



Working together

# Fin Removal from Quay Visitors MSCP

REFERENCE: DN380543

PROCUREMENT PROCEDURE: UK OPEN

## Supplier Response Document Part F – Mandatory Requirements & Quality Statements

|   |   |                               |
|---|---|-------------------------------|
| <b>Name of Tenderer:</b>                              | <<Complete full name of tenderer submitting the information>> |                               |
| <b>Deadline for submission:</b><br>(UK date and time) | <b>DATE:</b>  | 21 <sup>st</sup> January 2019 |
|   | <b>TIME:</b>  | 23:30                         |

|                 |            |
|-----------------|------------|
| <b>Status:</b>  | ISSUED     |
| <b>Version:</b> | 1.00       |
| <b>Date:</b>    | 06/12/2018 |

Text marked <<BLUE>> must be completed by the Tenderer.

Completed tender documents must be submitted in accordance with the instructions given in the Invitation to Tender.

**APPENDICES SUPPLIED SEPARATELY AND FORMING PART OF OUR PART F  
(MANDATORY REQUIREMENTS & QUALITY STATEMENTS) SUBMISSION:**

| <b>Appendix Ref.</b> | <b>Appendix Title</b>         |
|----------------------|-------------------------------|
| Appendix F1          | <<Completed by the Tenderer>> |
| Appendix F2          | <<Completed by the Tenderer>> |
| Appendix F3          | <<Completed by the Tenderer>> |
| Appendix F4          | <<Completed by the Tenderer>> |

## RESPONSE TO SPECIFICATION

Tenderers must provide Quality Statements in response to the questions prefixed “QS” below. Quality Statements must describe how the tenderer will meet the requirements of the contract.

Tenderers are required to respond to all of the questions below.

Please adjust as necessary the size of the ‘response’ box in order to accommodate your response.

Tenderers are referred to the Invitation to Tender and reminded that evaluation of their Quality Statements will account for 40 % of the evaluation.

### Mandatory Requirements

Requirements in this section are MANDATORY requirements and MUST be met by Tenderers. Failure to meet any of the Mandatory Requirements will result in the tender being deemed non-compliant and the tender will be discounted from further consideration.

Tenderers are required to read the particular requirements in this section and then select ‘Yes’ for when they can meet the requirement or ‘No’ if they cannot meet the requirement.

| MR1   | Economic and Financial Standing  |          |
|-------|--|----------|
|       | Question   | Response |
| MR1.1 | Are you able to provide a copy of your audited accounts for the last two years, if requested? If no, can you provide <b>one</b> of the following: answer with Y/N in the relevant box.   | Yes / No |
|       | (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.   | Yes / No |
|       | (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.   | Yes / No |
|       | (c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | Yes / No |
| MR1.2 | Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out.   | Yes / No |

|  |   |                 |
|--|---|-----------------|
| <b>MR2</b>   | <b>If you are part of a wider group, please provide further details below:</b>    |                 |
| <b>Name of organisation</b>                                    |   |                 |
| <b>Relationship to the Supplier completing these questions</b> |   |                 |
| <b>MR2.1</b>   | Are you able to provide parent company accounts if requested to at a later stage? | <b>Yes / No</b> |
| <b>MR2.2</b>   | If yes, would the parent company be willing to provide a guarantee if necessary?  | <b>Yes / No</b> |
| <b>MR2.3</b>   | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?      | <b>Yes / No</b> |

|            |  |
|------------|--|
| <b>MR3</b> | <b>Insurance</b>   |
|            | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover set out in CD Part 1<br><br>Yes / No |

|  |   |  |
|--|---|--|
| <b>MR4</b>   | <b>Financial Risk</b>   | <b>Pass / Fail</b>                                   |
| <p>The authority will perform a financial risk assessment using information provided in the Economic and Financial Standing section of this document.</p> <p>The authority may use a credit reference and / or financial status records agency. Other financial information may be sought in order to complete our risk assessment. This may include, but not be limited to, a review of current assets against liabilities, profitability over the previous four years, size of any long term liabilities (particularly where these are financed by external bank loans), the structure of the company and whether it is or could be supported by a Parent Company, the value of current reserves, whether the contractor is long-established, plus consideration of the size of contract against company turnover. The minimum yearly turnover that economic operators are required to have shall not exceed twice the estimated contract value, except in duly justified cases. A potential supplier will not be deselected on the basis of turnover alone.</p> |   |  |
| <b>MR4.1</b>   | The minimum level of economic and financial standing and / or a minimum financial threshold for this project is: £450,000 GBP   | Cross-reference to (Economic and Financial Standing) |
| <b>MR4.2</b>   | Number not used   | <b>Number not used</b>                               |
| <b>MR4.3</b>   | Subject to the outcome of the financial risk assessment, where applicable, a Parent Company Guarantee may be required. Please confirm that you are willing to provide a Parent Company Guarantee. | <b>Yes / No</b>                                      |

| MR5   | Equality and diversity  | Pass / Fail |
|-------|---|-------------|
| MR5.1 | <p>Please self-certify whether, as an Employer, you meet the requirements of the positive equality duties in relation to the Equalities Act 2010* - and you have your own relevant policies/ literature or if you do not have your own policies / literature then you commit to the Council's standards outlined in its Policy document <i>Fairness for All</i> <a href="http://www.poole.gov.uk/your-council/equality-and-diversity/equality-and-diversity/">http://www.poole.gov.uk/your-council/equality-and-diversity/equality-and-diversity/</a></p> <p>* It is a legal requirement that applies to both public and private procurement.</p> | Yes / No    |

## Quality Statements

You are required below to respond to a number of questions. Your responses will tell us How, Who, What, Where, When and Why. Your responses are your opportunity to convince us that you should be awarded the contract. Please ensure that your responses are relevant and proportionate. You must respond fully to each question. Do not cross-reference from one response to another.

Once the Authority is satisfied with response documents, they will be incorporated into and form part of the contract.

Responses must be Arial Font Size 12. A word limit is stated for each response. If a response exceeds the stated word limit then the words over that limit will not be read and a score will be awarded on this basis. Information excluded from over-long responses may impact your ability to win the contract.

Please read the Specification carefully and complete your responses where indicated.

Depending on the response given a score of 0 to 10 will be given per question.

The evaluation methodology is described in the Invitation to Tender.

| No.   | Question   |                   |                   |
|-------|--|-------------------|-------------------|
| QS1   | References   |                   |                   |
| QS1.1 | <b>Relevant experience and contract examples</b><br><br>Please provide details of up to three contracts, 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. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years. Examples should not include previous contracts completed for the procuring Authority.<br><br>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.<br><br>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).<br><br>Where the Supplier 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.<br><br>If you cannot provide examples see question QS1.2 |                   |                   |
|       | <b>Contract 1</b>  | <b>Contract 2</b> | <b>Contract 3</b> |

|                                      |  |              |              |
|--------------------------------------|--|--------------|--------------|
| Name of customer organisation        | <<RESPONSE>>   | <<RESPONSE>> | <<RESPONSE>> |
| Point of contact in the organisation | <<RESPONSE>>   | <<RESPONSE>> | <<RESPONSE>> |
| Position in the organisation         | <<RESPONSE>>   | <<RESPONSE>> | <<RESPONSE>> |
| E-mail address                       | <<RESPONSE>>   | <<RESPONSE>> | <<RESPONSE>> |
| Description of contract              | <<RESPONSE>>   | <<RESPONSE>> | <<RESPONSE>> |
| Contract Start date                  | <<RESPONSE>>   | <<RESPONSE>> | <<RESPONSE>> |
| Contract completion date             | <<RESPONSE>>   | <<RESPONSE>> | <<RESPONSE>> |
| Estimated contract value             | <<RESPONSE>>   | <<RESPONSE>> | <<RESPONSE>> |
| QS1.2                                | <p>If you cannot provide at least one example for questions QS1.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.</p> |              |              |
|                                      | <p>Response:<br/> <b>Word limit: 500 words, appendices and attachments will <u>not</u> be evaluated</b><br/> &lt;&lt;RESPONSE&gt;&gt;</p>  |              |              |

|     |  |
|-----|--|
| QS2 | <p><b>Management and Supervisory Structure</b></p> <p>Describe the proposed management, supervisory and operational structure that will be adopted to perform the works as described in the Specification. Provide an organisational chart showing this structure together with details of the experience and qualifications of key staff to be employed on the Contract(s)</p>  |
|     | <p>Response:<br/> <b>Word limit: 1000 words, appendices and attachments will be evaluated</b><br/> &lt;&lt;RESPONSE&gt;&gt;</p>  |
| QS3 | <p><b>Method Statement</b></p> <p>Provide an outline method statement of how the works are to be undertaken to include resource levels (operatives and plant).</p> <p>The method statement shall include as a minimum:</p> <ul style="list-style-type: none"> <li>A) How the works will be undertaken in accordance with the constraints shown in the specification.</li> <li>B) Methodology for removing the fins ensuring safety of the car park users and public.</li> <li>C) How the waste material will be removed from site including asbestos.</li> </ul> |

|     |   |
|-----|---|
|     | <p>Response:</p> <p><b>Word limit: 1500 words, appendices and attachments will be evaluated</b></p> <p>&lt;&lt;RESPONSE&gt;&gt;</p>   |
| QS4 | <p><b>Quality Control</b></p> <p>Provide details on how the removal of the fins and concrete repairs will be monitored and the quality control procedures that will be in place to ensure compliance with the specification and method statements.</p>  |
|     | <p>Response:</p> <p><b>Word limit: 1000 words, appendices and attachments will <u>not</u> be evaluated</b></p> <p>&lt;&lt;RESPONSE&gt;&gt;</p>  |
| QS5 | <p><b>Programme</b></p> <p>Provide a programme for the whole of the works, clearly indicating start and completion dates and programming of critical works carried out. This must include a list of all activities, their durations, concurrent work operations and contingencies and to include resources allocated to the activities to be able to score full marks in this area.</p> |
|     | <p>Response:</p> <p><b>Word limit: 1000 words, appendices and attachments will be evaluated</b></p> <p>&lt;&lt;RESPONSE&gt;&gt;</p>   |
| QS6 | <p><b>Environmental Issues</b></p> <p>Describe proposals for management of environmental issues and stakeholders including proposals for the Site Waste Management Plan. Include details of how works will be planned to minimise the effect on neighbouring property.</p>  |
|     | <p>Response:</p> <p><b>Word limit: 1000 words, appendices and attachments will <u>not</u> be evaluated</b></p> <p>&lt;&lt;RESPONSE&gt;&gt;</p>  |



**Contact details and declaration**

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

| Contact details and declaration      |          |
|--------------------------------------|----------|
| Question                             | Response |
| Contact name                         |          |
| Name of organisation                 |          |
| Role in organisation                 |          |
| Phone number                         |          |
| E-mail address                       |          |
| Postal address                       |          |
| Signature (electronic is acceptable) |          |
| Date                                 |          |