how external comments including any complaints, will be responded to. | 2 sides of A4 | Pass / Fail |
| **C4-Q14** | **Do you have arrangements for ensuring that on-site welfare provision meets legal requirements and the needs/expectations of your employees?** | Be able to demonstrate how the supplier ensures suitable welfare facilities will be in place before starting work on site, whether provided by site-specific arrangement or own organisational measures. | 1 side of A4 | Pass / Fail |
| **C4-Q15****CDM Contractors Only** | **Are you able to provide evidence of your field of knowledge and****experience in the****design and construction****process?** | Please provide evidence, in the form of real examples rather than by generic documents, of actual attainments which should indicate competence as in the case of:• Professionally Qualified to Chartered level (Note 6);• Membership of a relevant construction institution, e.g. CIAT; CIBSE; CIOB; ICE; IET; IMechE;iStructE; RIBA; RICS | 2 sides of A4 | For Information Only |
| **C4-Q16****CDM Contractors Only** | **Are you able to****provide evidence of****your knowledge and****experience of H&S in construction?** | Please provide examples of actual attainments which should indicate competence as in the case of validated CPD in this field, and typical additional qualifications e.g. NEBOSH Construction Certificate; Member of health and safety registeradministered by the ICE (Note 7);Membership of Association for Project; Safety; Membership of Institution of Construction Safety. | 2 sides of A4 | For Information Only |
| **C4-Q27****CDM Contractors Only** | **Do you review****and develop your****effectiveness at****delivering the****coordination role?** | Please provide evidence that your organisation has in place and implements, an on-going system for monitoring performance including post project review. | 2 sides of A4 | For Information Only |

| **Optional Question Module O1: Equal opportunity and diversity policy and capability See Table Ten (O1)** |
| --- |
| **Q Ref.** |  **Question** | **Description of information in support of response, which will be taken into account in assessment** | **Side Limit per question** | **Assessment** |
| O1-Q1 | As an Employer, do you meet the requirements of the positive equality duties in relation to the Equalities Act 2010? Applies to both public and private procurement | Please provide copies of:O1-Q1-1 relevant instructions or written statement/evidence of relevant actionsO1-Q1-2 relevant guidance or written statement/evidence of relevant actions.O1-Q1-3 relevant policies/literature or written statement/evidence of relevant actionsO1-Q1 4 evidence of where you believe these policies have made a difference | No limit set | For Information Only |
| O1-Q2 | Is it your policy as an employer to comply with anti-discrimination legislation, and to treat all people fairly and equally so that no one group of people is treated less favourably than others? | No supporting evidence required. |  | For Information Only |
| O1-Q3 | In the last three years has any finding of unlawful discrimination been made against your organisation by any court or industrial or employment tribunal or equivalent body? | Please provide details of any findings.Tenderers may be excluded if they are unable to demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring. See O1-Q5 | 1 side of A4 | Pass / Fail |
| O1-Q4 | In the last three years has your organisation been the subject to a compliance action by the Equality and Human Rights Commission or an equivalent body on grounds of alleged unlawful discrimination? | Please provide details of any investigations.Tenderers may be excluded if they are unable to demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring. Please See O1-Q5 | 1 side of A4 | Pass / Fail |
| O1-Q5 | If the answer to question O1-Q3 and / or O1-Q4 is “Yes”, what steps did your organisation take as a result of that finding or investigation? | Please provide details/evidence of remedial action.Tenderers may be excluded if they are unable to demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring. | 1 side of A4 | Pass / Fail |
| **O1-Q6** | What does yourorganisation do toensure that equalityand diversity is embedded within your organisation? | Please provide copies of any relevant policies or written statement/evidenceof relevant actions. |  | For Information Only |
| **O1-Q7** | Do you activelypromote good practicein terms of eliminatingdiscrimination in allforms through:O1-Q7-1 guidanceto your employees/suppliers concerned with recruitment, training and promotion?O1-Q7-2 makingguidance or policydocuments concerninghow the organisationembeds equality and diversity available to employees/ sub-contractors, recognised trade unions or other representative groups of employees?O1-Q7-3 appropriaterecruitmentadvertisements or other literature? | Please provide: In respect of **O1-Q7-1,** copies of any relevant instructions or written statement/evidence of relevant actions.In respect of **O1-Q7-2**, copies of any relevant guidance or written statement/evidence of relevant actions.In respect of **O1-Q7-3**, copies of any relevant policies/literature or written statement/evidence of relevant actions. |  | For Information Only |

| **Optional Question Module O2: Environmental management policy and capability See Table Eleven (O2)** |
| --- |
| **Q Ref.** | **Project Specific Question** | **Description of information in support of response, which will be taken into account in assessment** | **Side Limit per question** | **Assessment** |
| **O2-Q1** | **Exemption:****If your organisation meets the criteria identified in O2-Q1 below and you can provide the supporting evidence required, you do not need to complete questions O2-Q2 to O2-Q6 of this question module. If exemption is not claimed, please move to O2-Q2 and complete questions O2-Q2 to O2-Q6 of this question module.** |
| **O2-Q1** | Your organisation holds a UKAS (or equivalent) accredited independent third party certificate of compliance with BS EN ISO 14001 or a valid EMAS certificate, and can provide the supporting evidence requested | If yes, please provide copy of certificate or other supporting information, detailing the Scope and locations covered by the certification, you do not need to complete questions O2-Q2 to O2-Q6 of this question module. If exemption is not claimed, please move to O2-Q2 | 1 side of A4 plus copies of third party certification detailing Scope and locations | Exemption ClaimedYes 🞏 No 🞏 |
| **O2-Q2** | Do you have adocumented policyand organisation for the management of construction-related environmental issues? | Please provide evidence that you or your organisation has an environmental management policy authorised by the Chief executive or equivalent and regularly reviewed. The policy should be relevant to the natureand scale of the activity and set out the responsibilities for environmentalmanagement throughout the organisation |  |  |
| **O2-Q3** | Do you havedocumentedarrangements forensuring that yourenvironmentalmanagementprocedures are effective in reducing/preventingsignificant impacts on the environment? | Please provide evidence that your organisation’s environmental policyimplementation plan provides information as to how the companyaims to discharge relevant legalresponsibilities and provides clear indication of how these arrangementsare communicated to the workforce, in relation to environmental mattersincluding:• sustainable materials procurement;• waste management;• energy management.This should include the arrangementsfor responding to, monitoring and recording environmental incidents and emergencies and complaints. |  |  |
| **O2-Q4** | Do you havearrangements forproviding employeeswho will engage inconstruction, withtraining and informationon construction-relatedenvironmental issues? | Please provide evidence that your organisation has in place and implements, training arrangements to ensure that its workforce has sufficient skills and understanding to carry out their various duties.This should include a programme of refresher training that will keep the workforce updated on relevant legal requirements and good environmental management practice. |  |  |
| **O2-Q5** | Do you check,review and wherenecessary improveyour environmentalmanagementperformance? | Please provide evidence that your organisation has a system for monitoring environmental management procedures on an on-going basis and for updating them at periodic interval. |  |  |
| **O2-Q6** | Do you havearrangements forensuring that anysuppliers you engage apply environmentalprotection measuresthat are appropriate to the activity for which they are being engaged | Please provide evidence that your organisation has procedures formonitoring supplier’s environmental management arrangements andensuring that environmentalperformance appropriate for the activity to be undertaken is delivered throughout the whole of your organisations supply chain. |  |  |

* + 1. Tenderers are advised that wherever reference is made to any external assessment body or external accreditation standard, such reference shall be deemed to include reference to any equivalent body or standard established in other member states of the European Union.
		2. Tenderers are further advised that any contract(s) resulting from this procurement exercise will be subject to conditions which require the Contractor, as an employer, to comply with all statutory obligations to staff (and to applicants for employment) under all equality and non-discrimination laws (and amendments thereto) and with any statutory instruments, orders, guidance and codes of practice made thereunder.

**Stage Two - Award Criteria**

Tenderers that meet the qualifying criteria set out above will proceed to be evaluated against the award criteria. Two criteria (‘quality’ and ‘price’) will be used to determine the most economically advantageous tender(s). These will carry the following weightings in the evaluation scheme:

* Price 20%
* Quality 80%

How scores will be awarded is detailed below

**Price Evaluation – 20%**

* + 1. A score out of 20 points will be awarded for the ‘price’ element of the evaluation.
		2. The maximum price score is given to the lowest submitted price. Other price scores will be calculated as a percentage of the maximum score based on their price in relation to the lowest price.
		3. For example, in the table below tenderer 2 has submitted the lowest price and therefore receives maximum points. Tenderer 1 has submitted a price 25% higher and therefore receives a score 25% lower.

**Table Three: Worked Example of Price Score**

|  |  |  |
| --- | --- | --- |
| **Tenderer** | **Price** | **Points** |
| **1** | **£63,750** | **15** |
| **2** | **£75,000** | **20** |
| **3** | **£85,000** | **17.34** |
| **4** | **£83,000** | **17.86** |
| **5** | **£80,000** | **18.66** |

\*If a bid is more than twice the amount of the lowest price the equation will produce a negative number, in this case the bids score 0 points. *Please note the figures used in the above table are purely for example purposes only and are not a reflection of anticipated tender prices.*

Further detailed explanation can be found at Appendix One.

**Quality Evaluation – 80%**

* + 1. A score out of 80 points will be awarded for the ‘quality’ element of the evaluation.
		2. Service Provider will be scored on their responses to the Proposed Working Method Questions in Section 8 in relation to the requirements of the specification.
		3. Each working method statement will be scored using the following scale of awarding marks between 0 and 4:

**Table Four: Scoring Scale (B)**

|  |  |
| --- | --- |
| **0** | **Completely unsatisfactory/unacceptable response** No response to the question or serious deficiencies in meeting the required standards.  |
| **1** | **Poor response** The response is partially compliant with some shortfalls in meeting the required standards. |
| **2** | **Acceptable response** The response is compliant and meets the basic contract standards. Any concerns are only of a minor nature. |
| **3** | **Good response** The response is fully compliant and clearly indicates a full understanding of the contract and the ability to consistently deliver all the required contract standards. |
| **4** | **Excellent response** The response is fully compliant and indicates the ability to exceed the required standards of the contract.  |

* + 1. If a tender scores ‘0’ against any one or more method statements, this will give grounds for excluding the tender from any further consideration. For any tenders so excluded, the relevant price will also be excluded from the evaluation.
		2. Each method statement question also carries an ‘importance weighting’ (between 1 and 3) which reflects its significance to the evaluation (see table five below).

**Table Five: Weightings (A)**

|  |  |
| --- | --- |
| **Interpretation** | **Weightings** |
| High importance to the evaluation | 3 |
| Medium importance to the evaluation | 2 |
| Lower importance to the evaluation | 1 |

* + 1. The weighting (A) will be multiplied by the score out of 4 (B) to arrive at a total weighted score (C). A copy of the evaluation matrix can be found at Appendix Two.
		2. As a further safeguard to ensure the quality of Service Provider, should any Tenderer score less than a total weighted score of 26 for the overall ‘quality’ element of the evaluation, then the right is reserved to exclude their tender from further consideration, regardless of its price score.
		3. As the pre-determined quality/price split is 20:80 the highest quality score is allocated the maximum score of 80 points with the other tenders given a pro-rata score reflecting the difference.

**Interviews / Presentations**

* + 1. It is not intended that interviews or presentations will be held as part of the process, although the right is reserved to request a Tenderers attendance to such an interview, and/or request clarification of a tender submission, should this prove necessary to fully understand the basis of the Tenderer’s offer.
		2. Where presentations or interviews are requested these may be used to clarify and / or expand on Service Provider responses and no points are allocated. Instead, having scored the tender on the basis of the written bids received, the scores will be reviewed and revised if appropriate in the light of additional information and insights gained during those subsequent stages of evaluation.
	1. **WINNING TENDER**
		1. Tenderers’ final ‘quality’ and ‘price’ scores will be added together to give a final score out of 100 points. Taking the evaluation process as a whole, the Tenderer which achieves the highest score will be the winning tenderer.

* 1. **ACCEPTANCE OF TENDER**
		1. Upon conclusion of the evaluation of tenders, any acceptance of tender(s) will be advised accordingly via a Tender Award Notification: Acceptance of Tender / Intention to Award letter. Such acceptance, offered pursuant to this Invitation to Tender, will be on the basis of the most economically advantageous tender(s), based on the evaluation criteria listed above.
		2. Tenderers whom it is proposed should not be accepted will be advised of this in writing via a Tender Award Notification: Non-Acceptance of Tender letter and will be entitled to receive feedback on the relative merits and characteristics of their tender submission compared with that of the accepted tender(s).
		3. Derby City Council does not bind itself to accept the lowest or any tender, and unless a tenderer expressly states that a partial award will not be acceptable, then the right is reserved to accept a tender in part.
		4. Upon conclusion of all the above stages, a formal contract will be entered into between Derby City Council and the Tenderer(s). A copy of the conditions of contract can be found in Section 15 and any Tenderer submitting a bid will be deemed to be agreeing to the terms and conditions contained within. Should a qualification of offer be made to change the terms and conditions by any Tenderer, then grounds will exist to exclude such bids from further consideration.
		5. Upon acceptance of the tender, the Contract shall be immediately constituted and become binding on both parties. The Council will inform the contractor of the acceptance of the offer by means of a formal letter accompanied by two copies of the contract document. The contractor will be expected to sign and return the contract documents to the Council who will duly sign and return one copy to the contractor.

# SECTION 5 – CONDITIONS OF TENDER

* 1. **GENERAL**
		1. Tenders are invited for **Alvaston Park – Habitat Improvement Works**. The Councils’ detailed requirements are defined in the Specification at Section 3.
		2. Tenders must be submitted in accordance with the following instructions and conditions. Any Service Provider that do not comply with these instructions or conditions may have their tender rejected.
	2. **INFORMATION, COSTS AND EXPENSES**
		1. The Contractor is responsible for obtaining all information necessary for the preparation of its submission and all costs expenses and liabilities incurred by the Contractor in connection with the preparation and submission of the tender will be borne by the Contractor.
	3. **RESEARCH AND INVESTIGATION**
		1. The Contractor will be deemed for all purposes connected with the tender and the Contract to have carried out all researches, investigations and enquiries which can reasonably be carried out and to have satisfied itself as to the nature, extent, and character of the requirements of the Contract (in the context of and as it is described in the Specification), the extent of the materials and equipment which may be required and any other matter which may affect its Tender.
		2. The Contractor shall have no claim whatsoever against the Council in respect of such matters and in particular (but without limitation) neither the Council shall make any payments to the Contractor save as expressly provided for in the Contract and (save to the extent set out in the Contract) no compensation or remuneration shall otherwise be payable by any Council to the Contractor in respect of the scope of the Contract being different from that envisaged by the Contractor or otherwise. Information given in respect of current orders is given as a guide and the Council makes no warranty and accepts no liability as to the actual value or volume of orders to be placed with the Contractor.
	4. **CONFIDENTIALITY**
		1. All documentation and information issued by the Council relating to the Tender shall be treated by the Contractor as private and confidential for use only in connection with the Tender and any resulting contract and shall not be disclosed in whole or in part to any third party without the prior written consent of the Council.
		2. The documents which constitute the Contract and all copies are and will remain the property of the Council (whether or not the Council shall have charged a fee for the supply of such documents) and must not be copied or reproduced in whole or in part and must be returned to the Council upon demand.
	5. **CONTRACTOR’S WARRANTIES**
		1. In submitting a Tender the Contractor warrants and represents that:
	6. it has complied in all respects with the Conditions of Tender;
	7. all information, representations and other matters of fact communicated (whether in writing or otherwise) to the Council by the Contractor or its employees in connection with or arising out of the Tender are true, complete and accurate in all respects;
	8. it had made its own investigations and research, and has satisfied itself in respect of all matters relating to the Tender, the Specification and the Conditions of Contract and that it has not submitted the Tender and will not have entered into the Contract in reliance upon any information, representations or assumptions (whether made orally, in writing or otherwise) which may have been made by the Council;
	9. it has full power and authority to enter into the Contract and will if requested produce evidence of such to the Council;
	10. it is of sound financial standing and the Contractor and its partners, officers and employees are not aware of any circumstances (other than such circumstances as may be disclosed in the accounts or other financial statements of the Contractor which may adversely affect such financial standing in the future;
	11. **VARIANT BIDS**
		1. Where in the best interest of Derby City Council, variant bids may be accepted. Variant bids may only be accepted if indicated within the original contract notice.
		2. In the event that the Contractor has difficulty in complying with any specific provision or wishes to propose any amendment to the specification, it should provide all information and evidence in writing concerning such difficulty or amendment as the Council may require. The Council may, at its discretion, consider the difficulty or amendment, and may issue general guidance or waive or amend the relevant provision, but in any case without prejudice to all or any other provisions of the Tender, the Conditions or the Specification or any rights or powers of the Council hereunder.
		3. No such waiver or amendment shall be binding unless made in writing and signed by the Director of Legal and Democratic Services.
	12. **FREEDOM OF INFORMATION**
		1. Information in relation to this tender or resulting award may be disclosed on demand in accordance with duties imposed on the Council by the requirements of the Freedom of Information Act 2000.
		2. Service Provider should state on the form at Section 13 if any of the information supplied by them is confidential or commercially sensitive or should not be disclosed in response to a request for information under the Act. Service Provider must provide detailed justifications why they consider the information to be confidential or commercially sensitive and an indication of how long they expect that confidential or commercially sensitive status to subsist.
		3. Service Provider acknowledge that neither an assertion nor the provision of justifications pursuant to clause 5.7.2 constitutes a guarantee that the information will not be disclosed by the Council, pursuant to a valid request made under the Act.
	13. **REJECTION OF TENDER**
		1. Any Tender submitted by a Contractor in respect of which the Contractor:
1. fixes and adjusts prices and rates shown in its tender by or in accordance with any agreement or arrangements with any other person or by reference to any other tender or communicates to any person other than the Procurement Officer leading on this tender the amount or approximate amount of the prices and rates shown in its tender except where such disclosure is made in confidence, in order to obtain information for the preparation of the tender documents or for the purposes of financing or insurance; or
2. enters into any agreement with any other person that such other person shall refrain from submitting a tender or shall limit or restrict the prices to be shown by any other tenderers in its tender; or
3. offers or agrees to pay or does pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having or causing or having caused to be done in relation to any other Contractor] or any other person’s proposed Tender any act or omission; or
4. in connection with the award of the Contract commits an offence under the Prevention of Corruption Acts 1889-1916 or gives any fee or reward the receipt of which is an offence under Sub-Section (2) of Section 117 of the Local Government Act 1972;
5. has directly or indirectly canvassed any member or official of the Council concerning the acceptance of any Tender or who has directly or indirectly obtained or attempted to obtain information from any such member of official concerning any other Contractor or tender submitted by any other Contractor;

shall be rejected by the Council provided always that such non-acceptance or rejection shall be without prejudice to any other civil remedies available to the Council or any criminal liability which such conduct by a Contractor may attract.

* 1. **NON-CONSIDERATION OF TENDER**
		1. The Council may in its absolute discretion refrain from considering any Tender if:
1. it is not in accordance with the Form and Conditions of Tender;
2. the Contractor makes or attempts to make any variation or alteration to the terms of the Tender, the Conditions or the Specification except where a variation or alteration is invited or permitted in accordance with the terms of all or any of the Tender, the Conditions and the Specification; or
3. the Contractor does not provide all the information required by the Council.
	1. **WORDS AND EXPRESSIONS**
		1. Words defined in the Terms and Conditions of Contract shall have the same meaning throughout the Tender document.

# SECTION 6 – PREPARATION AND SUBMISSION OF TENDERS

* 1. **GENERAL REQUIREMENTS**
		1. Tenders are invited for the supply of works in respect of Alvaston Park – Habitat Improvement Works. The Council’s detailed requirements are defined in the Specification at Section 3.
		2. Tenders must be submitted in accordance with the following instructions and conditions. Any Service Provider that do not comply with these instructions or conditions may have their tender rejected.
	2. **INVITATION TO TENDER AND ACCOMPANYING DOCUMENTS**
		1. Tender documentation may vary in detail, but we will:
* avoid over specifying a requirement,
* invite a sufficient number of Service Provider to ensure fair competition, but remove barriers to participation by small Service Provider without discriminating against larger Service Provider
* provide clear documentation
* give all Service Provider equal opportunity
* provide feedback to unsuccessful tenderers
	+ 1. Tenders must be submitted on this Invitation to Tender Document, in Word format (unless otherwise specified), which must be duly completed and signed where appropriate. These include the:

(a) Contractor Responses (Word)

(b) Pricing Schedule (Excel)

(c) Form of Tender (Word / PDF)

(d) Collusive Tendering Certificate (Word / PDF)

(e) Freedom of Information Disclosure Form (Word / PDF)

(f) Design proposals (PDF)

* + 1. Please ensure that all questions are completed in full, and in the format requested. Failure to do so may result in your submission being disqualified. If the question does not apply to you, please state clearly ‘N/A’. Please answer every question as fully as possible even if you have previously worked for Derby City Council, or submitted a tender to the Council. Please do not assume that the evaluators know about your organisation or the work that you do. Many procurement exercises generate a great deal of interest from potential Service Provider, so please ensure that you complete the documentation as requested. Failure to do so may result in your tender being rejected. All figures should be in full, for example £3,500,000 not £3.5 million.
	1. **SIGNATURES**
		1. Where required, the Invitation to Tender Document must be signed:

(a) where the Contractor is an individual, by that individual; OR

(b) where the Contractor is a partnership, by two duly authorised partners; OR

(c) where the Contractor is a limited company, by a director duly authorised for such purposes.

(d) Where the Contractor is a consortium, by an authorised individual of the lead organisation.

* + 1. You may submit electronic or typed signatures. In the event that your organisation is successful you will be required to resign all declarations that form part of the contract with an original signature.
	1. **SUBMISSION OF TENDER**
		1. **The deadline for receipt of tenders is 14:00 on 19 February 2018.** Submissions should be made through the electronic tendering system ([**https://www.eastmidstenders.org**](https://www.eastmidstenders.org)) following the attached instructions to tender **(Appendix Three)**.
		2. Submissions cannot be accessed or opened by the contracting authority until after the deadline has expired. No documents can be uploaded to the electronic tendering system after the deadline has expired, therefore there is no penalty for returning a submission early! It is strongly recommended that your submission is uploaded well before the deadline to avoid traffic and ensure that failure of ICT/Servers/PC/laptop or similar does not result in your submission failing to be submitted by the deadline.
		3. Queries regarding the tender should be sent using the *Messaging* function on the e-tendering system addressed to, Central Procurement Team. **Any clarification questions must be raised by 15:00 8 February 2019.**
		4. Clarification will be issued to prospective tenderers via the e-tendering system using the *Messaging* function. Please check this regularly to ensure you have the most up to date information.
		5. The Council does not bind itself to accept the lowest or any tender.
		6. The Contractor’s attention is specifically drawn to the date and time for receipt of tenders and no submission after the closing date and time will be considered.
		7. We will not accept any manual tender.
		8. All Service Provider shall keep their respective bids valid and open for acceptance by the Council until the expiry of 90 days from the last date for the receipt of tenders.
	2. **DECLINE OR INIBILITY TO RETURN**
		1. If for any reason you are unable to submit or decline to tender, please inform the Procurement Team using the enclosed Declining to Tender Form **(Appendix Four)**.

# DOCUMENTS FOR RESPONSE

1. **Section 7 – Contractor** **Responses – Suitability Assessment Questionnaire**
2. **Section 8 – Contractor Responses – Design and Working Methods**
3. **Section 9 – Pricing Schedule**
4. **Section 11 – Form of Tender**
5. **Section 12 – Collusive Tendering Certificate**
6. **Section 13 – Freedom of Information Disclosure Form**

# SECTION 7 – CONTRACTORS RESPONSES – SUITABILITY ASSESSMENT QUESTIONNAIRE

**Notes for Completion**

The questionnaire has been split into 7 sections and is based on the Publicly Available Specification (PAS91:2013) published by the British Standards Institution.

Contractors are required to respond to the questions below. Please ensure that all questions are completed in full, and in the format requested. Failure to do so may result in your submission being disqualified. If the question does not apply to you, please state clearly ‘N/A’.

Should you need to provide additional Appendices in response to the questions, these should be numbered clearly and listed as part of your declaration. A template for providing additional information is provided at the end of the questionnaire

**Verification of Information Provided**

Whilst reserving the right to request information at any time throughout the procurement process, the authority may enable the Contractor to self-certify that there are no mandatory/ discretionary grounds for excluding their organisation. When requesting evidence that the Contractor can meet the specified requirements (such as the questions in section 7 of this questionnaire relating to Technical and Professional Ability) the authority may only obtain such evidence after the final tender evaluation decision i.e. from the winning Contractor only.

**Sub-contracting arrangements**

Where the Contractor proposes to use one or more sub-contractors to deliver some or all of the contract requirements, a separate Appendix should be used to provide details of the proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.

The authority recognises that arrangements in relation to sub-contracting may be subject to future change, and may not be finalised until a later date. However, Service Provider should be aware that where information provided to the authority indicates that sub-contractors are to play a significant role in delivering key contract requirements, any changes to those sub-contracting arrangements may affect the ability of the Contractor to proceed with the procurement process or to provide the supplies and/or services required. Service Provider should therefore notify the authority immediately of any change in the proposed sub-contractor arrangements. The authority reserves the right to deselect the Contractor prior to any award of contract, based on an assessment of the updated information.

**Consortia arrangements**

If the Contractor completing this Suitability Assessment Questionnaire is doing so as part of a proposed consortium, the following information must be provided;

* names of all consortium members;
* the lead member of the consortium who will be contractually responsible for delivery of the contract (if a separate legal entity is not being created); and
* if the consortium is not proposing to form a legal entity, full details of proposed arrangements within a separate Appendix.

Please note that the authority may require the consortium to assume a specific legal form if awarded the contract, to the extent that a specific legal form is deemed by the authority as being necessary for the satisfactory performance of the contract.

 All members of the consortium will be required to provide the information required in all sections of the Suitability Assessment Questionnaire as part of a single composite response to the authority i.e. each member of the consortium is required to complete the form.

Where you are proposing to create a separate legal entity, such as a Special Purpose Vehicle (SPV), you should provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity in a separate Appendix.

The authority recognises that arrangements in relation to a consortium bid may be subject to future change. Service Provider should therefore respond on the basis of the arrangements as currently envisaged. Service Provider are reminded that the authority must be immediately notified of any changes, or proposed changes, in relation to the bidding model so that a further assessment can be carried out by applying the selection criteria to the new information provided. The authority reserves the right to deselect the Contractor prior to any award of contract, based on an assessment of the updated information.

|  |  |
| --- | --- |
| * 1. **Terms and Definitions**

For the purposes of this supplier suitability questionnaire (PAS), the following definitions shall apply to the terms used in this specification.* + 1. **area of capability**

Supplier suitability assessment / qualification topic that enquires about the capability of suppliers and their supply chains-as defined by the relevant question module e.g. health and safety.* + 1. **assessment provider**

Entity undertaking prequalification of suppliers as a service to both buyers and suppliers* + 1. **buyer**

Client or other entity procuring the services of supplier (s) contributing to the fulfilment of a construction related contract.* + 1. **client**

Entity (individual, company or organisation) seeking or accepting the services of supplier(s) as the first tier of a construction project supply chain* + 1. **consortium**

Association of two or more entities (individuals, companies or organisations) pooling resources to participate in a common construction related project* + 1. **construction**

Building, civil engineering or other structural engineering work*NOTE The Construction (Design and Management) Regulations 2007, establish that construction work includes:*1. *the construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure or the use of corrosive or toxic substances), decommissioning, demolition or dismantling of a structure; extraction of mineral resources or activities preparatory thereto carried out at a place where such exploration or extraction is carried out.*
	* 1. ***construction organisation***

Group of individuals acting together in a structured, coordinated manner to achieve a common construction objective*NOTE in PAS 91 this term is used generically to encompass firms, companies or other entities functioning as one element of a supply chain.** + 1. ***consultant***

*Entity providing expert advice or other services in relation to a construction project eg a designer* | 1. *the preparation for an intended structure, including site clearance, exploration, investigation (but not site survey)and excavation, and the clearance or preparation of the site or structure for use or occupation at its conclusion;*
2. *the assembly on site of fabricated elements to form a structure or the disassembly on site of prefabricated elements which, immediately before such disassembly, formed a structure and*
3. *the removal of a structure or of any product or waste resulting from demolition or dismantling of a structure or from disassembly of prefabricated elements which, immediately before such disassembly, formed a structure and*
4. *the installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure, but does not include the exploration for or*
	* 1. **consultant**

Entity providing expert advice or other services in relation to a construction project e.g. a designer* + 1. **sub-consultant**

Entity engaged on consultancy work, directly under the control of a consultant* + 1. **contractor**

Entity undertaking physical construction related activity at one or more construction sites in accordance with a formal arrangement made in advanceNOTE A contractor is a supplier but a supplier is not necessarily a contractor.* + 1. **sub-contractor**

Entity engaged to undertake work for a contractor as part of a larger project being undertaken by that second entity* + 1. ***procurement [construction related]***

*Commissioning of goods, works and services in relation to a construction related project** + 1. ***supplier***

*Entity intending to provide goods, works or services for all or part of a construction related project.** + 1. ***supply chain***

*Sequence of all entities engaged directly or indirectly, by a client to contribute foods, works and services to a construction related projects.* |

|  |  |
| --- | --- |
| **Title:**  | **Alvaston Park – Habitat improvement works** |
| **Reference:** | **TD1318 (DN318564)** |

* 1. **Core and Optional questions**
		1. **Core question modules**

**Table Six -** Core Question Module C1: Supplier identity, key roles and contact information.

|  |  |  |
| --- | --- | --- |
| **Q Ref.** | **Information Required** | **Description of supporting information expected, which will be taken into account in assessment.** |
| C1-Q1 | Name of legal entity or sole-trader | Unique name of legal entity or name of individual (*please see note re involvement of consortia)* |  |
| C1-Q2 | Registered office address | C1-Q2-1 Address line 1 (property name/number) |  |
| C1-Q2-2 Address line 2 |  |
| C1-Q2-3 Address line 3 |  |
| C1-Q2-4 Town |  |
| C1-Q2-5 County |  |
| C1-Q2-6 Post Code |  |
| C1-Q3 | Contact details for enquiries *(include address where projects would be administered from at C1-Q3, 8 to 13, if different from that of the registered office (C1-Q2))* | C1-Q3-1 Title (Mr, Mrs, Ms etc) |  |
| C1-Q3-2 Forename |  |
| C1-Q3-3 Family Name |  |
| C1-Q3-4 Job Title |  |
| C1-Q3-5 E-mail |  |
| C1-Q3-6 telephone number |  |
| C1-Q3-7 fax number |  |
| C1-Q3-8 Address line 1 (property name/number) |  |
| C1-Q3-9 Address line 2 |  |
| C1-Q3-10 Address line 3 |  |
| C1-Q3-11 Town |  |
| C1-Q3-12 County |  |
| C1-Q3-13 Post Code |  |
| C1-Q4 | Registration number if registered with Companies House or equivalent | C1-Q4-1 Registration number with Companies House |  |
| C1-Q4-2 Registration number with equivalent body |  |
| C1-Q5 | Charity registration number |  |
| C1-Q6 | VAT registration number |  |
| C1-Q7 | Name of immediate parent company |  |
| C1-Q8 | Name of ultimate parent company |  |
| C1-Q9 | Type of organisation*Please see note below* | *e.g PLC, limited company; LLP, Other partnership; sole trader; Other (please specify0* |  |
| C1-Q10 - SUP | Consortia and sub-contractingPlease indicate either a), b) or c) and provide details | *a) Your organisation is bidding to provide the services required itself;**b) Your organisation is bidding in the role of prime contractor and intends to use third parties as sub-contractors to provide some services in which case you should detail how you will ensure the sub-contractor will continue to provide the principal services**c) The potential provider is a consortium or group of companies* |  |
| C1-Q11 - SUP | StaffingPlease provide information as to: | *How many staff does your organisation employ (including consortium members or sub-contractors where appropriate) in total?**• How many staff does your organisation employ relevant to the carrying out of services and/or delivery of goods similar to those required under this Contract?* *• If you need to take on additional resources to deliver the contract, please indicate by how many staff (approx.).* |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Table Seven – Core Question Module C2-Financial Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Q Ref** | **Information Required** | **Description of information expected, which will be taken into account in assessment** | **Tick if provided****✓** | **Suppliers unique reference to relevant supporting information** |
| Tenderers should self-certify by answering 'yes' to question C2-Q2-SUP of the suitability questionnaire that they possess the yearly turnover as specified below:Turnover set for this contract is £1000,000 Tenderers must also pass **one** of the following financial tests: |
| **C2-Q1a- SUP** | **Test One:** **Public Sector Organisation** | Please provide evidence that the Supplier is a public sector based organisation (Local Authority, Health trust etc.). |  |  |
| **C2-Q1b-SUP** | **Test Two:****Pre- approval** | The Supplier holds membership of a relevant trade group that has already “pre-approved” the bidding organisation to undertake a contract to the financial size of the tender. Please submit a copy of the relevant membership certification showing the financial approval levels assessed.(An example of a relevant trade group is Constructionline for a construction or building services contract) |  |  |
| **C2-Q1c-SUP** | **Test Three: External credit check** | The Council will undertake an external credit check on the organisation to establish its financial stability. The report used will be an Equifax Business Information service Full report. Where the independently assessed maximum recommended contract value exceeds the contract value the organisation will pass. In the absence of a maximum recommended contract value any organisation rated as “Average risk” or below “Average risk” will pass |  |  |
| **C2-Q1d-SUP** | **Test Four: Ratios** | Any organisation rated as “Above Average Risk” from the external credit check from Equifax (as per C2-Q1c-SUP above) and therefore giving rise to concerns regarding their financial stability will have to pass the below financial test, covering the last two financial periods on their balance sheet:• Return on capital employed of 5% or more • Liquidity ratio 1:1 or above. • Solvency test – a positive net asset position |  |  |
| **C2-Q1e-SUP** | **Test Five: Cashflow assessment** | If an organisation does not have a set of accounts, due to it being the first year of operation or it is a start-up organisation, it must submit a cash flow forecast. This will be assessed by the Council’s Financial Team and must be assessed as viable to Pass. |  |  |
| **C2-Q1** | *Please select the one organisation description that closely matches your organisation and provide information accordingly* |
| **C2-Q1-1 Financial information for a start-up business that has not reported accounts to the Revenue or Companies House** | Forecast of turnover for the current year and a statement of funding provided by the owners, and/or the bank, or an alternative means of demonstrating financial status. (*See Note 2 to this Table)* | [ ]  |  |
| **C2-Q1-2 Accounts for an unincorporated****business (sole traders and partnerships).** | Copy of the most recent accounts that contain turnover, profit beforetax, and balance sheet (if prepared) covering either the most recent twoyear period of trading or if trading for less than two years, the period that isavailable. If accounts are not prepared, provide the relevant pages from thelatest tax returns (self employment pages for sole traders, partnershippages for partnerships) together with the tax assessment. | [ ]  |  |
| **C2-Q1-3 Accounts for a small company or limited liability partnership with****a turnover of below****the audit threshold****(currently £6.5 million) that is not required to prepare audited accounts.** | Copy of the most recent accounts as submitted to the Inland Revenuecovering either the most recent two year period of trading or if trading for less than two years, the period that is available. Abbreviated accounts are not acceptable. | [ ]  |  |
| **C2-Q1-4 Accounts for a medium to large incorporated entity and all other organisations that are required to prepare audited****accounts.** | Copy of the most recent audited accounts for your organisation covering either the most recent three year period of trading, or if trading for less than three years, the period that is available. | [ ]  |  |
| **C2-Q1-5 Accounts for other organisation types (e.g. not for profit entities, local authorities, housing****associations, charities)** | In most cases it is likely that audited accounts will have been prepared and the accounts required at C2-Q1-4 above will suffice. Where this not the case, an unaudited copy of the most recent accounts as described in C2-Q1-2 above should be provided. | [ ]  |  |
| **C2-Q2-SUP** | **Turnover set for this contract is £100,000** | Where the authority has specified a minimum level of economic and financial standing and/or a minimum financial threshold within the evaluation criteria for this Tender, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out here. | Yes [ ]  | No [ ]  |
| **Note:** A response of no to question C2-Q2-SUP will not necessarily preclude Tenderers from bidding for this contract providing they pass one of the financial tests in C2-Q1a-e-SUP above. Any tenderer who answers ‘No’ to question C2-Q2-SUP (Self Certify) and / that does not pass one of the financial tests in C2-Q1a-e-SUP above will fail the financial Information section and their bid will not be considered further. |
| **C2-Q3** | **Insurance Statement and Certificates** | **Please provide the requested information in the response column** | **Response** |
| **C2 Q3-1****Employers (Compulsory) Liability Insurance[[2]](#footnote-2)** |  | [ ]  Have *please self-certify by providing the details below* | [ ] Willing to obtaining prior to the commencement of the contract |
| **C2-Q3-1-1 Policy No** |  |
| **C2-Q3-1-2 Limit of Indemnity** |  |
| **C2-Q3-1-3 Excess** |  |
| **C2-Q3-1-4 Limit for a single event** |  |
| **C2-Q3-1-5 Expiry Date** |  |
| Where you do not have insurance in place, please confirm if you know of any reason why you might be refused insurance cover. |
|  |
| **C2-Q3-2****Public liability****Insurance £10,000,000** |  | [ ] Have *please self-certify by providing the details below* | [ ] Willing to obtaining prior to the commencement of the contract |
| **C2-Q3-2-1 Policy No** |  |
| **C2-Q3-2-2 Limit of Indemnity** |  |
| **C2-Q3-2-3 Excess** |  |
| **C2-Q3-2-4 Limit for a single event** |  |
| **C2-Q3-2-5 Expiry Date** |  |
| Where you do not have insurance in place, please confirm if you know of any reason why you might be refused insurance cover. |
|  |
| **C2-Q3-3 Professional Indemnity Insurance** *(Where consultancy input involved)* | **N/A** |  |  |
| **C2-Q3-4 Product liability****insurance**(*Where product**is to be supplied)* **£1,000,000** |  | [ ] Have *please self-certify by providing the details below* | [ ] Willing to obtaining prior to the commencement of the contract |
| **C2-Q3-4-1 Policy No** |  |
| **C2-Q3-4-2 Limit of Indemnity** |  |
| **C2-Q3-4-3 Excess** |  |
| **C2-Q3-4-4 Expiry Date** |  |
| Where you do not have insurance in place, please confirm if you know of any reason why you might be refused insurance cover. |
|  |

**Table Eight** – **Core Question Module C3**  **Business and professional standing for Public Sector procurement – Mandatory exclusion**

|  |  |  |
| --- | --- | --- |
| **Q Ref.** | **Information required which will be taken into account in assessment** | **Answer** |
| **C3 – QP1** | Do any of the circumstances as set out in Regulation 57 of the Public Contracts Regulations 2015, apply to you as the applicant or to members of any applicant Group or any envisaged sub-contractor? If yes, please supply details in response to relevant question(s) below. | Yes [ ]  | No [ ]  |
|  | **Response** |
|  | **C3-QP1-1** If your organisation or any directors or partner or any other person who has powers of representation, decision or control has been convicted of any of the following offences, please provide information. |  |
|  | **C3-QP1-1a) conspiracy:** within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA. |  |
|  | **C3-QP1-1b) corruption:** within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906; where the offence relates to active corruption; |  |
|  | **C3-QP1-1c) bribery:** the offence of bribery, where the offence relates to active corruption; |  |
|  | **C3-QP1-1d) bribery:** within the meaning of section 1 or 6 of the Bribery Act 2010. |  |
|  | **C3-QP1-1e) fraud:** where the offence relates to fraud affecting the European Communities’ financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Union, within the meaning of: |  |
|  | **C3-QP1-1e)(i)** the offence of cheating the Revenue; |  |
|  | **C3-QP1-1e)(ii)** the offence of conspiracy to defraud; |  |
|  | **C3-QP1-1e)(iii)** fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) Order 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978; |  |
|  | **C3-QP1-1e)(iv)** fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006; |  |
|  | **C3-QP1-1e)(v)** fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 19799 or section 72 of the Value Added Tax Act 1994; |  |
|  | **C3-QP1-1e)(vi)** an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993; |  |
|  | **C3-QP1-1e)(vii)** destroying, defacing or concealing of documents or procuring the extension of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;? |  |
|  | **C3-QP1-1e)(viii)** fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or |  |
|  | **C3-QP1-1e)(ix)** making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of the Fraud Act 2006; |  |
|  | **C3-QP1-1f)** money laundering within the meaning of the Proceeds of Crime Act 2002: |  |
|  | **C3-QP1-1f)(i)** an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996; or |  |
|  | **C3-QP1-1f)(ii)** an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or |  |
|  | **C3-QP1-1-g)** any other offence within the meaning of Article 45(1) of Directive 2004/18/EC as defined by the national law of any relevant state. |  |

***NOTE to Table Eight*** *Regulation requires that public sector procurers exclude any applicant from the tender process who satisfies any of the criteria for rejection set out in Regulation 57 of the Public Contracts Regulations 2015. It is therefore essential that entities submitting a tender are required to confirm that none of the circumstances set out in Regulation 57 of the Public Contracts Regulations 2015 apply to them or any member of an applicant group that they represent.***Table Eight – Core Question Module C3 Business and professional standing for Public Sector procurement – Discretionary exclusion**

|  |  |  |
| --- | --- | --- |
| **Q Ref.** | **Information required and description of Information expected, which will be taken into account in assessment**  | **Answer** |
| **C3 – QP2** | Do any of the circumstances as set out in Regulation 57(8) of the Public Contracts Regulations 2015; apply to the Applicant, members of the Applicant Group or any envisaged sub-contractor? If yes, please supply details below. | Yes [ ]  | No [ ]  |
|  | **C3-QP2-1 Is any of the following true of your organisation?** | **Response** |
|  | **C3-QP2 1(a)** being an individual, is a person in respect of whom a debt relief order has been made or is bankrupt or has had a receiving order or administration order or bankruptcy restrictions order or debt relief restrictions order made against him or has made any composition or arrangement with or for the benefit of creditors or has made any conveyance or assignment for the benefit of creditors or appears unable to pay or to have no reasonable prospect of being able to pay, a debt within the meaning of Section 268 of the Insolvency Act 1986, or Article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of his estate, or is the subject of any similar procedure under the law of any other State; |  |
|  | **C3-QP2 1(b)** being a partnership constituted under Scots law, has granted a trust deed or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of its estate; or |  |
|  | **C3-QP2 1(c)** being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002 has passed a resolution or is the subject of an order by the court for the company’s winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or has had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company’s business or any part of the company’s business or is the subject of similar procedures under the law of any other State? |  |
|  | **C3-QP2-2 Has your organisation** | **Response** |
|  | **C3-QP2-2(a)** been convicted of a criminal offence relating to the conduct of its business or profession. |  |
|  | **C3-QP2-2(b)** committed an act ofgrave misconduct in the course of its business |  |
|  | **C3-QP2-2(c)** failed to fulfil obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which you are established; or |  |
|  | **C3-QP2-2(d)** failed to fulfilobligations relating to the paymentof taxes under the law of any partof the United Kingdom or of themember State in which you areestablished; |  |

***NOTE to Table Eight*** *The Authority is entitled to exclude applicants from participating in this procurement if any of the above apply but it may decide to allow the applicant to proceed further. If the applicant cannot answer ‘No’ to every question it is possible that its application might not be accepted. In the event that any of the following do apply, the applicant should set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not to allow the applicant to proceed further.***Table Nine – Core Question Module C4: Health and safety policy and capability**

|  |  |  |  |
| --- | --- | --- | --- |
| **C4 Q1** | **C4-Q1-1 Exemptions and pertinent question selection:****If your organisation meets the criteria identified in one of C4-Q1-1a) to C4-Q1-1c) below and you can provide the supporting evidence required, you do not need to complete questions C4-Q2 to C4-Q17 of this question module. If exemption is not claimed, please move to C4-Q2** | **Exemption****Claimed****(Please tick as****appropriate)** | **Please provide****copy of****certificates or****other supporting****information** |
| **C4-Q1-1a)** You have within the last twelve months successfully completed a prequalification application undertaken by an assessment provider able to demonstrate that its information gathering process conforms to PAS 91. | [ ]  |  |
| **C4-Q1-1b)** you have within the last twelve months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum[[3]](#footnote-3)  | [ ]  |  |
| **C4-Q1-1c)** You hold a UKAS or equivalent, accredited independent third party certificate of compliance with BS OHSAS 18001. | [ ]  |  |
| **C4 Q2** | **Role related question selection:**The questions asked in **C4-Q3 to C4-Q17** are appropriate for particular construction roles and have been colour coded accordingly to assist identification. Please indicate below which role(s) best describes your organisations activity and then onlyprovide responses to the questions colour coded to the role(s) you have selected.*NOTE If your organisation will potentially fill more than one role (e.g. Design and Build), please provide responses to the questions**applying to all relevant roles (e.g. Designer and Contractor)* | [ ]  |  |
| **ROLE IDENTIFIED** | **YES** | **NO** | *Not Required* |
| **C4-Q2-a)** Contractor or Sub-Contractor (*respond to unshaded questions* *C4-Q3 to C4-Q14)* | Yes [ ]  | No [ ]  |
| **C4-Q2-c)** *CDM–Coordinator (respond to green shaded questions C4-Q15 to C4-Q17)* | Yes [ ]  | No [ ]  |
| **Q.Ref** | **Question** | **Example of the type of information in support of responses, which will be taken into account in assessment** | **YES** | **NO** | **Supplier’s****unique reference****to relevant****supporting****information** |
| **C4-Q3** | **Are you able to****demonstrate that****you have a policy****and organisation for****health and safety (H&S) management?** | Please provide evidence of a periodically reviewed H&S policy, endorsed by the chief executive officer The policy should be relevant to the nature and scale of activity to be undertaken and set out responsibilities for H&S management at all levels in the organisation*(Organisations with fewer than 5 employees, please see Note 2 to this Table)* | Yes [ ]  | No [ ]  |  |
| **C4-Q4** | **Are you able to describe your arrangements for ensuring that your H&S measures are effective in reducing/ preventing incidents, occupational ill-health and accidents?** | Please provide details of the arrangements for H&S management that are relevant to the nature and scale of activity to be undertaken and show clearly how these arrangements are communicated to the workforce.*(Organisations with fewer than 5 employees, please see Note 2 to this Table)* | Yes [ ]  | No [ ]  |  |
| **C4-Q5** | **Do you have access****to competent H&S****advice/assistance****– both general and****construction/sector****related?** | Please provide evidence of how your organisation obtains access to competent H&S advice.***NOTE*** *Access to competent in-house advice, in whole or part, is preferred. It is essential that H&S advisor(s) are able to provide general H&S advice and that (from the same source or elsewhere) advice relating to construction H&S issues is accessible as required.* | Yes [ ]  | No [ ]  |  |
| **C4-Q6** | **Do you have a policy and process for providing your staff/workforce with training and information appropriate to the types of activity that your organisation is likely to undertake?** | Provide evidence that your organisation has in place and implements, training arrangements to ensure that its staff/ workforce hassufficient skills and understanding to discharge their various duties. This should include refresher training (e.g. a CPD programme) that will keep the workforce updated on good H&S practice applicable throughout the company. | Yes [ ]  | No [ ]  |  |
| **C4-Q7** | **Does your staff/****workforce have H&S****or other relevant****qualifications and experience sufficient to implement your****H&S policy to a standard appropriate to the activity that your organisation is likely to undertake.** | You will be expected to demonstrate and provide evidence on request, that your staff/ workforce possesses suitable qualifications and experience for the tasks assigned to them, unless there are specific situations where they need to work under controlled and competent supervision e.g trainees. | Yes [ ]  | No [ ]  |  |
| **C4-Q8** | **Do you check, review and where necessary improve your H&S performance?** | Please provide evidence that your organisation has in place and implements, an on-going system for monitoring H&S procedures on an on-going basis and for periodically reviewing and updating that system as necessary. | Yes [ ]  | No [ ]  |  |
| **C4-Q9** | **Do you have procedures in place to involve your staff/ workforce in the planning and****implementation of H&S measures?** | Please provide evidence that your organisation has in place and implements a means of consulting with its staff/ workforce on H&S matters and show how staff workforce comments, including complaints are taken into account. | Yes [ ]  | No [ ]  |  |
| **C4-Q10** | **Do you routinely record and review accidents/ incidents and undertake****follow-up action?** | Please provide access to records of accident rates and frequency for all RIDDOR reportable **(see note 5 To this Table)** - events for at least the last three years. Demonstrate that your organisation has in place a system for reviewing significant incidents, and recording action taken as a result including action taken in response to any enforcement. | Yes [ ]  | No [ ]  |  |
| **C4-Q11** | **Do you have****arrangements for****ensuring that your****suppliers apply H&S****measures to a standard appropriate to the activity for which they are being engaged?** | You will be expected to demonstrate and provide evidence on request, thatyour organisation has and implements, arrangements for ensuring that H&Sperformance throughout the whole of your organisation’s supply chain is appropriate to the work likely to be undertaken. | Yes [ ]  | No [ ]  |  |
| **C4-Q12** | **Do you operate****a process of risk****assessment capable****of supporting safe****methods of work and reliable project delivery where necessary?** | You will be expected to demonstrate and provide evidence on request thatyour organisation has in place and implements procedures for carrying out relevant risk assessments and for developing and implementing safe systems of work (‘method statements’).You should be able to provide indicative examples. The identification and control of any significant occupational health (not just safety) issues should be prominent. (Organisations with fewer than 5 employees, See Note 2 to this Table) | Yes [ ]  | No [ ]  |  |
| **C4-Q13** | **Do you have****arrangements for****co-operating and****co-ordinating your work with others (including other suppliers, notably contractors)?** | Please provide explanation of how co-operation and co-ordination of the work is achieved in practice, and how other organisations are involved in drawing up method statements/safe systems of work etc. including arrangements for response to emergency situations. This shouldinclude details of how comments and input from your suppliers will be taken into account and how external comments including any complaints,will be responded to. | Yes [ ]  | No [ ]  |  |
| **C4-Q14** | **Do you have****arrangements for****ensuring that onsite****welfare provision meets legal requirements and the needs/expectations****of your employees?** | You will be expected to demonstrate and provide evidence on request about how you ensure suitable welfare facilities will be in place before starting work on site, whether provided by a site-specific arrangement or your own organisational measures. | Yes [ ]  | No [ ]  |  |
| **C4-Q15****CDM Contractors Only** | **Are you able to provide evidence of your field of knowledge and****experience in the****design and construction****process?** | Please provide evidence, in the form of real examples rather than by generic documents, of actual attainments which should indicate competence as in the case of:• Professionally Qualified to Chartered level (Note 6);• Membership of a relevant construction institution, e.g. CIAT; CIBSE; CIOB; ICE; IET; IMechE;iStructE; RIBA; RICS | Yes [ ]  | No [ ]  |  |
| **C4-Q16****CDM Contractors Only** | **Are you able to****provide evidence of****your knowledge and****experience of H&S in construction?** | Please provide examples of actual attainments which should indicate competence as in the case of validated CPD in this field, and typical additional qualifications e.g. NEBOSH Construction Certificate; Member of health and safety registeradministered by the ICE (Note 7);Membership of Association for Project;Safety; Membership of Institution of Construction Safety. | Yes [ ]  | No [ ]  |  |
| **C4-Q17****CDM Contractors Only** | **Do you review****and develop your****effectiveness at****delivering the****coordination role?** | Please provide evidence that your organisation has in place and implements, an on-going system for monitoring performance including post project review. | Yes [ ]  | No [ ]  |  |

* + 1. **Optional question modules**

**Table Ten** –**Question Module O1: Equal opportunity and diversity policy and capability**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Q No.** | **Question** | **Description of information in support of response, which will be taken into account in assessment** | **YES** | **NO** | **Supplier’s****unique reference****to relevant****supporting****information** |
| **O1-Q1** | **As an Employer, do you meet the requirements of the positive equality duties in relation to the Equalities Act 2010?** **Applies to both public and private procurement** | Please provide copies of: |  |  |  |
| O1-Q1-1 relevant instructions or written statement/evidence of relevant actions | Yes [ ]  | No [ ]  |  |
| O1-Q1-2 relevant guidance or written statement/evidence of relevant actions. | Yes [ ]  | No [ ]  |  |
| O1-Q1-3 relevant policies/literature or written statement/evidence of relevant actions | Yes [ ]  | No [ ]  |  |
| O1-Q1 4 evidence of where you believe these policies have made a difference | Yes [ ]  | No [ ]  |  |
| **O1-Q2** | **Is it your policy as an employer to comply with anti-discrimination legislation, and to treat all people fairly and equally so that no one group of people is treated less favourably than others?** | No supporting evidence required. | Yes [ ]  | No [ ]  |  |
| **O1-Q3** | **In the last three years has any finding of unlawful discrimination been made against your organisation by any court or industrial or employment tribunal or equivalent body?** | Please provide details of any findings.Tenderers may be excluded if they are unable to demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring. See O1-Q5 | Yes [ ]  | No [ ]  |  |
| **O1-Q4** | **In the last three years has your organisation****been the subject to a compliance action by the Equality and Human Rights Commission or****an equivalent body****on grounds of alleged unlawful discrimination?** | Please provide details of any investigations.Tenderers may be excluded if they are unable to demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring. Please See O1-Q5 | Yes [ ]  | No [ ]  |  |
| **O1-Q5** | **If the answer to****Question O1-Q3 and / or O1-Q4 is “Yes”, what steps did your organisation take as a result of that finding or investigation?** | Please provide details/evidence of remedial action.Tenderers may be excluded if they are unable to demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring. | Yes [ ]  | No [ ]  |  |
| **O1-Q6** | **What does your****organisation do to****ensure that equality****and diversity is embedded within your organisation?** | Please provide copies of any relevant policies or written statement/evidenceof relevant actions. | Yes [ ]  | No [ ]  |  |
| **O1-Q7** | **Do you actively****promote good practice****in terms of eliminating****discrimination in all****forms through:****O1-Q7-1 guidance****to your employees/****suppliers concerned with recruitment, training and promotion?****O1-Q7-2 making****guidance or policy****documents concerning****how the organisation****embeds equality and diversity available to employees/ sub-contractors, recognised trade unions or other representative groups of employees?****O1-Q7-3 appropriate****recruitment****advertisements or other literature?** | Please provide: In respect of **O1-Q7-1,** copies of any relevant instructions or written statement/evidence of relevant actions.In respect of **O1-Q7-2**, copies of any relevant guidance or written statement/evidence of relevant actions.In respect of **O1-Q7-3**, copies of any relevant policies/literature or written statement/evidence of relevant actions. | Yes [ ]  | No [ ]  |  |

**Table Eleven** – **Optional Question Module O2: Environmental management policy and capability**

|  |  |  |  |
| --- | --- | --- | --- |
| **O2-Q1** | **O2-Q1-1 Exemption:**The questions O2-Q2 toO2-Q6 in this module need not be completed if your organisation holds a UKAS (or equivalent) accredited independentthird party certificate of compliance withBS EN ISO 14001 or a valid EMAS certificate,and can provide the supporting evidencerequested. If exemption is not claimed, please move to O2-Q2 | **Exemption****Claimed****(Please tick as****appropriate)** | **Please provide****copy of****certificates or****other supporting****information** |
| Yes [ ]  | No [ ]  |  |
| **Q No** | **Question** | **Description of information in support****of response, which will be taken into account in assessment** | **YES** | **NO** | **Supplier’s****unique reference****to relevant****supporting****information** |
| **O2-Q2** | **Do you have a****documented policy****and organisation for the management of construction-related environmental issues?** | Please provide evidence that you or your organisation has an environmental management policy authorised by the Chief executive or equivalent and regularly reviewed. The policy should be relevant to the natureand scale of the activity and set out the responsibilities for environmentalmanagement throughout the organisation | Yes [ ]  | No [ ]  |  |
| **O2-Q3** | **Do you have****documented****arrangements for****ensuring that your****environmental****management****procedures are effective in reducing/preventing****significant impacts on the environment?** | Please provide evidence that your organisation’s environmental policyimplementation plan provides information as to how the companyaims to discharge relevant legalresponsibilities and provides clear indication of how these arrangementsare communicated to the workforce, in relation to environmental mattersincluding:• sustainable materials procurement;• waste management;• energy management.This should include the arrangementsfor responding to, monitoring and recording environmental incidents and emergencies and complaints. | Yes [ ]  | No [ ]  |  |
| **O2-Q4** | **Do you have****arrangements for****providing employees****who will engage in****construction, with****training and information****on construction-related****environmental issues?** | Please provide evidence that your organisation has in place and implements, training arrangements to ensure that its workforce has sufficient skills and understanding to carry out their various duties.This should include a programme of refresher training that will keep the workforce updated on relevant legal requirements and good environmental management practice. | Yes [ ]  | No [ ]  |  |
| **O2-Q5** | **Do you check,****review and where****necessary improve****your environmental****management****performance?** | Please provide evidence that your organisation has a system for monitoring environmental management procedures on an on-going basis and for updating them at periodic interval. | Yes [ ]  | No [ ]  |  |
| **O2-Q6** | **Do you have****arrangements for****ensuring that any****suppliers you engage apply environmental****protection measures****that are appropriate to the activity for which they are being engaged** | Please provide evidence that your organisation has procedures formonitoring supplier’s environmental management arrangements andensuring that environmentalperformance appropriate for the activity to be undertaken is delivered throughout the whole of your organisations supply chain. | Yes [ ]  | No [ ]  |  |

 |  |

**Suitability Assessment Questionnaire– Template for Appendices**

|  |  |
| --- | --- |
| **Appendix Number**  |  |
| **Suitability Assessment Questionnaire Section** |  |
| **Question number**  |  |
|  |

# SECTION 8 – CONTRACTOR RESPONSES: WORKING METHODS

*Note – You may adjust the size of the text boxes to suit your response.*

|  |  |
| --- | --- |
| **8** | **Proposed Working Methods** |
| The contractor is required to respond to each method statement question below. The response must be self -contained, i.e. it should not refer or cross-reference to the answer to any other question, even though in some cases this may lead to duplication of information. Please do not submit appendices, general marketing or promotional materials by way of answers to any of the questions. Where information contained within such documents is pertinent to the question, it should be summarised within the answer. You may expand the sections provided or provide your responses on clearly cross referenced sheets. Please make sure that where you chose to cross reference, the responses are all submitted in a single word file so that they may be printed of together.  |
| **8.1** | **Technical and Professional Ability** |
| Relevant experience and contract examples:Please provide details of up to three contracts (comprising no more than 4 sides of A4 each), in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work.Works contracts may be from the past five years and should clearly demonstrate experience and expertise in similar projects in restoration of water bodies in ecologically sensitive environments.The case studies should clearly set out:• Client and contact details (name, phone number and email)• Contract start and completion dates, estimated contract value• Your role; in what capacity you were commissioned• The specific actions or interventions you made that helped advance the commissionThe named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below. They will also be asked to comment on the quality of the supplies or services provided during the course of the contract.Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).Where the Service Provider is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract. |
| **Response:** |
| 8.2  | **Design proposals** |
| Please submit draft design proposals as below:• An outline of how the objectives are to be achieved within the budget • A sketch layout on a scalable plan (pdf. format) • A design statement outlining the principles behind the proposals and planting design • A brief method statement for the works • Full details of guarantees and warranties on the construction and materials |
| **Response:** |
| 8.3 | **Environmental compliance** |
| Please set out your understanding of the environmental requirements and constraints of the project with particular regard to working in an ecologically sensitive environment. Include your understanding of the requirements for working in a water environment with regard to the Environmental Agency and Natural England.Please include a copy of your companies Environmental Policy. |
| **Response:** |
| 8.4 | **Implementation / Delivering the Contract**  |
| Please set out your intended approach in delivering this contract including:Demonstration of your understanding of the briefLiaison with the client and key stakeholdersManaging the contract Any key issues that may impact on the delivery of the work required.(comprising of no more than 2 sides of A4) In addition, please submit a draft project programme for the undertaking of this contract.  |
| **Response:** |
| 8.5 | **Managing Public Safety and Access** |
| This should demonstrate that the contractor has an understanding of the issues associated with working in a public areas where parks facilities remain open during works and has strategies in place to manage movement and access to the construction site and safety of users. Please include a copy of your companies Health & Safety Policy with your submission. Your answer should include but not be limited to how you will address the following points: • How to maintain third party and public access and egress when conducting works within public occupied places.• Detail your security arrangements when undertaking works in public places (especially the presence of children).  Please support your answer by reference to completed contracts. |
| **Response:** |
| 8.6 | **Other Information**  |
| Please indicate any other information which you consider may be relevant to support your tender submission |
| **Response:** |
| 8.7 | **Assumptions** |
| Please detail the assumptions that have been made in relation to your responses above; including details of any specific requirements/responsibilities you expect the Council to be responsible for, or equipment that you expect to be provided by the Council. Please note that any suggestions should be costed and a breakdown included within your pricing submission. |
| **Response:** |

# SECTION 9 - PRICING SCHEDULE

Prices are to be submitted in Pounds Sterling and exclusive of VAT. It should be assumed that all the requirements under the specification should be included in the costing proposal.

Please provide a breakdown of resources and costs by completing the corresponding resource schedule.

\* No additional costs will be considered by the Authority unless these are clearly stated in the pricing schedule response.

**See attached document ref: Section C - Schedules**

**Maximum budget of £85,000 available for this project.**

**Bids received in access of this will not be considered.**

# SECTION 10 – PAYMENT DETAILS

1. The Council’s standard payment terms are 30 days from receipt / date of invoice or 10 days for Small Medium Enterprises (SME’s)
2. No Invoices will be accepted from any Contractor without an official written order from us and the order number in full being quoted on all invoices
3. Hard / electronic copy ***[if electronic must be in PDF format and emailed to Accountspayable.enquiry@derby.gov.uk]*** invoices should be submitted:
* monthly in arrears
* in UK Pounds Sterling
* accompanied by a full breakdown of charges relating to the services provided by the Contractor.
1. All invoices for Derby City Council should be addressed to:

Angie Brown

 Parks Section

 Communities and Place

 Derby City Council

 Council House

 Derby

 DE1 2FS

 Email address; Accountspayable.enquiry@derby.gov.uk

And angie.brown@derby.gov.uk

 **Failure to do so may lead to a delay in payment**

1. All payments will be made by BACS

# SECTION 11 – FORM OF TENDER

**Note: Refusal to give this declaration and undertaking means that your tender will not be considered.**

To Derby City Council

Having examined carefully and understood the, Conditions of Tender, Terms and Conditions of Contract, the Specification and all other documentation issued by the Council in connection with the **Alvaston Park – Habitat Improvement Works**

We: ………………………………………………………………………………………

Of: ……………………………………………………………..…………………………

hereby offer to supply the Works subject to the terms and conditions set out in such Conditions of Tender, Terms & Conditions of Contract, Specification and other documents (if any) at the prices and rates contained in the Pricing Schedule. We will keep our bid valid and open for acceptance by the Council until the expiry of [90] days from the last date for the receipt of tenders.

I/We understand you are not bound to accept the lowest or any tender you may receive and you will not pay any expenses incurred by us in connection with the preparation and submission of this tender.

I/We declare that to the best of my/our knowledge the responses submitted in this ITT are correct and a true representation. I/We understand that the information will be used in the process to assess my/our organisation’s ability to deliver the Authority’s requirement. I/We understand that the Contracting Authority may reject this ITT if there is a failure to answer all relevant questions fully or if I provide false/misleading information

Unless and until a formal Contract is prepared and executed this Tender together with your written acceptance thereof shall constitute a binding Contract between us.

Signature ………………………………………………………

Position held ………………………………………………………

Name and Address

of Contractor ………………………………………………………

 ………………………………………………………

Dated ………………………………………………………

*Note – Electronic signatures or typed names are acceptable. In the event that your organisation is successful you will be required to resign this form with an original signature.*

**Note to Organisation: Refusal to give this declaration and undertaking means that your tender will not be considered.**

# SECTION 12 – COLLUSIVE TENDERING CERTIFICATE

**To: Derby City Council**

**In response to *Alvaston Park – Habitat Improvement Works***

I/We declare that:

1. This is a bona fide tender, intended to be competitive, and that I/we have not fixed or adjusted the amount of the tender by or in accordance with any agreement or arrangement with any other person.

2. I/We have not done and I/we undertake that I/we will not do at any time before the hour and date specified for the return of this tender any of the following acts:

a communicating to a person other than the person calling for those tenders the amount, or approximate amount of the proposed tender except where disclosure, in confidence, of the approximate amount of the tender was necessary to obtain premium quotations required for the preparation of the tender.

b entering into any agreement or arrangement with any other persons that they 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 of 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. We acknowledge that if we, or anyone who acts on our behalf behaves improperly or commits an offence under the Prevention of Corruption Acts 1889-1916, the Council may cancel the contract and recover all costs and losses.

In this certificate, the word ‘person’ includes any persons or any body or associated, corporate or unincorporated, and ‘any agreement or arrangement’ includes any such transaction, formal or informal, and whether legally binding or not.

Signature ………………………………………………………

Position held ………………………………………………………

Name and Address

Of Contractor ………………………………………………………

 ………………………………………………………

 ………………………………………………………

Dated ………………………………………………………

*Note – Electronic signatures or typed names are acceptable. In the event that your organisation is successful you will be required to resign this form with an original signature.*

**Derby City Council**

# SECTION 13 – FREEDOM OF INFORMATION DISCLOSURE FORM

**Freedom of Information Act 2000: Information Disclosure Form**

**In response to Alvaston Park – Habitat improvement Works**

The Council is committed to the principle of open government and may disclose, upon request, information that it considers to be in the public interest to disclose. The statutory presumption in favour of disclosure in the Freedom of Information Act 2000 also obliges the Council to disclose information following a valid request made to it under the Act.

Please state below any information that you specifically do not wish the Council to disclose together with any timescale relating to this non-disclosure e.g. for first 6 months, lifetime of the contract etc. Please also provide your detailed justifications for seeking the Council withholds disclosure and for the timescale identified.

Please note that the council may still need to disclose such information if necessary to comply with its obligations under the Act.

I have understood and completed the form accordingly

Signature ………………………………………………………

Position held ………………………………………………………

Name and Address

Of Contractor ………………………………………………………

 ………………………………………………………

 ………………………………………………………

Dated ………………………………………………………

*Note – You may adjust the size of the text boxes to suit your response.*

|  |  |  |
| --- | --- | --- |
| Information not for Disclosure | Reason for Non-Disclosure | Timescale |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*Note – Electronic signatures or typed names are acceptable. In the event that your organisation is successful you will be required to resign this form with an original signature.*

# SECTION 14 – Contractor CHECKLIST

Service Provider should ensure that they have answered all questions applicable to them and ensure that they have enclosed all relevant documents by completing the checklist below:

|  |  |
| --- | --- |
| **CHECKLIST:** | **Please tick to evidence that completed / appropriate document(s) are enclosed or state N/A** |
| **Section 7 – Contractor Responses – Suitability Assessment Questionnaire** | **🞏** |
| **Section 8 –** **Contractor Responses – Design proposals and Working Methods** |  **🞏** |
| **Section 9 – Pricing Schedule** | **🞏** |
| **Section 11 – Form of Tender** | **🞏** |
| **Section 12 – Collusive Tendering Certificate** | **🞏** |
| **Section 13 – Freedom of Information Disclosure Form** | **🞏** |

It is important that all sections are completed, all questions applicable are answered and all relevant documents are enclosed as failure to do so may result in your tender not being considered.

# SECTION 15 – TERMS AND CONDITIONS OF CONTRACT

**See Section A – Preliminaries and Conditions of Contract**

The form of contract to be used for this project shall be the JCT Minor Works Contract with Contractor's Design 2016 Edition.

# SECTION 16 – APPENDIX ONE – EXPLANATION OF PRICE EVALUATION

Bids are scored out of 100. These 100 points are split into two main criteria, which are quality and price. The amount of points available from the price and quality criteria is determined by the importance of these criteria to the services or works being purchased and is dependent on the risk and value of the contract to be awarded.

In the example below price accounts for 40 points and therefore the quality aspect will be marked out of the remaining 60 points.

The maximum price score is given to the lowest submitted price (taking into account all of the costs submitted in the tender, further explanation regarding the pricing schedule may be needed e.g. if a complex whole life costing model is used), in this example this is 40. Scores, in relation to price, are given to the other tenders based on their relative position to the lowest priced bid. Scores are rounded to 1 decimal point.

Calculation: [1-((Tenderer X’s price - Lowest Price) ÷ (Lowest Price))] x Price Points

|  |  |  |  |
| --- | --- | --- | --- |
| Tenderer | Price | Calculation | Points |
| 1 | £125,000 | [1 – ((£125,000 - £100,000) ÷ (£100,000))] x 40 | 30 |
| 2 | £185,000 | [1 – ((£185,000 - £100,000) ÷ (£100,000))] x 40 | 6 |
| 3 | £100,000 | [1 – ((£100,000 - £100,000) ÷ (£100,000))] x 40 | 40 |
| 4 | £150,000 | [1 – ((£150,000 - £100,000) ÷ (£100,000))] x 40 | 20 |
| 5 | £225,000 | [1 – ((£225,000 - £100,000) ÷ (£100,000))] x 40 | 0\* |

Step by Step Guide (Tenderer 1’s Price):

Subtract the lowest price from Tenderer 1’s price e.g. £125,000 - £100,000 = £25,000; this gives the difference between the lowest price and 1’s price.

Divide the difference between the lowest price and Tenderer 1’s price by the lowest price e.g. £25,000 ÷ £100,000 = 0.25; this shows the percentage difference between the lowest price and Tenderer 1’s price.

Take this difference away from 1. 1 – 0.25 = 0.75; this gives the percentage of the marks that Tenderer 1 will receive (75%). As Tenderer 1 is 25% more expensive than the lowest price they should get 25% less marks.

The final stage allocated the points that Tenderer 1 will earn. 0.75 x 40 = 30, to put it another way 75% of 40 is 30.

\*If a bid is more than twice the amount of the lowest price the equation will produce a negative number, in this case the bids score 0 points.

The winning tender is the one which scores the greatest overall mark once the Price and Quality scores have been combined.

# SECTION 17 – APPENDIX TWO – EVALUATION MATRIX SHOWING QUALITY CRITERIA

**WEIGHTINGS (A)**

|  |  |
| --- | --- |
| **Interpretation** | **Weightings** |
| High importance to the contract | 3 |
| Medium importance to the contract | 2 |
| Lower importance to the contract | 1 |

**SCORING (B)**

|  |  |
| --- | --- |
| **Score** | **Description** |
| **0** | **Completely unsatisfactory/unacceptable response** No response to the question or serious deficiencies in meeting the required standards.  |
| **1** | **Poor response** The response is partially compliant with some shortfalls in meeting the required standards. |
| **2** | **Acceptable response** The response is compliant and meets the basic contract standards. Any concerns are only of a minor nature. |
| **3** | **Good response** The response is fully compliant and clearly indicates a full understanding of the contract and the ability to consistently deliver all the required contract standards. |
| **4** | **Excellent response** The response is fully compliant and indicates the ability to exceed the required standards of the contract.  |

**WORKED EXAMPLE OF THE QUALITY EVALUTION MATRIX**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section** | **Question Number** | **Working Method Question**  | **Importance Weighting (A)** | **Max Quality Score Achievable (B)** | **Max Weighted Marks Available (C)** **(AxB = C)** |
| **8** | **8.1** | Technical and professional ability | *3* | 4 | **12** |
| **8** | **8.2** | Design | *3* | 4 | **12** |
| **8** | **8.3** | Environmental compliance | *3* | 4 | **12** |
| **8** | **8.4** | Implementation / Delivering the Contract | *2* | 4 | **8** |
| **8** | **8.5** | Managing public safety and access | *2* | 4 | **8** |
| **8** | **8.6** | Other Information | FOR INFORMATION ONLY |
| **8** | **8.7** | Assumptions | FOR INFORMATION ONLY |
| **Total** |  |  | **52** |

# SECTION 18 - APPENDIX THREE - ELECTRONIC SUBMISSION INSTRUCTIONS

**How to submit your bid?**

1. Go to the *EastMidsTenders* electronic tendering website: [**www.eastmidstenders.org**](http://www.eastmidstenders.org)
2. All documents that will form your submission must be uploaded via the “***Response Wizard***” button on the tender profile from which you downloaded this tender document.
3. Documents **that are uploaded to any other tender profile(s) or sections of the *EastMidsTenders* website (eg. your company profile) will not be considered.**
4. You are able to submit documents from the day they are issued, therefore it may be worthwhile submitting those that you do not need to do any further work on (eg. accounts or insurance schedules) as soon as possible so you can practice the process straight away.
5. On the tender return deadline date itself if you still have documents to submit it is recommended that you start submitting them at least three hours before the deadline in case of any problems. This is to allow sufficient time for the Council to address any problems/queries you may have prior to the tender return deadline.
6. The ***EastMidsTenders* system will close down the tender upload facility at the stated tender return deadline preventing any uploads after this time.**
7. All submitted documents should be named: ‘company name’ – ‘title of document’ (eg. Joe Bloggs Ltd – Financial Accounts 2006 - 2007). Please ensure that all documents are saved in the format specified in 6.2.2. Extremely large files or submissions may be zipped for ease of uploading.
8. A limit of 2GB per document applies when lodging a tender submission via *East Mids Tenders.*
9. When returning submissions electronically, tenderers should take into consideration the method of internet connection used (eg. dial-up modem, broadband etc). Under normal circumstances, broadband connection will provide a much quicker connection.
10. Electronic tender submissions are only acceptable via the *EastMidsTenders* website.
11. **Email submissions are not acceptable under any circumstances and will be deleted on receipt without being opened.**

# SECTION 19 - APPENDIX FOUR – DECLINING TO TENDER

**DECLINING TO TENDER**

If your organisation is declining to tender please complete and return this page before the tender return deadline to the email address below stating your reason(s) why.

**Title: ALVASTON PARK – HABITAT IMPROVEMENT WORKS**

**Reference: [DN318564] TD01318**

|  |
| --- |
| **Company:** |
| **Address:** |
|
|
| **Contact Name:** |
| **Position:** |
| **Telephone:** |
| **Email:** |

|  |
| --- |
| **I will not be returning the above ITT for the following reasons:-** |
|  |
| Expand as necessary |

**RETURN TO:-**

procurement@derby.gov.uk

FAO: Linda Spiby

# SECTION 20 - APPENDIX FIVE – CASHFLOW FINANCIAL ASSESSMENT



1. For more on SSIP and the prequalification assessment schemes in the SSIP Forum – go to www.ssip.org.uk [↑](#footnote-ref-1)
2. It is a legal requirement that all companies hold Employers (compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. [↑](#footnote-ref-2)
3. For more on SSIP and the prequalification assessment schemes in the SSIP Forum – go to www.ssip.org.uk [↑](#footnote-ref-3)